

Premises Licence Application

Case Ref FS-Case-842184647

Date Submitted 2026-05-29 11:06:02

Environmental Services

East Cambridgeshire District Council The Grange Nutholt Lane Ely Cambs CB7 4EE

Application for a premises licence to be granted

under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.

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

Are you completing this form as **the Applicant**

Agent Details (if applicable)

Name:

Address:

Preferred contact method:

Email:

Phone:

Mobile:

Applicants Name and Address:

Part 1 - Premises Details

Postal address of premises:	Hill Farm Station Road, , Dullingham, CB8 9UT
Telephone number at premises (if any)	
Non domestic rateable value of premises	£ 0

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as:

(a) an individual or individuals*: No OR

(b) a person other than an individual*: Yes

*If you are applying as a person described in (a) or (b) please confirm:

I am carrying on or propose to carry on a business which involves the use of the premises for licensable activities or

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

If completed by Applicant:

Title	
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Surname	First names
I am 18 years old or over	
Current postal address if different from premises address	
Daytime contact telephone number	
Mobile phone number	
E-mail address (optional)	
Date of Birth	
Over 18	
Nationality	

(B) OTHER APPLICANTS

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

Name: TDC Group Ltd
Address: 26 Warren Road, Bury St Edmunds, Suffolk, IP28 8JP
Registered number: 17215334
Description of applicant: Company
Telephone number: [REDACTED]
E-mail address: [REDACTED]

Part 3 - Operating Schedule

When do you want the premises licence to start?: 22/08/2026

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

Please give a general description of the premises (please read guidance note 1) Dullingham Polo Club. An events venue situated on the outskirts of Dullingham.
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If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

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

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

Provision of regulated entertainment: (please read guidance note 2)

(e) Live Music, (f) Recorded Music, (g) Performance of Dance, (i) Provision of late night refreshment, (j) Supply of alcohol

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)
Will the performance of a play take place indoors or outdoors or both (please read guidance note 3)
Please give further details here (please read guidance note 4)

State any seasonal variations for performing plays (please read guidance note 5)
Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed above, please list (please read guidance note 6)

B

Films Standard days and timings (please read guidance note 7)
Will the exhibition of films take place indoors or outdoors or both(please read guidance note 3)
Please give further details here (please read guidance note 4)
State any seasonal variations for the exhibition of films(please read guidance note 5)
Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed above, please list (please read guidance note 6)

C

Indoor Sporting Events Standard days and timings (please read guidance note 7)
Please give further details (please read guidance note 4)
State any seasonal variations for indoor sporting events (please read guidance note 5)
Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed above, please list (please read guidance note 6)

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)
Will the boxing or wrestling entertainment take place indoors or outdoors or both(please read guidance note 3)
Please give further details here (please read guidance note 4)
State any seasonal variations for boxing or wrestling entertainment(please read guidance note 5)
Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed above, please list (please read guidance note 6)

E

Live Music Standard days and timings (please read guidance note 7) Day Saturday Start Time 12:00:00 End Time 00:00:00
Will the performance of live music take place indoors or outdoors or both(please read guidance note 3) Outdoors

Please give further details here (please read guidance note 4)

Live music will take place outdoors as part of Hifields Festival. Entertainment will consist of live performances by artists and bands and will operate within the site management, safety, security and noise management controls detailed in the Event Management Plan. The provision of regulated entertainment is proposed between 12:00 and 00:00.

State any seasonal variations for the performance of live music(please read guidance note 5)

None.

Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed above, please list (please read guidance note 6)

None.

F

Recorded Music

Standard days and timings (please read guidance note 7)

Day Saturday Start Time 12:00:00 End Time 00:00:00

Will the playing of recorded music take place indoors or outdoors or both(please read guidance note 3)

Outdoors

Please give further details here (please read guidance note 4)

Recorded music will take place outdoors within the licensed event area. Entertainment will include DJs and recorded music performances delivered through professionally managed sound systems. Recorded music will form part of the festival programme alongside live entertainment, performances, food and beverage provision.

State any seasonal variations for the playing of recorded music(please read guidance note 5)

None.

Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed above, please list (please read guidance note 6)

None.

G

Performance of dance

Standard days and timings (please read guidance note 7)

Day Saturday Start Time 12:00:00 End Time 00:00:00

Will the performance of dance take place indoors or outdoors or both(please read guidance note 3)

Outdoors

Please give further details here (please read guidance note 4)

Performance of dance will take place outdoors within the licensed event area. Dance performances may include professional performers, entertainers, festival performers, and dance displays. Such performances will form part of the wider programme of music, arts and entertainment activities taking place throughout the event.

State any seasonal variations for the performance of dance(please read guidance note 5)

None.

Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed above, please list (please read guidance note 6)
None.

H

Anything of a similar description to that falling within (e), (f) or (g)

Standard days and timings (please read guidance note 7)

Please give a description of the type of entertainment you will be providing

Will this entertainment take place indoors or outdoors or both(please read guidance note 3)

Please give further details here (please read guidance note 4)

State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)

Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed above, please list (please read guidance note 6)

I

Late night refreshment

Standard days and timings (please read guidance note 7)

Day Saturday Start Time 23:00:00 End Time 00:00:00

Will the provision of late night refreshment take place indoors or outdoors or both(please read guidance note 3)

Outdoors

Please give further details here (please read guidance note 4)

Late night refreshment will be provided outdoors within the licensed event area. Refreshments may include the sale or supply of hot food and hot drinks from catering concessions, food traders and temporary catering facilities operating on the premises.

State any seasonal variations for the provision of the late night refreshment(please read guidance note 5)

None.

Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed above, please list (please read guidance note 6)

None.

J

Supply of alcohol

Standard days and timings (please read guidance note 7)

Day Saturday Start Time 12:00:00 End Time 00:00:00

Will the supply of alcohol be for consumption on the premises or off the premises or both (please read guidance note 8)

On the premises only

State any seasonal variations for the supply of alcohol(please read guidance note 5)

None.

Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed above, please list (please read guidance note 6)

None

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

Name	Mr Thomas Janes
Address	[REDACTED]
Date of Birth	[REDACTED]
Personal licence number (if known)	[REDACTED]
Issuing licensing authority (if known)	[REDACTED]

K

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

None.

L

Hours premises are open to the public

Standard days and timings (please read guidance note 7)

Day Saturday Start Time 12:00:00 End Time 00:00:00

State any seasonal variations (please read guidance note 5)

None.

Non standard timings. Where you intend the premises to be open to the public at different times from those listed above, please list (please read guidance note 6)

None.

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

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

The premises will be operated in accordance with a documented Event Management Plan and associated risk assessments. Adequate numbers of trained staff, SIA licensed security personnel, stewards, first aid providers and welfare staff will be deployed commensurate with the nature and scale of the event. Regular liaison will be maintained with responsible authorities where appropriate. Emergency procedures, evacuation plans, incident reporting procedures and communication systems will be in place and all staff will receive appropriate briefings prior to the commencement of the event.

b) The prevention of crime and disorder

SIA licensed security personnel will be employed at the premises and will monitor entry points, licensed areas and public spaces. A Challenge 25 age verification policy will be operated at all bars. Alcohol sales will be monitored and staff will be trained in responsible alcohol retailing. Searches may be conducted where appropriate and prohibited items will not be permitted on site. An incident log will be maintained and any incidents of crime, disorder or anti-social behaviour will be reported to the appropriate authorities.

c) Public safety

A comprehensive Event Management Plan and risk assessment process will be implemented. Adequate first aid and medical provision will be available throughout the event. Emergency vehicle access routes will be maintained at all times. Fire safety equipment, emergency procedures, evacuation arrangements and crowd management measures will be in place. Temporary structures, electrical installations and event infrastructure will be supplied, installed and inspected by competent contractors. Capacity limits will be monitored and managed.

d) The prevention of public nuisance

Noise levels will be monitored and managed to minimise disturbance to local residents. Amplified music will be controlled through professional sound management practices and all licensable activities will cease at the permitted times. Litter and waste will be managed throughout the event and removed following the event. Traffic, parking and dispersal arrangements will be implemented to minimise disturbance to neighbouring properties. Attendees will be encouraged to leave the site in a respectful and orderly manner.

e) The protection of children from harm

The event is intended primarily for persons aged 18 and over. A Challenge 25 policy will operate at all bars and acceptable photographic identification will be required where age is in doubt. All staff will be made aware of safeguarding procedures and any concerns relating to children or vulnerable persons will be dealt with in accordance with the Event Management Plan. Any child found on site without appropriate supervision will be referred immediately to event management and safeguarding personnel.

Checklist

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

Upload any documents here : [sandbox files://6a196d6a50510492167069](#), [sandbox files://6a1972332c3f2102689432](#)

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

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

KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 - Signatures

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

Declaration

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

Declaration: Yes
Date: 29/05/2026
Capacity: Event organiser and company director.

Contact name (where not previously given and postal address for correspondence associated with this application (please read guidance note 13)	
Telephone number (if any)	
If you would prefer us to correspond with you by e mail, your e mail address (optional)	

Fees

Amount Paid: [REDACTED]
Payment Code: [REDACTED]
Payment Reference: [REDACTED]

Notes for Guidance

- 1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
- 2. In terms of specific regulated entertainments please note that:

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

adult entertainment remains licensable.

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

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

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

licensable activity.

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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 employ

- 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 employ
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of [permanent residence in the UK](#) or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family

members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

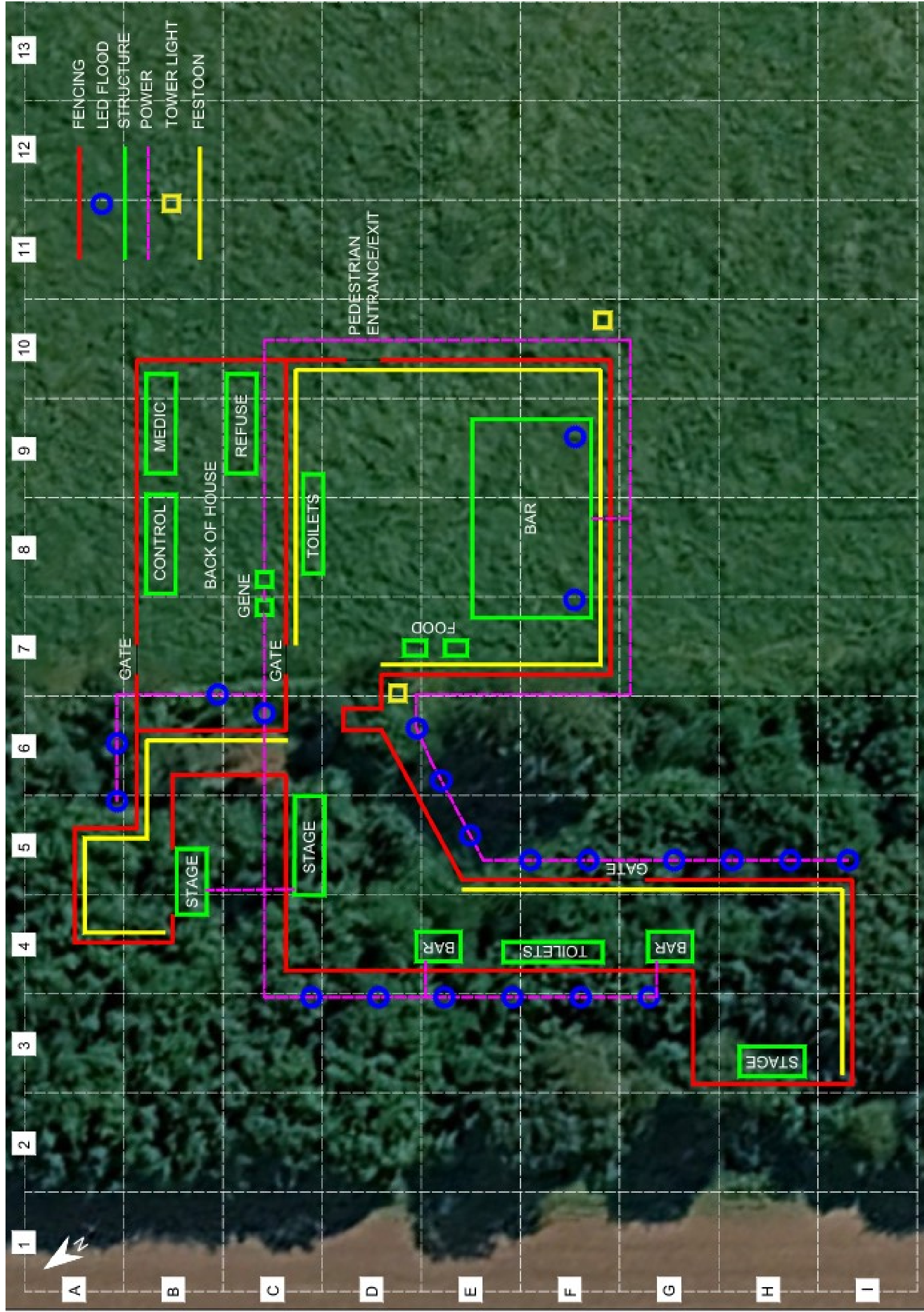
Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

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

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

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





Hifields Festival

Event Management Plan

Saturday 22nd August 2026

Version 1.0 – Mar2026

Author(s) 

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Appendix L	Contractors documents

1. Event Safety Policy

The Event organiser acknowledges their responsibility to plan, manage and monitor this event to ensure that all staff, participants and the public are not exposed to Health & Safety risks. We intend to produce a safely planned, organised and delivered event, working within statutory legislation and guidance such as the Health & Safety at Work act 1974 and within the spirit of the Purple or Green Guide.

All employees and volunteers will be reminded of their duty to take care to ensure everyone's Health & Safety and the potential impact of their acts or omissions. All reasonable precautions will be in place to minimise any negative impact to safety.

1.1 Plan Aim and Objectives

This plan is designed to bring together all the individual organisations and agencies' plans involved in the event into one document to provide a complete integrated event plan.

Its main objectives are:

- To facilitate the running of a safe and enjoyable event.
- To consider and plan for problems that may happen.
- Define trigger points at which emergency management may be implemented.
- To be a point of reference for all staff and the emergency services.
- To be a record of responsibilities, briefings and incidents.

2. Event Summary

2.1 Event dates

Dates and Times	Date	Time (24 hour clock)
Arrival on site	17.08.2026	09:00
Event starts	22.08.2026	12:00
Event finishes	23.08.2026	00:00
Depart site	27.08.2026	17:00

2.2 Event location

Site name: Dullingham Polo Club

Site address: Station Road, Dullingham, Cambridgeshire

Site postcode: CB8 9UT

Site grid reference (main entrance(s): what3words ///arose.rejoined.museum

2.3 Event overview

The event is a small scale, music and arts festival with a focus on supporting emerging artists, engaging communities in the arts, and allowing people to enjoy the outdoors as part of the festival experience. Hifields Festival is renowned as the starting point for a number of current artists.

The event programme consists of a wide range of art forms and activities including; live music, DJs, art installations, performers and street food.

Tickets are available for purchase online. Free tickets will be offered to local residents free of charge or discounted depending on the proximity of their premises to the site.

The event is marketed as a welcoming festival, featuring a mix of musical genres and styles focused on exciting new UK and International artists.

Most attendees return year after year, and many new attendees hear about the event via word of mouth from those previous attendees. The audience at Hifields Festival has always been extremely amicable and compliant, with a friendly atmosphere onsite. The best feedback we receive each year is that the event feels like one big family by the end of the event.

Site maximum capacity	2500
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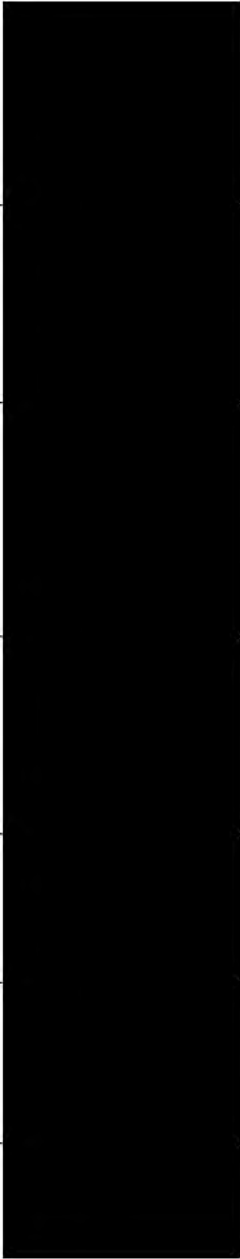
Please state the maximum number of people you expect at any one time					
Public visitors	Participants	Staff	Volunteers	Other	Total
2200	100	100	100	-	2500

Please state the maximum number of people you expect in total over the event					
Public visitors	Participants	Staff	Volunteers	Other	Total
2200	100	100	100	-	2500
Target audience: The event is primarily aimed at adults aged 18 and over from a wide range of backgrounds and communities. Using data from previous events and ticket sales to date, the management team expect the majority of attendees will be aged between 18 and 40 and will be resident in the Southeast of England.					

3. Event Staffing

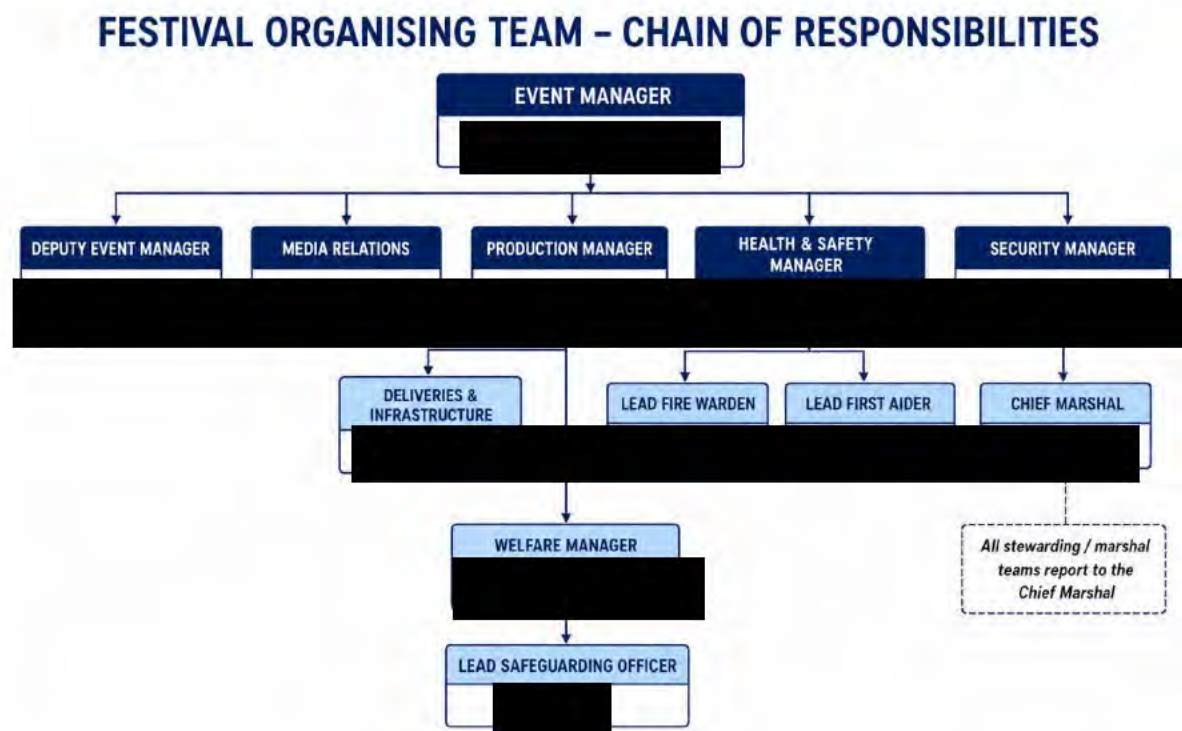
3.1 Roles, responsibilities and contact details of operational staff.

Group/company/charity organising the event:

Role	Name	Responsibilities	Contact Mobile
Event Manager		Overall control and coordination of the event, liaison with authorities and emergency services, decision making during incidents.	
Deputy Event Manager		Supports the Event Manager and assumes control in their absence, assists with operational coordination.	
Health and Safety Manager		Monitors health and safety compliance, conducts risk assessments, investigates incidents and hazards.	
Lead First Aider		Manages medical provision on site, coordinates first aid response and casualty reporting.	
Lead Fire Warden		Oversees fire safety measures, evacuation procedures and fire point checks.	
Lead Safeguarding Officer		Handles safeguarding concerns, welfare issues and vulnerable persons procedures.	
Security Manager		Supervises security staff, crowd management, access control and incident response.	

Chief Marshall		Coordinates event marshals, manages public flow, parking and perimeter monitoring.	
Media Relations		Handles press enquiries, public communications and media coordination.	
Welfare Manager		Oversees welfare facilities, lost persons, staff wellbeing and attendee support.	
Production Manager		Manages staging, sound, lighting, power and technical event infrastructure.	
Deliveries, Infrastructure		Coordinates site access, contractor deliveries, setup logistics and infrastructure support.	

3.2 Organogram of responsibilities:



3.3 Communications on site

All SIA security staff, the bar team, the first aid team and key staff will use radios to communicate. A dedicated emergency radio channel will be maintained for use by Event Control, Security, Medical and senior operational staff during incidents.

Mobile phones can also be used. Signal is good across all networks at site; the expected crowd numbers will not affect signal.

3.4 Staff Briefing

A briefing will be carried out by [REDACTED] on the morning of the event by means of a team meeting including all staff and marshals. It will include operating procedures, safety procedures, emergency/evacuation procedures and details of staff welfare.

4. Activities

The provision of regulated entertainment (to include live music, recorded music and activities of a similar description) and the provision of entertainment facilities (to include making music, dancing and facilities of a similar description): 12:00 on 22nd August 2026 to 00:00 on the following day.

The sale by retail of alcohol for consumption on the premises: 12:00 on 22nd August 2026 to 00:00 on the following day.

4.1 Firework and pyrotechnic management

n/a

4.2 Fair rides and inflatables

n/a

4.3 Live music, bands, shows and displays

Multi-genre DJ's playing recorded music.

4.4 Water-based activities

n/a

4.5 Animals on site

n/a

4.6 Camping on site

Staff only.

4.7 Fundraising

n/a

4.8 Other activities

n/a

5. Event Risk Assessments and Hazard Management

Please see Appendix 7 for risk assessment and fire risk assessment.

6. Emergency Management

6.1 Emergency procedures

The Event Manager has overall responsibility for strategic management of emergency situations and liaison with emergency services and relevant authorities.

The Production Manager will coordinate technical and operational response requirements.

The Health & Safety Manager will oversee dynamic risk assessments, safety controls and incident safety management.

The Security Manager will coordinate security response, crowd management, lockdown and evacuation operations.

If any responsible person becomes unavailable, responsibilities may be delegated by Event Control to suitably competent personnel.

All incident responses will be managed using dynamic risk assessment principles.

At all times the event will operate under one of the following status levels.

Green: Normal Operation

The event site is operating under normal circumstances. Green status incidents might require the assistance of onsite teams such as security, medical, power or marquees. The chain of command remains normal, with Event Control coordinating the resolution of routine incidents using appropriate operational teams.

Amber: Emergency Response

Amber status incidents may require attendance from the emergency services in addition to onsite operational teams. Event Control will make the decision to request emergency service assistance where necessary.

The chain of command remains operational, with Event Control coordinating onsite resources, communications and emergency response actions.

The Event Manager, Head of Security or their delegated deputy will be responsible for making the decision to conduct a partial or full evacuation as part of the emergency response.

Red: Major Incident

The event site is operating to resolve a major incident. Red status incidents are those that involve the treatment and rescue of a large number of severe casualties, require a joint response from two or more of the emergency services, or require the support of the local authority and emergency services to cater for the threat of death, serious injury or

homelessness of a large number of people.

The chain of command changes. Event Control will support the controlling officer's decisions by coordinating onsite staff and resources, providing information, recording incident details and assisting with evacuation or lockdown procedures as necessary. If the situation can be resolved and the event can continue, operational control of the event will transfer back to Event Control. If the situation requires the curtailment of the event, the decision will be taken by the Event Organisers in consultation with Event Control, the controlling officer and emergency services where applicable.

The designated rendezvous point for emergency vehicles is shown on the site plan. The fire warden will meet emergency services here.

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

A show stop can be ordered by Event Control, the Head of Security, Production Manager or Event Manager at any time. The performers will be asked to leave the stage by the stage manager, and all sound will be cut except for one microphone for use by the stage manager who will make the following announcement: "Ladies and gentlemen. Owing to an incident (provide brief details) it has become necessary to temporarily stop the performance. We will restart the show as soon as possible, please remain where you are." Further details about whether or not the show will restart should be given as soon as possible.

Under an Amber site status, the Event Manager, Head of Security or Event Control will be responsible for making the decision to conduct a partial or full evacuation of the site. The purpose of a full or partial evacuation is to move people away from actual or potential dangers to a place of safety.

A full or partial evacuation will be coordinated by the head of security. Production and operational teams will assist by coordinating staff, infrastructure and resources as required.

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

Cancellation (event not yet commenced):

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

Curtailment (event commenced):

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

An emergency vehicle route will be created and kept clear to provide the best possible

access to emergency vehicles in the event of an emergency.

The evacuation assembly point is shown on the site plan.

If a helicopter is required to provide medical transport, grassland to the north of the festival site should be utilised as a safe space to land.

6.2 Suspicious packages

Any unattended or suspicious item will be treated seriously until assessed otherwise.

Staff should apply the HOT principles:

- **HIDDEN** – Is the item deliberately concealed?
- **OBVIOUS** – Does it appear suspicious due to wires, batteries, liquids, smells or unusual appearance?
- **TYPICAL** – Is the item typical for the environment and location?

Staff must:

- Not touch, move or interfere with the item.
- Immediately inform Event Control via radio.
- Establish an initial cordon and move members of the public away from the area.
- Prevent use of radios/mobile phones immediately adjacent to the item if advised.
- Await attendance from police or emergency services.

Event Control will determine whether evacuation, invacuation or lockdown procedures are required in consultation with emergency services.

6.3 Bomb threat

Responsibility for the initial decision making remains with the management.

All bomb threats should be reported to the police and their subsequent advice followed accordingly. Police will assess the credibility of the threat at the earliest opportunity.

Venue options to manage the risk include:

- External evacuation.
- Invacuation.
- Decision not to evacuate or inwardly evacuate.

If you receive a telephone threat you should:

- Stay calm and listen carefully.
- All key information should be recorded.
- If practical, keep the caller talking and alert a colleague to dial 999.
- If displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended.
- If the threat is a recorded message write down as much detail as possible.
- If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice.

- Contact the supervisor upon receipt of the threat.

If the threat is delivered face-to-face:

- Try to remember as many distinguishing characteristics of the threat-maker as possible.

If discovered in a written note, letter or as graffiti:

- Treat as police evidence and stop other people touching the item.

If the threat is received via email or social media application:

- Do not reply to, forward or delete the message.
- Note the sender's email address or username/user ID for social media applications.
- Preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after).

6.4 Terrorist attack

The UK National Threat Level is currently assessed as 'Severe', meaning an attack is highly likely. The event will operate with vigilance and preparedness proportionate to this threat level.

The event will follow current ProtectUK guidance and the principles of 'Run, Hide, Tell' in relation to marauding terrorist attacks and hostile incidents.

All staff, contractors, volunteers and security personnel will receive pre-event briefings covering:

- Identification of suspicious behaviour, vehicles, or packages.
- Hostile reconnaissance indicators and suspicious behaviour reporting.
- Dynamic incident response procedures.
- Run, Hide, Tell principles.
- Lockdown and evacuation procedures.
- Emergency communications and escalation routes.
- Procedures for reporting concerns to Event Control and emergency services.

Staff are instructed that:

- RUN – move attendees away from danger where safe to do so.
- HIDE – if evacuation is unsafe, seek secure shelter, lock/block access points, silence mobile devices where possible, remain quiet and stay out of sight.
- TELL – contact emergency services when safe and provide accurate information.

In the event of a suspected terrorist incident:

- Event Control will immediately notify emergency services.
- Music and performances may be stopped immediately.
- Site access points may be locked down or controlled.
- Public announcements will be made via PA systems where safe and appropriate.
- Security and stewards will assist in evacuation, evacuation or lockdown procedures under direction from Event Control and emergency services.

Vehicle access to the site is controlled through designated access points, stewarding and security presence. Unauthorised vehicle access to pedestrian areas is prohibited. Suspicious behaviour, unattended items or hostile reconnaissance activity will be reported immediately to Event Control and police.

6.5 Fire precautions, equipment and procedures

Fire-fighting equipment is located: At all bars and at each stage.

Fire warden: [REDACTED]

Fire risk assessment: See Appendices.

Specific hazards are: Gas canisters, fuel, re-fuelling generators, catering etc.

Fuel spillages will be dealt with by: [REDACTED]

If a fire breaks out:

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

Evacuation assembly point: Shown on site plan.

6.6 Site safety

All emergency exits will be clearly denoted using the standard form of white lettering on a green background and displayed at a suitable height. Other points of interest will be clearly signposted such as the main entrance and first aid.

Anti-climb Heras fencing and steel hoarding will be used to enclose the site erected in line with the site plan, this will act as screening between the event site, non-event space/vehicular areas. This will be patrolled by SIA accredited security.

Suitable safety barriers will be used in front of stages and to cordon off non-public areas, such as around generators, trip hazards and to form queue lanes.

Front of Stage barriers will be used in our high-capacity venues to ensure crowd safety.

6.7 Severe weather

Inclement Weather:

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

Wind:

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

Flooding & Wet Weather:

Shelter for all attendees is available in various places across the site and in marquees.

In the event of localised flooding areas will be closed off. Signage will be available to warn

of flooding and muddy areas.

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

Extreme Heat & Cold:

In the case of extreme heat (above 27C) staff will be briefed to remind attendees to remain hydrated, seek shade where possible and wear sunscreen.

Sunscreen will be available in the first aid tent for anyone without their own. In extreme cold (below 10C) staff will be briefed to verbally remind attendees of the need to keep warm.

Blankets will be available in the first aid tent for anyone who does not have enough clothing.

Thunderstorms:

Thunderstorms and lightning activity will be monitored through live weather forecasting and onsite observation.

In the event of nearby lightning activity, the Production Manager and Event Control will assess the risk to attendees, staff and contractors, particularly in relation to:

- Temporary demountable structures.
- Metal fencing and stage infrastructure.
- Open exposed areas.
- Electrical systems.
- Queuing areas.

Control measures may include:

- Temporary suspension of performances or entertainment.
- Isolation of electrical systems where necessary.
- Restriction of access to exposed areas or structures.
- Directing attendees towards safer sheltered areas.
- Partial or full evacuation where conditions present an immediate risk to life.

Security, stewards and production staff will communicate instructions to attendees via radio networks and public address systems.

The event will not recommence until conditions are assessed as safe by Event Control and relevant contractors.

6.8 Incident reporting procedure

An incident book will be maintained and kept on site to record any incident and will be made available for inspection by the police or an authorised officer.

Exclusive Protection Services are responsible for completing incident reports, obtaining witness details and preserving relevant evidence where required.

7. Welfare

7.1 First aid

- Medical cover will be provided by [REDACTED] who will manage all medical provision on site, coordinate first aid response and casualty reporting.
- Contact number - [REDACTED]
- First aid point and first aid kit will be located in the medic centre shown on site plan.
- Site plan is a gridded map and staff will be provided with radios for communication.

Please see Appendix L for full method statement.

7.2 Lost and found child and vulnerable person procedure

The event is over 18 so no children will be on site for the duration of the event.

A vulnerable person's area will be set up at the event as part of the First Aid zone.

If vulnerable adults, or personal assistants accompanying vulnerable adults, arrive at other areas of the site or approach a member of staff or steward, they should be directed or escorted to the welfare or collection point as appropriate.

The first aid team along with event organisers will ensure that all vulnerable people are safe, looked after and only leave site once safe to do so or when the duty of care has been transferred to a suitable person.

Any report of a missing or vulnerable person will be treated as a priority incident and immediately reported to Event Control.

Event Control will record:

- Name and description.
- Vulnerability details.
- Clothing description.
- Last known location and time seen.
- Relevant medical or safeguarding information.

Upon notification:

- Security, stewards and welfare staff will be briefed via radio.
- Exit points may be monitored or temporarily controlled.
- A coordinated search of relevant areas will commence.
- Toilets, welfare areas, medical facilities, secluded areas and vehicle access routes will be prioritised.

The decision to implement a partial lockdown, suspend entry/exit, or conduct wider

searches will be based upon dynamic risk assessment considering:

- Medical or safeguarding vulnerabilities.
- Time missing.
- Weather conditions.
- Any indication of coercion, distress, exploitation, self-harm risk or criminality.

Police will be informed at the earliest appropriate opportunity based upon dynamic risk assessment and without unnecessary delay where vulnerability concerns exist

Any reunification will be documented and safeguarding procedures followed before the individual is released into the care of a responsible adult, welfare representative, medical professional or police officer as appropriate.

7.3 Safeguarding

The following control measures will be implemented:

- Clearly designated Welfare/Safeguarding Point for reporting concerns.
- Procedures for lost and found vulnerable persons.
- Steward and security presence across the site, particularly in high-risk areas.
- Challenge and reporting procedures for inappropriate or concerning behaviour.
- Clear signage and public information on how to seek help.

All staff, contractors, and volunteers will receive pre-event safeguarding briefings, including:

- Awareness of safeguarding responsibilities.
- Recognising signs of abuse, neglect, or vulnerability.
- Procedures for responding to disclosures or concerns.
- Reporting lines and escalation procedures.

Where appropriate, staff in safeguarding or welfare roles will be suitably trained and/or DBS-checked.

Any safeguarding concern or allegation will be taken seriously and:

- Reported immediately to Event Control/Safeguarding Lead.
- Recorded in line with event procedures.
- Referred to police and/or local safeguarding authorities where required.

The event will operate a code of conduct for staff and contractors to:

- Avoid situations where individuals are alone with children or vulnerable persons.
- Maintain professional boundaries at all times.
- Ensure interactions are appropriate, transparent, and, where

possible, observable by others.

7.4 Nursing parents and baby changing facilities

n/a

7.5 Equality

Disabled access toilets will be provided.

Priority parking spaces will be made available to improve access to the event for disabled attendees.

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

7.6 Weather

Shelter for all attendees is available in various places across the site and in marquees.

Free water is available for all attendees.

8. People Management

8.1 Security

SIA licensed security will be used in any position where searching, refusal of entry, patrolling or intervention may be required and at the sites of all licensable activities.

Contractors details: [REDACTED] - [REDACTED]

Dates and times on site: 22nd August 11:00 – 01:00 23rd August 2026.

All security staff accreditation will be checked by means of searching the Register of Licence Holders.

Please see Appendix L for full method statement.

8.2 Crowd management

Stewards and volunteers will be used to assist with general information and monitoring of activity around the event site. This team will not replace or replicate the provisions of the SIA licensed security team; their purpose is to provide information to festival goers and a large network of eyes and ears around the event site.

A drugs amnesty box will be placed at the site entrance to offer customers, security staff and event stewards a place to safely and securely deposit any illegal substances found. This box will then be returned to the relevant authority after the event.

It is a condition of entry that each attendee is subject to a security search upon entry to the event site. Any persons found with illegal substances at entry searches will be refused entry and their name logged. Any evidence will be placed in a bag and stored in the locked security vehicle in a sealed bag, this bag will then be returned to the relevant authority after the event.

A tent will be set up to conduct any further searches of persons suspected of carrying illegal substances or contraband. These searches will be conducted out of site inside the search tent.

Any contraband material found during searches will be confiscated. Contraband material includes drugs, weapons, glass bottles, fireworks, sparklers, excess alcohol, alcohol carried by under 18s, large sound systems, large gas canisters. There is a zero-tolerance policy to all of these items.

Crowd behaviour will be monitored by security staff and event organisers. Appropriate action will be taken to combat excessively rowdy or drunk behaviour including a verbal dialogue, recommendation to take time out in quiet space and as a last resort removal from the event.

The majority of tickets will be sold by pre-sale.

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

8.3 Competitor and performer management

Artist liaison will be managed by [REDACTED]

8.4 Lost Property

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

9. Vehicle Management

9.1 Traffic management

All public traffic will use the Station Road entrance to enter the event car park.

All traffic once on site will be directed by site stewards and signs.

The main entrance and exit road on site will be controlled by stewards using radio communication, to ensure traffic is only travelling in once direction at any one time and to prevent traffic build up on highways.

All traffic will exit site via the same access used for entry.

A pedestrian walkway from the car park and drop off area will be set out and cordoned to minimise the risk of a vehicle/pedestrian collision.

No vehicular access to event site once event is underway.

A clear path into the event site for emergency vehicles will be maintained at all times.

Please see Appendix P for full traffic management plan.

9.2 Road closures

n/a

9.3 Car park closures

n/a

9.4 Directional signage

- To be discussed with Highways – request contact.

9.5 Public transport management

A number of local taxi providers will be approached prior to the event to ensure they are aware of the event timings and location. Their telephone numbers will be published on the festival social media channels.

9.6 Car Parking

There is ample space at the event site to accommodate for expected attendee numbers and more. Parking will be managed by stewards to ensure available space is used effectively and that attendees only park in permitted locations.

All roadways will be delineated by rope and pin or traffic cones

There will be a designated taxi drop off/collection point located away from all pedestrian walkways and car park.

This area will be signposted, marked and under stewardship.

Main vehicular ingress and egress routes, will be monitored and if necessary in wet weather, made safe through the use of woodchip or temporary pathway and trackway.

9.7 Event Dispersal & Egress Management

A phased and controlled dispersal strategy will be implemented at the conclusion of the event to minimise congestion, maintain public safety and reduce disturbance to local residents.

Security, stewards and event staff will remain on duty throughout the egress period and until the majority of attendees have safely departed the site.

The event egress procedure will include:

- Stewarding of pedestrian exit routes.
- Monitoring of vehicle movements and car park exits.
- Management of crowd flow away from the site entrance.
- Directional signage towards transport collection points.
- Continued radio communications between Event Control, Security and Traffic Management staff.

- Monitoring for anti-social behaviour, welfare concerns or intoxicated individuals.
- Event Control will monitor dispersal conditions and may implement temporary traffic holding measures where necessary to maintain pedestrian safety.

9.8 Transport Dispersal

Attendees are expected to depart the site primarily via private vehicle, pre-booked taxi services and designated driver arrangements.

Vehicle exit routes and pedestrian routes will be managed separately where reasonably practicable to reduce conflict between vehicles and pedestrians.

Stewards will assist in directing attendees safely towards exits, car parks and designated pickup locations.

A designated taxi and private hire pickup/drop-off area will operate adjacent to the main site entrance as shown on the site plan.

Security and stewards will monitor the area during peak ingress and egress periods to minimise congestion and maintain safe pedestrian movement.

Attendees will be encouraged via event communications and social media to pre-book taxis due to the rural location of the site.

10. Technical Support

10.1 Temporary Demountable Structures (TDS)

To be provided and supervised by:

Marquees will be erected and dismantled in line with method statement and relevant risk assessment.

Wind management plans will be reviewed should speeds reach 20mph and actions taken if necessary.

Marquees will be safety checked and signed off after erection by contractor ensuring compliance with the above.

Please see Appendix Q for full method statements.

10.2 Staging

Staging will be erected and dismantled in line with method statement and relevant risk assessment.

To be provided and supervised by:

10.3 Electrics

Electrical installations will be managed and signed off by Darren Jackson electrical contractors. They will comply with all statutory provisions and will be of adequate capacity, reliability and durability in accordance with the requirements set out in the Electricity at Work Regulations (1989). Most appliances brought on site are hired from reputable companies with PAT test certification.

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

On site electrician will be [REDACTED]

10.4 Lighting

Temporary lighting towers and fixed lighting will be used to illuminate key pedestrian routes, exits, welfare points, toilets, car parks and transport collection areas during hours of darkness.

Lighting levels will be sufficient to allow safe movement of pedestrians and vehicles during ingress and egress operations.

Backup lighting equipment will be available where reasonably practicable in the event of localised lighting failure.

The event will start in daylight, and the sunset time is predicted at 20:30.

10.5 Sound system

To be provided and supervised by [REDACTED]

10.6 Noise management policy

This Noise Management Plan sets out the measures that will be implemented to control, monitor, and minimise noise impact from the event on nearby residents and other noise-sensitive receptors.

This plan is informed by:

- Code of Practice on Environmental Noise Control at Concerts (Noise Council).
- Relevant guidance and requirements of East Cambridgeshire District Council Environmental Health.
- The Environmental Protection Act 1990.

Music noise levels will be measured as LAeq,15 minutes at 1 metre from the façade of the nearest noise-sensitive premises.

- Up to 23:00:
65 dB(A) LAeq,15min.
- After 23:00:
45 dB(A) LAeq,15min (or cessation of amplified music unless otherwise agreed).

Final limits will be agreed in advance with Environmental Health.

To minimise noise impact:

- Stages and speakers will be positioned as far as reasonably practicable from residential properties.
- Speaker systems will be oriented away from nearby dwellings.
- Use of directional speaker arrays and system tuning to reduce off site propagation.
- Avoidance of unnecessary low-frequency build-up (bass control).
- Natural and built features will be utilised where possible for acoustic screening.

Sound System Management:

- All sound systems will be operated by competent, experienced sound engineers.
- A Noise Control Manager will be appointed with authority to instruct volume reduction.
- A direct communication link (radio/mobile) will be maintained between noise monitoring personnel, front of house (FOH) sound engineers, and event control.

Noise monitoring will be undertaken throughout the event using:

- Type 1 or Type 2 calibrated sound level meters
- Measurement standard: LAeq, 15 minutes
- Measurements taken at agreed off site receptor locations and on site reference positions (for control purposes).

Meters will be:

- Calibrated before and after use.
- Used in accordance with manufacturer and industry standards.
- Positioned to minimise reflection and wind interference.

Weather conditions (wind direction/speed) will be considered when interpreting results.

Control Procedures:

- Regular noise monitoring will be undertaken during performances.
- Where levels approach trigger thresholds (e.g. 63 dB(A)), pre-emptive reduction will be implemented.
- If limits are reached or exceeded, immediate instruction will be given to reduce sound levels and follow up monitoring will confirm compliance.

The Noise Control Manager has final authority on noise related decisions.

Sound Checks and Testing:

- Sound checks will be limited to agreed times (typically daytime only).
- Levels will be kept as low as reasonably practicable.
- No prolonged or repeated high level testing will take place.

A Noise Complaints Procedure will be implemented:

- A dedicated resident contact number will be active during the event.
- Details will be communicated to local residents in advance.
- All complaints will be logged with time and details, investigated promptly, and responded to with appropriate action.

Where a complaint is validated, immediate mitigation (e.g. volume reduction) will be applied.

Prior to the event local residents will be notified of:

- Event dates and times
- Expected noise periods
- Contact details for enquiries/complaint.

Noise monitoring data will be recorded throughout the event. Logs will include:

- Time-stamped readings.
- Actions taken.
- Weather conditions (where relevant).

A copy of monitoring results will be made available to Environmental Health within 14 days upon request.

In the event of sustained exceedance or significant complaint:

- Further reduction of sound levels.
- Adjustment of sound system configuration.
- Temporary suspension of performances if required.

Responsibilities:

- Event Organiser: Overall compliance.
- Noise Control Manager: Monitoring, control, liaison.
- Sound Engineers: Operation within agreed limits.
- Event Control: Coordination and communication.

11. Communications Plan

11.1 Wider communication

Attendees will be provided with event travel and dispersal information via the event website,

ticketing communications and social media channels, terms and conditions of entry and general safety advice prior to and during the event.

Flyer drops will ensure local residents are aware of the event and timings.

Stage PA systems will be employed to communicate with the audience on the day of the event.

11.2 Media

Any media statements or enquiries will be dealt with by Thomas Janes.

Professional photographers/videographers are employed to take pictures and record footage of the event.

12. Sanitary Facilities

12.1 Waste Management

Bins will be provided across the event site for use by attendees. The refuse team will ensure bins across the event site are regularly emptied and the event site is kept clean of any discarded materials.

Attendees will not be allowed to leave the event with any cups or plastic bottles, helping to reduce any litter dropped outside of the event site. At the end of the event a full litter sweep will be conducted across the entire site and immediate surrounding areas.

No glass will be allowed into the event. Additional measures will be taken to reduce the amount, and types of materials coming onto the event site.

Larger industrial bins will be provided for the safe disposal of food waste.

Smoking bins will be provided across the event site.

12.2 Toilets

- Provider's details: [REDACTED]
- Public toilets are located at: See site plan.
- 10 number of Portaloos for men will be provided.
- 2 number pee pods/urinals for men will be provided.
- 17 number of Portaloos for women will be provided.
- 2 disabled toilet facilities.

13. Catering and Hospitality

13.1 Food and drink

Food will be provided by fully licenced traders who possess gas and electric safety

certificates, good food hygiene rating and relevant insurances.

See Appendix 12 for list of vendors and contact details.

Staff will be provided with free water.

In addition to gas safety certificates traders will have the appropriate fire extinguishers and training.

Traders will bring only the minimum number of gas cylinders required for the event and these cylinders will be properly stored away from any ignition sources.

There will be a minimum of 3m spacing between vendors and these vendors will manage their own areas with regard to combustible waste. The use of petrol is highly flammable and not recommended at public events. Diesel generators only.

Free water will be available to all attendees.

13.2 Alcohol

The bars on site will be managed in accordance with The Licensing Act 2003 and all mandatory licensing conditions will be met. The bars will stock a wide range of products. Extremely cheap and excessively strong drinks will not be available.

The following guidelines will be followed:

- Ensure that bar staff know that it is an offence to knowingly serve a customer who is drunk and that it is company policy not to do so.
- Ensure staff understand what is regarded as drunk e.g slurring speech, staggering about, unable to count out money for a drink.
- Inform drunk customers of policy on intoxication.
- Monitor this in practice and discipline staff who breach the policy.

Our designated premises supervisor will be [REDACTED] licence number [REDACTED] issued by Forest Heath.

Bar operating times will be 12:00 on 22nd August to 00:00 on the following day.

We will operate a 'Challenge 25' policy at all bars across site if there is any doubt about the attendee's age.

A refusal book will be maintained and kept on site to record any refusal to sell alcohol and will be made available for inspection by the police or an authorised officer.

It is a condition of entry that each attendee is subject to a security search upon entry to the event site.

Any alcohol found during searches will be confiscated and appropriate action will be taken by the security team.

13.3 Drugs Policy

We operate a zero-tolerance policy to drugs.

Anyone found with illegal drugs will be banned from the event and reported to the police.

Anyone found to be asking for drugs or offering drugs will also be banned for life.

We will have a drug amnesty bin at the event entrance so that attendees can deposit any drugs they may have with them.

14. Environmental Protection

14.1 Water

Wastewater, cleaning chemicals and cooking oil will be disposed of off-site.

14.2 Land

Attendees will not be allowed to leave the event with any cups or plastic bottles, helping to reduce any litter dropped outside of the event site. At the end of the event a full litter sweep will be conducted across the entire site and immediate surrounding areas.

Contractors will use spill trays if refueling of generators is required.

14.3 Air

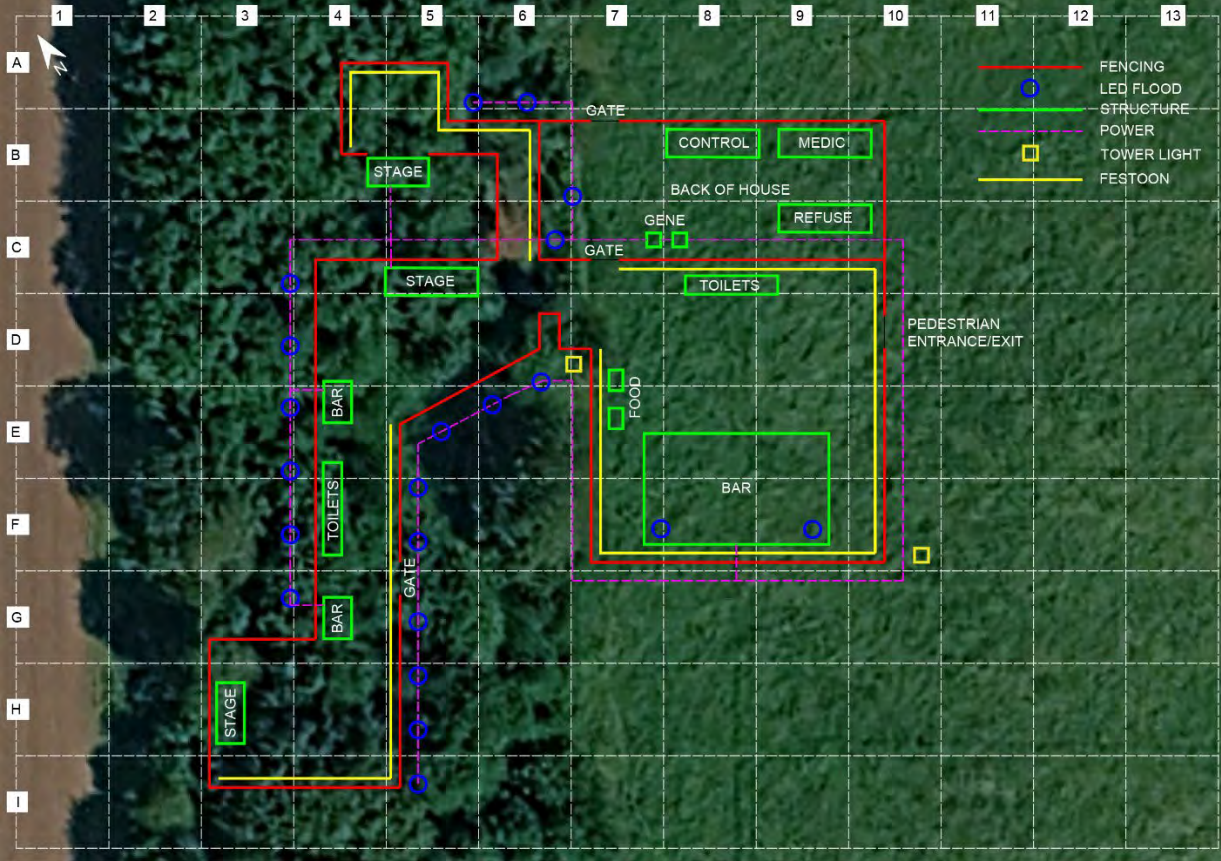
Electric appliances will be kept to a minimum. Lights will be turned off in all daylight hours, unless required for artistic purposes.

Generators will be the only sources of emissions on site and will be limited to the event open and close time.

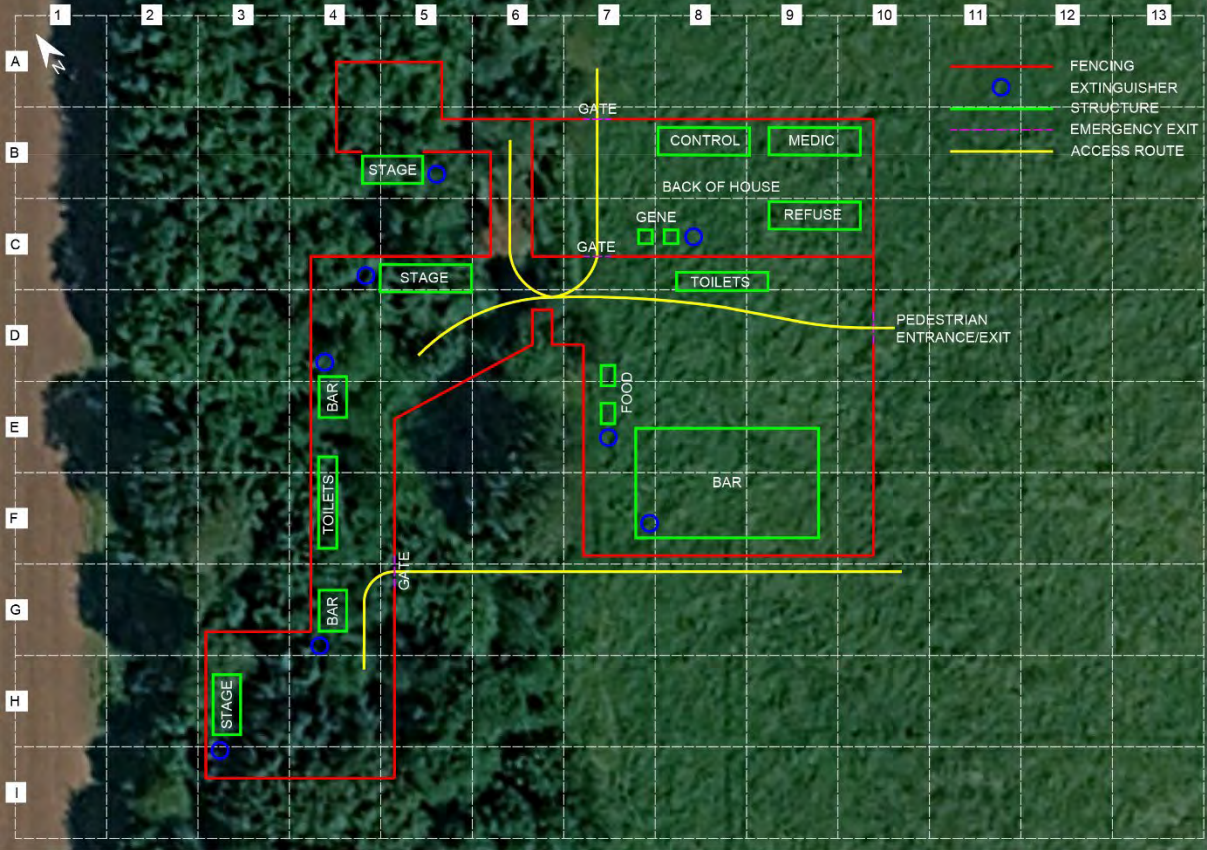
Appendix A
Location Plan



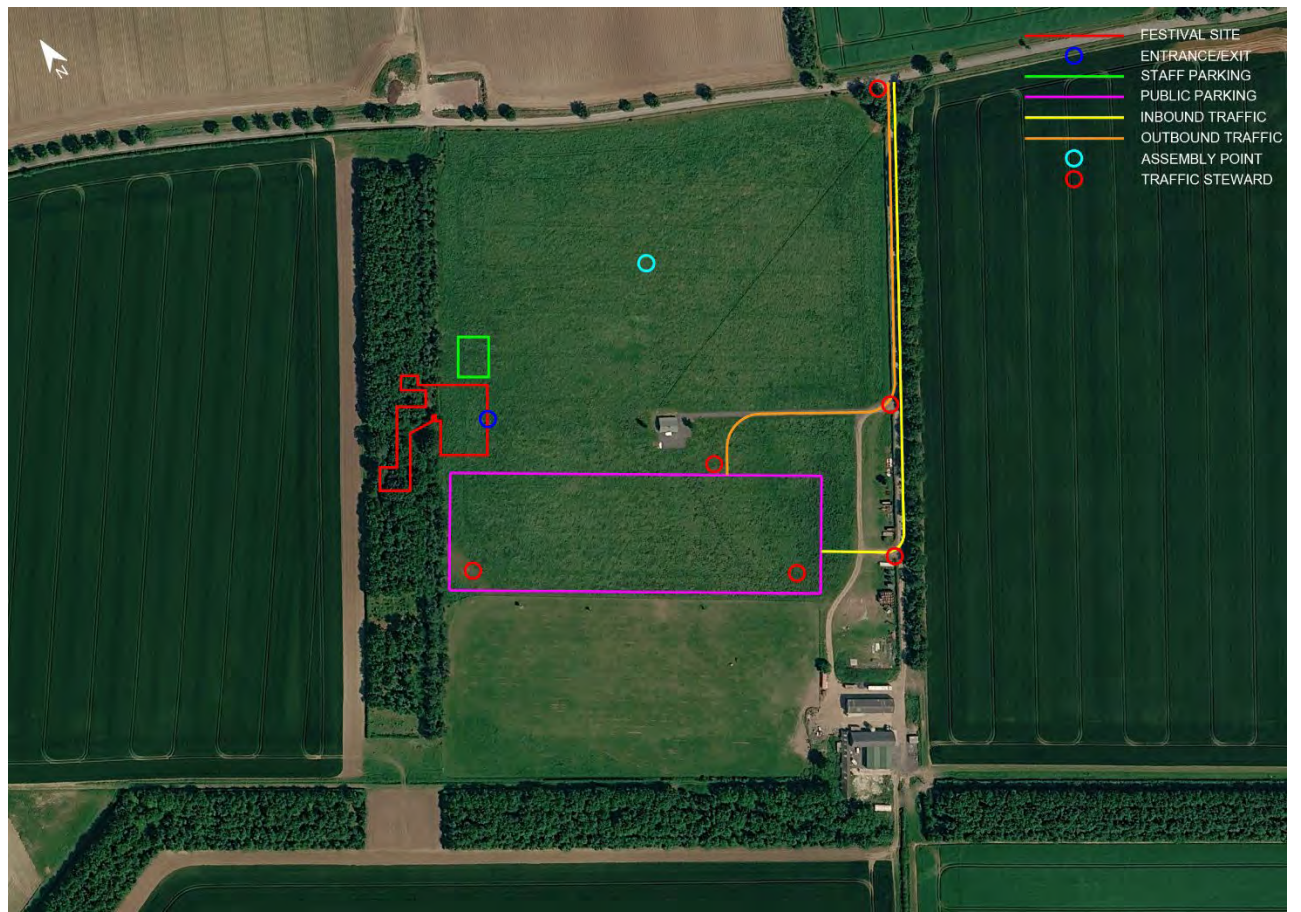
Site Plan



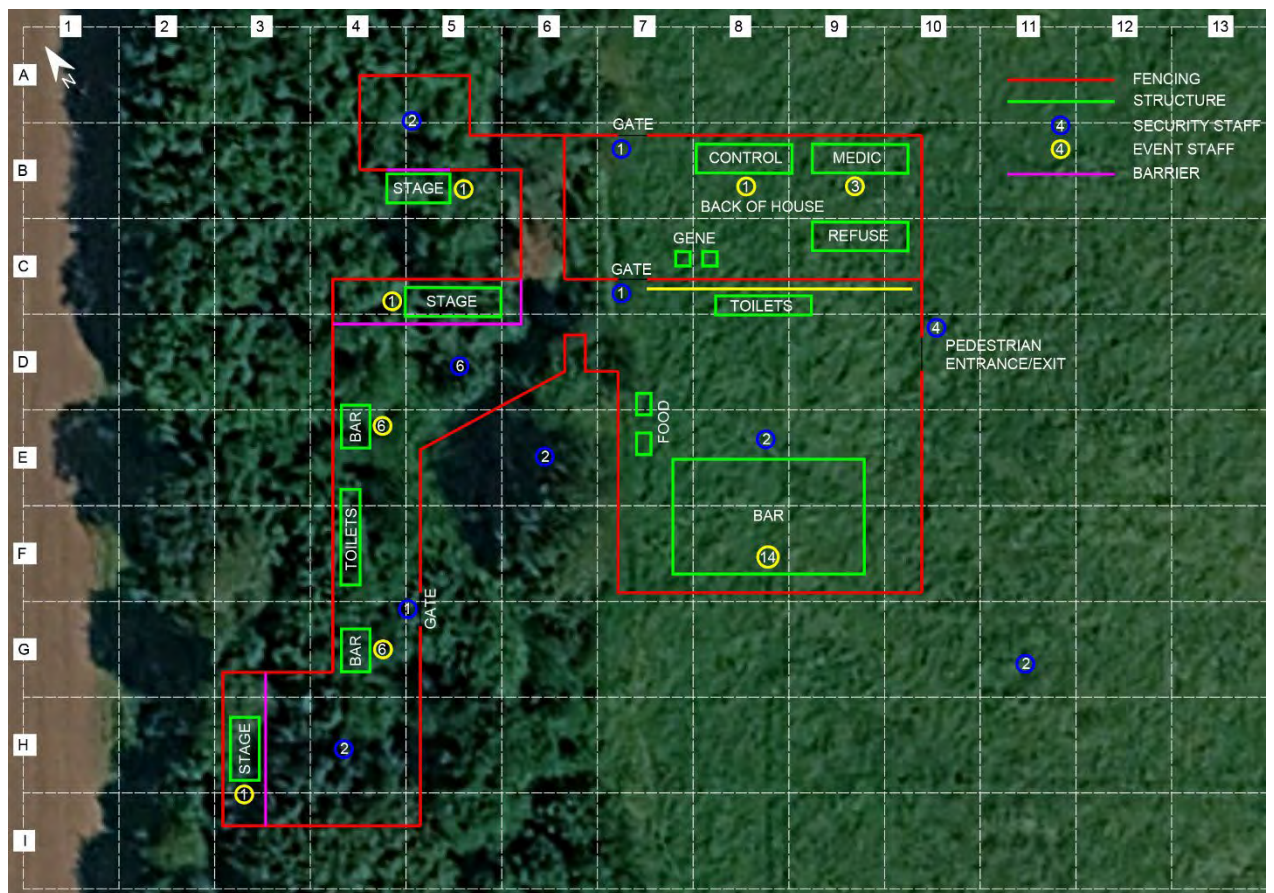
Emergency Plan



Traffic Plan



Staff Plan



Appendix B

Event Schedule

Date	Time	Activity	Notes (responsibilities, resources required etc)
17/08/26	9:00	Collect site access keys	
17/08/26	9:00	Access site	
17/08/26	9:00	Temporary structures delivered and set up (gazebos, marquees, staging, flooring etc)	
19/08/26	9:00	Toilets delivered and installed	
22/08/26	9:00	Activity and attraction providers arrive	
22/08/26	10:00	Briefing	
22/08/26	12:00	Open to public	
22/08/26	12:00	Schedule of activities – see separate form	
23/08/26	00:00	Event closes	
23/08/26	01:00	Activity providers off site	
24/08/26	9:00	Toilets collected	
24/08/26	9:00	Temporary structures taken down	
25/08/26	17:00	Event cleared – bins emptied, litter picked etc	
27/08/26	17:00	Depart site, secure site and buildings	

Appendix C

Roles and Responsibilities – staff not covered in section 2.0

Role	Name	Responsibilities	Contact mobile

Appendix D

Marshals briefing

██████████ will hold the marshals briefing on site at 10am on 22nd August.

To discuss:

- Responsibilities.
- Expected behaviour.
- When and who to call for assistance.
- Rest area.
- Personal welfare and safety.
- Radio protocol.
- Contact numbers.

Ask marshals, staff and volunteers to sign to say they have attended and understood the briefing.

I have attended the marshal's briefing and understand my responsibilities:

[illegible]

[illegible]

Appendix E

Risk Assessments

Health and safety risk assessment:

This is the statement of general policy and arrangements for:		Hifiels Festival 2026
██████████ (organiser):	has overall and final responsibility for health and safety.	
██████████ (supervisor):	has day-to-day responsibility for ensuring this policy is put into practice.	
Statement of general policy:	Responsibility of:	Statement of general policy:
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Event manager.	Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	Health and safety manager.	Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.
Engage and consult with employees on day-to-day health and safety conditions.	Health and safety manager.	Engage and consult with employees on day-to-day health and safety conditions.
Implement emergency procedures – evacuation in case of fire or another significant incident. You can find help with your fire risk assessment.	Fire warden. Security/steward team.	Implement emergency procedures – evacuation in case of fire or another significant incident.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Event manager.	Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.

Signed: * ██████████	██████████	Date:	20/03/2026
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Health and safety law poster displayed at (location)	Event control centre.
--	-----------------------

First-aid box is located:	Medic centre.
Accident book is located:	Event control centre.

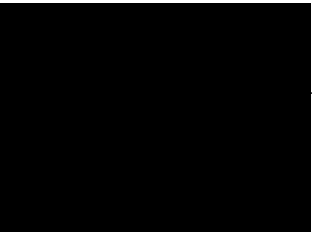
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Slips and trips.	Staff and visitors may be injured if they trip over objects.	General good housekeeping is carried out. All areas well-lit after dark. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.		All staff.	22/08/26
Electric shock.	Staff and visitors may be injured if they interfere with equipment.	Ensure that all generators and electrical equipment is safely and securely cordoned off. All electrical installations including lighting should be undertaken by a trained/competent person.		Electrical contractor.	22/08/26
Cuts or injuries.	Staff and visitors may be injured by glass drink bottles/steins.	Contraband material includes glass bottles will be confiscated on entry. There is a zero-tolerance policy for this item.		Health and safety manager. Security staff.	22/08/26
Overcrowding.	Public may be injured if tents become overcrowded.	Fully trained security staff will monitor and maintain safe numbers on site and in all tents. Tent capacities adequate to host all attendees.		Security staff.	22/08/26
Excess alcohol consumption.	Customers may consume excess alcohol.	Experienced bar staff will monitor and control sales to all customers who are purchasing alcohol in line with alcohol policy.		Bar staff. Security staff.	22/08/26
Transport.	Vehicular collision with pedestrian. Drink driving.	We will manage the car park in accordance with the following objectives: Provide adequate and safe provision for staff and		Event manager. Stewards.	22/08/26

		visitors. Provide a safe and secure environment for users Provide unobstructed access, egress, loading and unloading for delivery vehicles. Car park will be manned by event stewards. There will be a designated taxi drop off/collection point located away from all pedestrian walkways and car park. This area will be signposted, marked and under stewardship. No entry signs to notify pedestrians that it is not possible to exit the event site using the road on foot.			
Noise.	Staff might suffer permanent or temporary hearing damage from long-term exposure to loud music. All staff assumed to be at risk, particularly performers and bar staff.	Noise limiter fitted to sound system and performers informed. Regular check of sound systems to ensure balance/proper control. Quiet areas provided. Staff rotation between quiet and noisy areas. Staff considered to be particularly at risk identified and provided with ear plugs.		All staff.	22/08/26
Violence.	Staff and the public risk serious injury, if assaulted or if caught up in fighting.	Staff trained to spot potential troublemakers, defuse tense situations etc. Adequate number of trained, SIA badged security staff. Staff trained in procedures re-entry, queuing, searches etc. and signs displayed for public. Overcrowding not permitted in any area.		Security staff.	22/08/26

		Security staff aware of all exits.			
Fire.	Staff and public may suffer serious, possibly fatal, injuries from smoke inhalation, burns, structural collapse.	Constant checks to ensure all control measures in fire risk assessment are in place. Please see fire risk assessment for full details.		Fire warden.	22/08/26
Manual handling.	Staff may suffer from back pain from carrying heavy or awkward objects including barrels of beer, speakers and other heavy items.	Make full and proper use of aids to lifting and carrying, such as trolleys, and lifting equipment Store heavy items between the shoulder and hip height. Where possible only store small, light items above shoulder or below knee height. Use the legs and knees to bend and lift - do not stoop or bend the back. Avoid tasks which require stretching or twisting. Ensure that regular rest breaks are taken where manual handling activities are repetitive to prevent the onset of fatigue. Ensure that there are no sharp, hot or cold edges which could cause injury. Ensure that walkways are free from obstructions. Make full and proper use of personal protective equipment. Report any problems or concerns associated with manual handling operations to a responsible person without delay. Please see Appendices for full method statement.		All staff. Event manager.	22/08/26
Severe weather	Staff and public. Inclement weather	Inclement weather including wind, flooding and wet weather, extreme hot and cold conditions		All staff.	22/08/26

	including wind, flooding and wet weather, extreme hot and cold conditions.	Wind: Safe working wind loads for each temporary demountable structure will be provided by the supplying contractors to the production manager. Flooding & Wet Weather: Shelter for all attendees is available in various places across the site. Emergency vehicle routes will be monitored and if necessary, made safe through the use of woodchip or temporary trackway. Extreme Heat & Cold: In the case of extreme heat (above 27C) staff will be briefed to verbally remind attendees of the need to keep hydrated, remain clothed and wear sunscreen. Sunscreen will be available for anyone without their own. In extreme cold (below 10C) staff will be briefed to verbally remind attendees of the need to keep warm.			
Working at height.	Where necessary contractors and staff should comply with the HSE Working at Height Guide and comply with the Work at Height Regulations 2005 (WAHR).	Before working at height contractors and staff must work through these steps: Avoid work at height where it is reasonably practicable to do so. Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment. Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.			22/08/26

Fire risk assessment:

Premises Name:	Hifields Festival
Address:	Dullingham Polo Club Station Road Dullingham Cb8 9UT
Premises Description:	Open air venue.
Hours of Business:	22/08/26 from 12:00 – 00:00
Max No. of persons at any one time:	2500 max.
Responsible Person:	Event manager. Fire warden. Head of security.
Contact Number:	
Venue Owner: Contact Number:	
Assessment date:	20/03/2026
By:	
Site contents:	1no. marquees. 2no. open air stages. 1no. beer tent. 2no. food/trader park. 2no. art installations.

Hazard Identification

Sources of Ignition	NA	Yes	No
Electrical installation regularly inspected?	X		
Electrical equipment PAT tested?		X	
Portable or fixed heating kept away from combustibles?	X		
Multipoint adaptors/ extension leads kept to a minimum?		X	
Electrical flexes safe from physical damage?		X	
Hot works permit procedure in force?	X		
Smoking Permitted at venue?		X	
Any processes that produce heat?		X	
Any other sources of ignition not mentioned above?			X
Sources of Fuel			
Safe storage of combustible materials?		X	
Flammable liquids kept on premises stored safely?		X	
Standard of housekeeping satisfactory		X	
Procedures to protect from arson in place?		X	
Any other sources of fuel not mentioned above?			X
Sources of O ²			
Any sources of oxygen other than air?			X

Sources of ignition comments:

- Catering area will be located away from tents and other equipment.
- Smoking not permitted inside any tent/marquee. Numbers in marquees will be restricted to safe amount.
- All electrical equipment will be hired from reputable companies and inspected to the relevant standard.
- All generators will be fenced off and located recommended distance away from tents/marquees.
- Diesel only generators will be used on site.
- If refuelling is required, then it will be undertaken with caution and by the appropriate person away from all sources of ignition. A person with appropriate training and suitable fire extinguisher(s) will be present.
- A spill kit will be used if refuelling is undertaken.
- No hot refuelling shall be undertaken.

Sources of fuel comments:

- Cleaning products and alcohol will be stored in pavilion away from customers and under restricted access, cooking oils will be stored appropriately in locked storage, fuel required will be stored in appropriate locked container.
- Tents and marquees will be located safe distance from each other.
- Packaging materials, litter and waste products will be stored in appropriate bins away from sources of fuel and ignition.
- Vehicles in the venue or at car parks will be located in staffed car park safe distance away from festival site. Vehicles will not be permitted inside fenced area unless part of food trader stall.

Sources of O²:

- No further comment.

Means for Giving Warning

Fire Alarm and Detection System	NA	Yes	No
Does the venue have a means for giving warning in case of fire?		X	
Is the means for giving warning appropriate and does it meet the venue requirements?		X	
Is the alarm audible throughout the venue?		X	
Is the number and siting of call points satisfactory?	X		
Is the detection sufficient and appropriate for the venue needs?	X		
Are any detectors or call points obstructed?	X		
Are all employees aware of how to raise the alarm?		X	
Are employees trained on how to raise the alarm?		X	
Is the fire alarm system tested on a weekly basis?	X		
Is the fire alarm system serviced/maintained in accordance with BS 5839?	X		
Does the system have a battery back up?	X		

Fire alarm and detection system comments:

- The only practicable solution for people to raise an alarm at this open-air venue upon the discovery of a fire is to shout 'fire' or to use the manually operated device (air horn) that can be heard by everybody as this is the most effective means of providing a warning and directing the evacuation. Organisers/staff will be provided with a managed fire evacuation plan to facilitate this.
- Staff will communicate via a radio signal based system to alert of on the discovery of a fire.

Means of Escape

General	NA	Yes	No
Is there an alternative exit from all areas of the premises?		X	
Are travel distances acceptable?		X	
Are there any dead-end situations			X
Are all escape routes unobstructed and free from combustibles?		X	
Suitable arrangements in place for inner room conditions?		X	
Are escape routes adequately protected?		X	
Doors			
Are there sufficient exits of suitable size to allow egress for all occupants?	X		
Can all exits be immediately opened without the use of a key?	X		
Are all internal fire doors in good condition, fitted with appropriate devices and in working order?	X		
Are any internal doors wedged open?	X		
Are all automatic door fastenings fail safe open & provided with an override facility	X		
Signage			
Is the premises fitted with sufficient exit signage?		X	
Are all escape routes clearly identified?	X		
Does the signage comply with BS 5499?		X	
Are all doors fitted with appropriate label signage?	X		
Any external signage required?		X	
Are there adequate staff notices?		X	
Are illuminated exit signs required?			X
Lighting			
Is emergency lighting required?	X		
Are all escape routes adequately illuminated?	X		
Are additional emergency lighting luminaries needed?	X		
Does existing artificial lighting appear satisfactory?	X		
Do emergency lighting units appear to be charging?	X		
Is emergency lighting maintained and tested according to BS5266?	X		

Portable Fire Fighting equipment

	NA	Yes	No
Are additional extinguishers required?		X	
Are extinguishers correctly positioned?		X	
Are extinguishers appropriate to the risk & of sufficient capacity?		X	
Are fire blankets required?		X	
Are extinguishers obstructed?			X
Are extinguisher signs required?			X
Have extinguishers been serviced?		X	

General comments:

- All marquees, gazebos, tents and temporary structures should be of proven fire performance when being used on the premises for the event. Any flexible covering a structure should comply with the recommendations given in Appendix A of BS 7157.
- All marquee linings must be of inherently flame retarded fabric or durably flame retarded fabric when tested to British Standard 5438 Test 2A, 2B and a 10 second flame application in each case. Existing materials and structures manufactured to the previous British Standard 3120 continue to be acceptable.
- In order to demonstrate compliance with this standard, the marquee supplier must provide the relevant certification.
- Tents/marquees will be largely open sided and policed by event stewards.
- Multiple exit points through fencing will be available.
- All exits and gateways will be unlocked, maintained free from hazards and staffed by stewards.
- Occupants will be directed to all available exits so that their evacuation is without delay.
- An area will be identified as a designated place of total safety.
- The designated place of safety does not place people at undue risk from other sources.

Door comments:

- No accessible buildings on site.

Signage comments:

- Staff will direct all on site to exits and gateways in case of fire.

Lighting comments:

- No further comment.

Portable fire fighting comments:

- The appropriate number of fire extinguishers will be provided and located across the site in safe locations.
- Fire blankets will be located in food vans.
- Notices will be provided on extinguishers showing instructions on how to use any fire safety equipment and the actions to be taken in the event of fire. They will be positioned so that they can be easily seen and understood.

Emergency Action Plan

	NA	Yes	No
Is there a written site specific fire emergency action plan?	X		
Is the location of the fire assembly point specified on staff fire notices?	X		
Does the fire emergency action plan include details of the following:			
Action on discovering a fire		X	
How to raise the alarm		X	
Action on hearing fire alarm		X	
Procedure for alerting members of the public/visitors		X	
Evacuation procedure to reach the assembly point		X	
Location &, when appropriate, use of fire fighting equipment		X	
Importance of closing fire doors	X		
Isolation of machinery	X		
Reason for not using lifts (unless specifically designed for evacuation)	X		
Information on specific hazards in your premises		X	

Fire emergency action plan:

When fire is discovered:

- Activate the nearest fire alarm (horn).
- Notify the Fire Department by calling 999.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means:
- Voice.
- Radio.

Fight the fire only if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the site using the designated escape routes.

Assemble in the designated area in the furthest south westerly corner:

- Remain outside until the competent authority announces that it is safe to re-enter.

Supervisors must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Provide the Fire Department personnel with the necessary information about the site.

Staff must:

- Ensure that all personnel have evacuated the venue.
- Report any problems to the supervisor at the assembly area.
- Assist all physically challenged personnel in emergency evacuation.

Staff Training

		NA	Yes	No
Are staff given information as to the contents of the Fire risk assessment?		X		
Are staff given written copies of the premises emergency action plan?		X		
Are staff given guidance on the following areas:				
Action on discovering a fire?		X		
How to raise the alarm?		X		
Action on hearing fire alarm?		X		
Procedure for alerting members of the public/visitors?		X		
Evacuation procedure to reach the assembly point?		X		
Location &, when appropriate, use of fire fighting equipment?		X		
Importance of closing fire doors?	X			
Isolation of machinery?	X			
Reason for not using lifts (unless specifically designed for evacuation)?	X			
Information on specific hazards in your premises?		X		
The requirements for any specific role such as a fire marshal?		X		
Are fire drills undertaken			X	

Staff training comments:

All staff will receive basic guidance that will be given before the festival site opens and will:

- Take account of the findings of the fire risk assessment.
- Explain emergency procedures.
- Take account of the work activity and explain the duties and responsibilities of staff.
- Address the roles of staff
- Training will not be provided unless by the appropriately qualified person

Appendix F

Insurance (to be updated)

Policy number: [REDACTED]

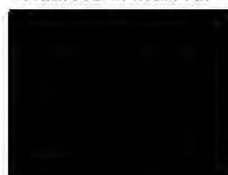
Issue date: 05/08/2025

Festivals Insurance

Certificate of insurance

FAO [REDACTED]

Address of Insured:



Event Insurance Services Ltd
20A Headlands Business Park
Ringwood
Hampshire
BH24 3PB

www.events-insurance.co.uk

Name of Insured

Contact Name

Insured Address

Insurance Date: (dates of cover)

Type of Cover

Event Description

Event Name:

Event Venue:

Attendees per event

14/08/2025 to 17/08/2025

Festivals Insurance

Music

Highfields

Dullingham Polo Club

UP TO 1,000 ATTENDANCE PER EVENT

SECTION	COVER	SINGLE ITEM LIMIT	EXCESS
Section 1: Public Liability	£2,000,000		£250.00
Section 2: Employers Liability	£5,000,000		£0.00

Endorsements and special conditions

None

Subjectivities

01425 470 360 | info@events-insurance.co.uk | www.events-insurance.co.uk

Event Insurance Services Ltd, 20A Headlands Business Park, Ringwood, Hampshire, BH24 3PB

Event Insurance Service is a limited company registered in England and Wales. Registered number: 3238686. Event Insurance Services Limited are authorised and regulated by the Financial Conduct Authority
Ref No. 309998, IS000061 01/18

Appendix G
Premises Licence (to be updated)

East Cambridgeshire District Council

The Grange, Nutholt Lane, Ely, Cambridgeshire. Tel: 01353 665555

Part A

Premises Licence

Premises Licence Number	25/01294/LIQ_02
--------------------------------	-----------------

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Code	
The Polo Club Lower Farm Station Road Dullingham Suffolk	
Telephone number:	

Where the licence is time limited the dates
Not applicable

Licensable activities authorised by the licence
Live Music (outdoors) Recorded Music (outdoors) Provision of Late Night Refreshment (outdoors) Sale by Retail of Alcohol

Times the licence authorises the carrying out of licensable activities	
Live Music (outdoors) Saturday & Sunday	12:00 - 02:00

Recorded Music (outdoors) Saturday & Sunday	12:00 - 02:00
Late Night Refreshment (outdoors) Saturday & Sunday	12:00 - 01:30
Sale by Retail of Alcohol Saturday & Sunday	12:00 - 01:30

The opening hours of the premises	
Monday to Sunday	00:00 - 00:00

Where the licence authorises supplies of alcohol whether these are on and / or off supplies
Alcohol is supplied for consumption ON the premises.

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises
OSS Events Limited

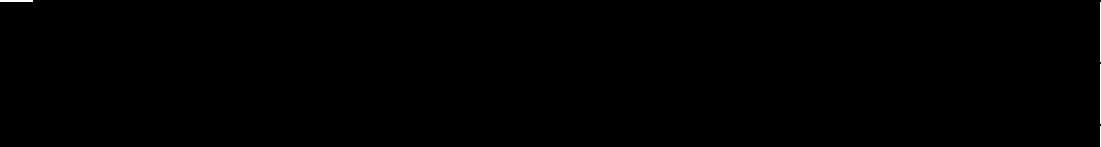
Registered number of holder, for example company number, charity number (where applicable)
14715274

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol
Louise Render

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol	
Personal Licence Number:	
Licensing Authority:	

Appendix H

Catering providers

Company	Contact	Contact name
		

Appendix I

Contractors on site

I have attended a briefing for the event Hifields Festival and I am aware of my responsibilities.

Company	Name of Manager	Contact number	Signature

Appendix J

Signage required

Before event:

- Warnings.
- Publicity.
- Day of event:
- Car park access and egress.
- Pedestrian access and egress.
- Emergency exits and arrows.
- First aid.
- Timetable of activities.

- No entry/staff only.
- Expected behaviour on egress.

Appendix K

Method statements

A. Manual handling

The company will ensure the operations which involve manual handling are eliminated, so far as is reasonably practicable.

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced the lowest level reasonably practicable.

The task:

- Items should ideally be lifted from no higher than knee-height to no higher than shoulder height.
- When items are required to be lifted from above shoulder height, a stand or suitable means of access should be used.
- Items which are pushed or pulled should be as near to waist level as possible.
- Carrying distances should be minimised.
- Repetitive tasks should be avoided whenever possible.
- Avoid tasks which require twisting the body where ever possible.

The load:

- The load should be kept as near as possible to the body trunk to reduce strain and should be not of such size as to obscure vision.
- An indication of the weight of the load and the centre of gravity should be provided where appropriate. Unstable loads should be handled with particular caution.
- Ensure there is a secure hand hold, using gloves were necessary to protect against sharp edges or splinters.

The individual:

- The consideration must be given to age, body weight and physical fitness.
- Regard must be given to personal limitation, employees must not attempt to handle those which are beyond their individual capability. Assistance must be sought where this is necessary.
- Individuals undertaking lifting of carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

The working environment:

- There must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction.

Safe System of Work:

- Make full and proper use of aids to lifting and carrying, such as trolleys, and lifting equipment
- Store heavy items between the shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
- Use the legs and knees to bend and lift - do not stoop or bend the back.
- Avoid tasks which require stretching or twisting.
- Ensure that regular rest breaks are taken where manual handling activities are repetitive to prevent the onset of fatigue.
- Ensure that there are no sharp, hot or cold edges which could cause injury.
- Ensure that walkways are free from obstructions.
- Make full and proper use of personal protective equipment.
- Report any problems or concerns associated with manual handling operations to a responsible person without delay.

B. Traffic management

- The access to the site for vendors and contractors will via Station Road entrance and then along the road. This route provides safe access to the event field where contractors and vendors can unload equipment and supplies safely.
- All deliveries will be through this entrance.
- There will be no deliveries on the day of the event
- Access to the event car park will be via Station Road entrance.
- The main entrance and exit road on site will be controlled by stewards using radio communication, to ensure traffic is only travelling in once direction at any one time and to prevent traffic build up on highways.
- The car park is located 100m from the entrance.
- If weather conditions are severe, the car park will have adequate trackways laid to ensure the car park remains accessible throughout the event and ground conditions are not affected.
- Off road site vehicles and heavy duty 4x4's will be on-site during the duration of the festival to act as the emergency response and towing vehicles.
- All traffic will exit site via the same access used for entry.
- Ample spaces for cars will be provided for.
- From the car park, pedestrians will be directed to a designated path to the main entrance.
- No vehicles will be allowed on site, outside the designated car parking area.

- No road closures will be necessary.
- The car park will be managed by site stewards. These stewards will be responsible for the safe parking of vehicles and ensuring that pedestrians enter the event space safely and as soon as possible.
- A clear path into the event site for emergency vehicles will be maintained at all times.

C. Working at height

Before working at height contractors and staff must work through these steps:

- Avoid work at height where it is reasonably practicable to do so.
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

Safe System of Work:

- Do not work alone.
- Only trained/competent personnel to work at heights.
- Do not access in inclement weather conditions.
- Use ladders for access only and not to work off.
- Portable ladders over 6.0M should not be used.
- Portable ladders must be restrained to prevent ladder slip or movement.
- Ladders must extend above the exit landing by at least 1.0M.
- Fixed ladders above 3.0M should include fall protection.
- When climbing ladders, 3 points of contact must be maintained at all times.
- All tools and accessories to be securely tethered to workmen.

D. Security staff and stewards

Before and during event (normal operations no emergency)

- 4 security staff to be stationed main entrance/exit.
- 4 security staff to patrol event site perimeter, car park area and taxi drop off/collection.
- 3 security staff to be stationed on fire gates as gates will remain unlocked, no entry unless AAA pass.
- 12 security staff to roam event site and inside tents.
- 6 stewards stationed for traffic management.
- 2 stewards to roam inside and outside of event site to litter pick.

- 3 volunteers to run ticket scanning operations.

At event close (normal operations, no emergency)

- 13 security staff to be clear event site.
- 5 security staff to be stationed at taxi off/collection.
- 5 security staff to patrol event site perimeter and car park area.
- 4 stewards to roam inside and outside of event site to litter pick.
- 4 stewards stationed in event car park to direct cars to exit and control exit road onto highway.

Operational notes

- Sweep of event site before gates open to check for stashed illegal substances or contraband.
- All bags to be searched, particular attention paid to sharp objects/weapons, liquids, nos canisters and illegal drugs. Any person found with the above on search or during event to be removed from event and reported to police.
- Empty water bottle permitted as free water provided on site.
- Particular attention paid to items being thrown over fence, nos canisters and alcohol for example.
- All security staff and stewards to wear hi vis jackets (yellow for security staff and orange for stewards).
- All SIA and key staff to possess radio for communication.
- Search tent located adjacent to event entrance.
- Illegal substances stored in sealed bag inside locked security vehicle, handover to event manager at event close.
- No pets allowed into site.
- Event manager to be informed if emergency services or any other persons wish to enter site for inspection purposes, including journalists.
- Over 18 event.

Appendix L

Contractors documents (to be updated)



East Cambridgeshire District Council

The Grange, Nutholt Lane, Ely, Cambridgeshire. Tel: 01353 665555

Part A

Premises Licence

Premises Licence Number

22/00202/LIQ_02

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

The Polo Club
Lower Farm
Station Road
Dullingham
Suffolk

Telephone number:

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

Films (indoors & outdoors)
Indoor Sporting Events
Boxing and Wrestling Entertainment (indoors & outdoors)
Live Music (indoors & outdoors)
Recorded Music (indoors & outdoors)
Performance of Dance (indoors & outdoors)
Entertainment of a Similar Description (indoors & outdoors)
Provision of Late Night Refreshment (indoors & outdoors)
Sale by Retail of Alcohol

Times the licence authorises the carrying out of licensable activities**Standard activity times**

Films (indoors & outdoors)	
Monday to Sunday	10:00 - 02:00
Indoor Sporting Events	
Monday to Sunday	10:00 - 02:00
Boxing and Wrestling Entertainment (indoors & outdoors)	
Monday to Sunday	10:00 - 02:00
Live Music (indoors & outdoors)	
Monday to Sunday	10:00 - 02:00
Recorded Music (indoors & outdoors)	
Monday to Sunday	10:00 - 02:00
Performance of Dance (indoors & outdoors)	
Monday to Sunday	10:00 - 02:00
Entertainment of a Similar Description (indoors & outdoors)	
Monday to Sunday	10:00 - 02:00
Late Night Refreshment (indoors & outdoors)	
Monday to Sunday	23:00 - 02:00
Sale by Retail of Alcohol	
Monday to Sunday	10:00 - 02:00

The opening hours of the premises**Standard opening hours**

Monday to Sunday	10:00 - 02:30
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Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Alcohol is supplied for consumption both ON and OFF the premises.

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Mr Benjamin James
Unit 82A James Carter Road
Bury St Edmunds
Suffolk
IP28 7DE

Registered number of holder, for example company number, charity number (where applicable)

Not applicable

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Ms Sarah Jane Gilliead



Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Personal Licence Number:



Licensing Authority:



Licence last updated: 7 May 2022

Annex 1 – Mandatory Conditions

Mandatory Conditions: Sale by Retail of Alcohol

1. No supply of alcohol may be made under the premises licence:
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his/her personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Mandatory Conditions: Irresponsible Drink Promotions, Free Potable Water, Age Verification Policy, Measures of Alcohol

1. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises:
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to:
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
3. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either:

- (a) a holographic mark, or
- (b) an ultraviolet feature.

4. The responsible person must ensure that:

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

Mandatory Conditions: No Sale of Alcohol for less than the Permitted Price

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price less than the permitted price.

2. For the purposes of the condition set out in paragraph 1:

- a) 'duty' is to be construed in accordance with the Alcoholic Liquor Duties Act 1979);
- b) 'permitted price' is the price found by applying the formula:

$$P = D + (D \times V)$$

where:

- (i) P is the permitted price,
 - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- c) 'relevant person' means, in relation to premises in respect of which there is in force a premises licence:
- (i) the holder of the premises licence,
 - (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

- d) 'relevant person' means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
 - e) 'value added tax' means value added tax charged in accordance with the Value Added Tax Act 1994.
3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ('the first day') would be different from the permitted price on the next day ('the second day') as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Mandatory Conditions: Exhibition of Films

1. Where the film classification body is specified in the premises licence, unless subsection (2)(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.
2. Where:
- b) the film classification body is not specified in the licence, or
 - c) the relevant licensing authority has notified the holder of the premises licence that this subsection applies to the film in question,
- admission of children must be restricted in accordance with any recommendation made by that licensing authority.
3. In this section:
- a) 'children' means persons under the age of 18, and
 - b) 'film classification body' means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

Mandatory Conditions: Door Supervision

1. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each such individual must be:
- (a) authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
 - (b) be entitled to carry out that activity by virtue of section 4 of that Act.
2. In this section:
- (a) 'security activity' means an activity to which paragraph 2(1)(a) of that Schedule applies, and which is licensable conduct for the purposes of that Act (see section 3(2) of that Act)

- (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

This condition does not apply:

- (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c. 12) (premises with premises licences authorising plays or films), or
- (b) in respect of premises in relation to:
 - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
 - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).

Annex 2 – Conditions consistent with the Operating Schedule

1. The Council's Safety Advisory Group (SAG) and Licensing Authority shall be informed (at least 8 weeks prior to the event, "the notice period" of the intended event date permitted by condition one. The event date may be altered, subject to compliance with condition 4, for operational reasons, but only with the approval of the SAG, and the Licensing Authority.
2. Risk assessments and event documentation forming part of the Event Management Plan shall be supplied to the SAG and the Licensing Authority during the notice period for their consideration.
3. The event shall be run in accordance with the companies Festival Event Management Plan approved by the Licensing Authority at all times, which shall be deposited with the Licensing Authority for their approval at least fourteen days prior to any event commencing.
4. Relevant notices will be erected at the entrance to the event including the contact details of the event manager.
5. During periods of regulated entertainment an appointed person is to be made responsible for aurally monitoring noise levels at the boundaries of the site. Appropriate records of these inspections, including the time of the monitoring, and any steps taken to reduce and control noise emissions at that time, if any. Such records to be made available on request from the Local Authority.
6. Any age-related policy required by the Licensing Act 2003 shall make reference to the 'Challenge 25' policy, and that all members of staff shall be trained regarding the sale of alcohol under this policy. All written records of the training will be maintained and be made available for inspection by the police or an authorised officer.
7. A refusal/ due diligence book will be maintained to record any refusal to sell alcohol and kept on site, this will be made available for inspection by the police or an authorised officer.

Annex 3 – Conditions attached after a Hearing by the Licensing Authority

Annex 4 – Plans





East Cambridgeshire District Council

The Grange, Nutholt Lane, Ely, Cambridgeshire. Tel: 01353 665555

Part A

Premises Licence

Premises Licence Number

25/01294/LIQ_02

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

The Polo Club
Lower Farm
Station Road
Dullingham
Suffolk

Telephone number:

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

Live Music (outdoors)
Recorded Music (outdoors)
Provision of Late Night Refreshment (outdoors)
Sale by Retail of Alcohol

Times the licence authorises the carrying out of licensable activities

Live Music (outdoors) Saturday & Sunday	12:00 - 02:00
Recorded Music (outdoors) Saturday & Sunday	12:00 - 02:00
Late Night Refreshment (outdoors) Saturday & Sunday	12:00 - 01:30
Sale by Retail of Alcohol Saturday & Sunday	12:00 - 01:30

The opening hours of the premises

Monday to Sunday

00:00 - 00:00

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Alcohol is supplied for consumption ON the premises.

Part 2**Name, (registered) address, telephone number and email (where relevant) of holder of premises licence**

OSS Events Limited
4 Downs Place
Haverhill
CB9 9LD

Registered number of holder, for example company number, charity number (where applicable)

14715274

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Louise Render

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol**

Personal Licence Number:



Licensing Authority:

**Licence last updated: 5 July 2025**

Annex 1 – Mandatory Conditions

Mandatory Conditions: Sale by Retail of Alcohol

1. No supply of alcohol may be made under the premises licence:
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his/her personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Mandatory Conditions: Irresponsible Drink Promotions, Free Potable Water, Age Verification Policy, Measures of Alcohol

1. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises:
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to:
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
3. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either:

- (a) a holographic mark, or
- (b) an ultraviolet feature.

4. The responsible person must ensure that:

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

Mandatory Conditions: No Sale of Alcohol for less than the Permitted Price

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price less than the permitted price.

2. For the purposes of the condition set out in paragraph 1:

- a) 'duty' is to be construed in accordance with the Alcoholic Liquor Duties Act 1979);
- b) 'permitted price' is the price found by applying the formula:

$$P = D + (D \times V)$$

where:

- (i) P is the permitted price,
 - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- c) 'relevant person' means, in relation to premises in respect of which there is in force a premises licence:
- (i) the holder of the premises licence,
 - (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

- d) 'relevant person' means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
 - e) 'value added tax' means value added tax charged in accordance with the Value Added Tax Act 1994.
3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ('the first day') would be different from the permitted price on the next day ('the second day') as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Mandatory Conditions: Door Supervision

1. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each such individual must be:
- (a) authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
 - (b) be entitled to carry out that activity by virtue of section 4 of that Act.
2. In this section:
- (a) 'security activity' means an activity to which paragraph 2(1)(a) of that Schedule applies, and which is licensable conduct for the purposes of that Act (see section 3(2) of that Act)
 - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

This condition does not apply:

- (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c. 12) (premises with premises licences authorising plays or films), or
- (b) in respect of premises in relation to:
 - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
 - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).

Annex 2 – Conditions consistent with the Operating Schedule

1. The premises licence holder shall give notice of any events dates (where more than 1000 people will be in attendance) together with the proposed licensable activities and timings permitted, no later than 3 months before the date of the concert to the Council's Licensing Authority and the Safety Advisory Group (SAG). The notice will include a draft version of the Event Management Plan (EMP).
2. The premises licence holder shall submit the final agreed version of the EMP to the Safety Advisory Group no later than 28 days before the first day of each event. The final version of the EMP must be agreed by the Licensing Authority and Cambridgeshire Constabulary.

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

- Detailed site plan showing the locations of fencing, bars and entertainment areas
 - Details of security (including fencing) and stewarding arrangements for the event
 - Details of the event hotline (in the event neighbours wish to contact the organiser)
 - Noise monitoring procedures including management and control measures being in place to adequately address music noise impacts
 - Traffic management plan
 - Major incident plan (including counter terrorism measures)
 - Security & crowd management plan (including search, admissions and eviction policies)
 - Medical risk assessment and plan
 - Adverse weather plan
 - Children & vulnerable adults safeguarding policy (including reference to a risk assessment relating to presence of open water on site)
 - Alcohol management plan
 - Drugs policy
3. Any changes to the final EMP may only be made with the written agreement of the Licensing Authority as the contents of the EMP will be regarded and treated as though they are premises licence conditions.
 4. Any authorised officer of the Licensing Authority and Responsible Authorities shall have access to the premises at all times for the purposes of ensuring compliance with the premises licence conditions and promotion of Licensing Act 2003 licensing objectives.
 5. A dedicated member of the team to be responsible for general spot check assessments on the boundary and at sensitive receptors, the purpose being to ensure adequate music noise level controls are maintained throughout the period of the event. After midnight the expectation will be that music noise from the site will be sufficiently reduced so as not to be distinguishable above other background sounds, at surrounding residential properties. Detailed notes to be made of all monitoring undertaken (whether the monitoring is by use of appropriate sound level meters and/or aurally) and these shall be made available to the LA on request.
 6. A Security & Crowd Management Plan will be included within the Event Management Plan. The purpose of the plan is as follows:
 - a. To deter and prevent crime and disorder
 - b. To detail the security arrangements to keep attendees, staff, performers, visitors, contractors, traders (all persons on site) safe and secure
 - c. To detail the security arrangements for protecting assets within the premises including infrastructure, stages, equipment, etc.
 - d. To detail the security arrangements to prevent unauthorised access to the premises
 - e. To detail the procedures for managing exclusion and eviction from the premises
 - f. To set out procedures for managing incidents of disorder and antisocial behaviour.

7. A risk assessment shall be carried out determining whether (and the numbers of) SIA registered security personnel to be required during any event to ensure the promotion of the licencing objectives.
8. All security and stewarding staff shall receive a briefing, which will include suitable information and instructions relevant to the event, from the appointed Security & Crowd Manager prior to each event. All security and stewarding staff must be easily identifiable. Registered Security Industry Authority staff (SIA) staff to wear visible SIA badges at all times when on duty.
9. The premises licence holder shall ensure there is an effective means of two-way communication in place. This may include but not limited to mobile phones, two-way radios and other wireless and wired communications systems. General event communication will be managed by Event Control.
10. Illegal drugs and psychoactive substances will be prohibited items. Possession for use or supply will result in refusal of admission to, or ejection from the premises, this will be recorded, and report to the Cambridgeshire Constabulary (when necessary). A drugs policy will be included within the Event Management Plan and agreed with the Licensing Authority and Responsible Authorities prior to each event.
11. Anyone under the influence of illegal drugs or psychoactive substances who is vulnerable will be managed through the process set out in the Children & Vulnerable Adults Policy included within the Event Management Plan.
12. Children will be allowed access to the licensed premises if accompanied by a responsible adult aged 18 years or over, unless an age-related entry restriction applies to the event. Certain events may be subject to age restrictions, for example, based on a film classification. Children shall remain the responsibility of their responsible adult at all times.
13. The Major Incident Plan will include details of the routes to access the premises for emergency service vehicles and personnel including designated 'Blue Routes'.
14. A public notice will be erected at the entrance to the event containing the contact details of the event manager.
15. Any age-related policy required by the Licensing Act 2003 must make reference to the 'Challenge 25' policy, and that all members of staff must be trained regarding the sale of alcohol under this policy. All written records of the training to be maintained and be made available for inspection by the police or an authorised officer.
16. Drinks will be served in non-glass receptacles only.
17. All staff engaged or to be engaged in the sale of alcohol on the premises shall receive the following:
 - a. training in age restricted sales with training records available for inspection by the police or other authorised officer on request.
 - b. induction training which must be completed and documented prior to the sale of alcohol by the staff member.
 - c. refresher/reinforcement training at intervals of no more than 12 months.
18. The designated premises supervisor shall authorise in writing the names of the staff members suitably trained to be responsible for the sale of alcohol at the premises in his/her absence.
19. A zero-tolerance drug policy to be implemented at the premises and appropriate drug awareness staff training shall take place with training records maintained and made available on request to the Police or an Authorised Officer.

20. A contact telephone number to be advertised at least one week before an external event either at the venue and/or on the website, where concerns and/or suggestions can be raised either before, during or after the proposed event. A written record of such calls and actions taken to be maintained.
21. The premises licence holder shall ensure that an age verification policy will apply to the premises whereby all bar staff will be trained to ask any customer attempting to purchase alcohol, who appears to be under the age of 25 years (or older if the licence holder so elects) to produce, before being sold alcohol, identification being a passport or photocard driving licence bearing a holographic mark or other form of identification that complies with any mandatory condition that may apply to this licence.
22. An incident book to record the refusal of alcohol sales and/or ejections from the premises to be maintained on the premises and this book to be made available on request to the police or an authorised officer.
23. A risk assessment shall determine whether CCTV coverage and/or the use of Body Worn Video (BWV) cameras is required during and event. If it is required CCTV shall be installed at the entrance(s) to record a clear facial image of every person entering in any light condition. Any area where person searches are to be conducted shall be covered by CCTV. When BWV cameras are worn by dedicated SIA Security officers the devices will be switched on at relevant times, ie. when responding to incidents, and during the search of a person, to capture best evidence.
24. Where CCTV and BWV are used the recordings will be held for a minimum of 28 days and made available, for inspection by the Licensing and Responsible Authorities on reasonable request.

Annex 3 – Conditions attached after a Hearing by the Licensing Authority

None

Annex 4 – Plans



Representation - Responsible Authority

THE LICENSING ACT 2003 REPRESENTATION FORM FOR "RESPONSIBLE AUTHORITY"
Environmental Health

Your name	Richard Garnett
Job Title	Senior Environmental Health Officer
Postal Address (inc post code)	East Cambridgeshire District Council The Grange, Nutholt Lane, Ely, Cambs CB7 4PL
Contact telephone number:	[REDACTED]
Mobile Number:	
Email address:	[REDACTED]

Name of Premises you are making a representation about:	Hill Farm,
Address of the premises you are making a representation about:	Station Road, Dullingham, CB8 9UT
Which licensing objective(s) does your representation relate to?	Public Nuisance – Public Safety

This section is about your representation/s. They must relate to one or more of the Licensing Objectives. Please detail the evidence supporting your representation, (under the relevant headings) and the reason for your representation/s. *It is important that you detail all matters that you wish to be considered. (Use additional sheets if necessary). Regulations provide that in considering representations the authority may take into account documentary or other information produced by the party either before the hearing or, with the consent of all parties, at the hearing.*

Licensing Objective : The prevention of public nuisance

The key concern is that this application appears to duplicate a license already in place in favor of OSS. The current application seeks to introduce an additional licence covering the same or substantially similar activities at the same location. Neither the existing licence nor the proposed new licence appears to include any limitation on the number of days per year during which licensable activities may take place.

The use of the site may therefore become more frequent and impactful on the wider local environment with a cumulative impact resulting in:

Increased noise levels
Extended periods of disturbance
Repeated disruption to nearby residents and businesses

[REDACTED]

The existence of multiple licences on the same site would represent a potential material increase in the potential for public nuisance, contrary to the licensing objective. This undermines the intent of the Licensing Act 2003, which requires licensing authorities to consider the likely impact of licensable activities on the surrounding area, particularly in terms of nuisance.

Requested Outcome

In light of the above, I respectfully request that the Licensing Authority:

Either:

Refuse the application on the grounds that it would undermine the prevention of public nuisance

Or, if minded to grant:

Impose robust conditions, including:

A strict limit on the number of days per calendar year on which licensable activities may take place (when considered alongside the existing licences at the site)

Clear controls to prevent overlapping use of multiple licences

Additional conditions to manage noise, hours, and cumulative impact.

Licensing Objective – The protection of public safety

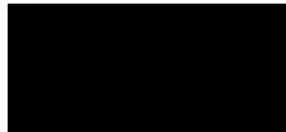
In the application form Section M the applicant has indicated that a documented Event Management Plan will be produced. It is requested that it is made a condition of the licence that the Event Management Plan is submitted to the Council's Safety Advisory Group not later than 3 months before the date of the first event in any calendar year, and then no later than 1 month before any subsequent events in the same year.

It should be noted that the Safety Advisory Group is not empowered to grant permission for an event to go ahead, or to prohibit the same. It cannot declare that a published plan is suitable and sufficient

If the licensing authority considers that relevant representations are made the licensing section may consider arranging a mediation meeting between the relevant parties (if all agree) to try and reach a settlement. If this informal process is unsuccessful a hearing before the Licensing [Sub-] Committee will follow, unless the interested parties withdraw their representations

All representations in their entirety will be disclosed to the applicant for the premises licence.

Signed



Date 10th June 2026

Name: Richard Garnett

Designation Senior Environmental Health Officer

Please return this form along with any additional sheets to: Licensing Team
Environmental Services
East Cambridgeshire District Council The Grange
Nutholt Lane Ely
CB7 4PL

Telephone: 01353 616291

Email: licensing@eastcambs.gov.uk

This form must be returned within the Statutory Period, which is 28 days from the day after the day on which the applicant gave the application to the licensing authority.

However, because of the tight timescales involved, and to assist in the determination of the application process, any representations should be forwarded to the licensing authority AS SOON AS POSSIBLE and preferably within 14 days of notification of the application. If in any doubt, please contact the Licensing Team on the above telephone number.

Representation - Other Person

From: [Richard Kay](#)
To: [Licensing](#)
Cc: [REDACTED]
Subject: OBJECTION RE: Licensing: New Premises Licence - TDC Group Ltd - 26/04084/LIQ_02
Date: 17 June 2026 11:48:20
Attachments: [image001.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

To whom it may concern

I wish to record an objection to this license application. I am uncertain whether this objection will be treated as a relevant representation, but will leave that for your determination.

My objection is based upon on section 17 of the Crime and Disorder Act 1998 which covers wildlife crimes because such crimes are ones that impact the local environment. [The Act](#) states:

“Duty to consider crime and disorder implications.

(1)Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent,

(a)crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment); and

(b)the misuse of drugs, alcohol and other substances in its area; and

(c)re-offending in its area; and

(d)serious violence in its area.”

It is my understanding that in considering whether to approve a license, one of the conditions to consider is whether it would have a detrimental impact on the Prevention of Crime and Disorder. Hence, the above Act is relevant.

In addition, the council has a broad duty under [s40 of the NERC Act](#) to “the conservation and enhancement of biodiversity in England through the exercise of functions”

The above two acts are broadly written so as to encompass all ‘functions’ of the council, including its licensing ‘functions’. Put another way, when conducting its licensing function, it must not rely solely on the Licensing Act. The above two mentioned Acts are also directly applicable.

The applicant appears to be proposing the installation of stages, bars, pathways etc within a woodland. Inevitably, the installation of such will require removal of woodland material, whether that be trees, bushes, scrub, ground flora etc.

Such activity will take place within the bird breeding season. It is illegal to disturb any nesting bird. Allowing this license therefore will consequentially lead to destruction of part of the woodland with no regard for the potential for illegal disturbance of nesting birds.

Similarly, we have no evidence supplied whether the woodland is occupied by bats (a protected species). It is likely bats are present. Disturbance of bats is an illegal activity. Allowing this license has a strong possibility of allowing the disturbance of bats.

There may also be other protected species in the woodland, such as badgers. Again, disturbance without a license issued by Natural England would be illegal.

The applicant provides no evidence of any form of ecological survey to demonstrate what harm may or may not arise, what precautions they are taking to avoid or minimise harm or what other mitigation measures are being proposed.

Consequently, under the precautionary principle, the licensing authority can only assume harm to nesting birds and other protected species will take place (in the absence of evidence to the contrary).

As we are lawfully not permitted to enter the site (as confirmed by the Licensing Manager on 17 June 2026) to determine the potential scale of any harm to species (including protected species), we can only assume harm will take place. In any event, it would be the responsibility of the applicant to provide a competent assessment of any harm.

As harm is assumed to take place (and such harm is a criminal offence), this is a significant material consideration as to whether or not to issue an event license. The council has an aforementioned duty “to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent crime and disorder”. It is of my considered opinion that allowing this license is not compatible with that duty, because the council will not doing all “it reasonably can” to “prevent crime and disorder”.

Allowing this license is also contrary to its duty under the NERC Act, because any license issued would be directly contrary to its duty to further the conservation and enhancement of biodiversity.

Should the event be restricted to the open field area, with reasonable measures to prevent access and harm to the woodland taking place, then this objection would be withdrawn. We therefore recommend your licence explicitly limits the licensing area to the open field only.

Finally, my service area has never previously been consulted on such applications. Can you please include Biodiversity@eastcambs.gov.uk on future consultations where the license includes any open land, greenspaces, woodland etc

Regards

Richard Kay



East Cambridgeshire
District Council

Richard Kay

Climate Change and Natural Environment Manager

Climate Change, Energy Efficiency Retrofit,

Nature Recovery and Biodiversity Net Gain

Certified Carbon Literate



01353 665555



www.eastcambs.gov.uk



eastcambsgov



@EastCambs



East Cambridgeshire District Council, The Grange,

Nutholt Lane, Ely, Cambridgeshire CB7 4EE

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**THE LICENSING ACT 2003 REPRESENTATION FORM FOR “RESPONSIBLE AUTHORITY”
Environmental Health**

Your name	Richard Garnett
Job Title	Senior Environmental Health Officer
Postal Address (inc post code)	East Cambridgeshire District Council The Grange, Nutholt Lane, Ely, Cambs CB7 4PL
Contact telephone number:	01353 665555
Mobile Number:	
Email address:	[REDACTED]

Name of Premises you are making a representation about:	Hill Farm,
Address of the premises you are making a representation about:	Station Road, Dullingham, CB8 9UT
Which licensing objective(s) does your representation relate to?	Public Nuisance – Public Safety

Statement to Inform the Licensing Committee
As the licensing Officer will do doubt cover, there are currently two existing licences for the Dullingham Polo Fields site. - ‘Dullingham Polo Club - OSS Events’. This was subject to a full variation last year and is still active. The licence only allows for activity on Saturdays and Sundays, and any events with over 1,000 attendees have to go before SAG. - ‘Polo Club Dullingham’ issued in May 2022 and remains active. The licence stipulates that the licence holder informs SAG of events at least 8 weeks beforehand, and the event must have an EMP. I have discussed this application with the applicant and understand that the primary reason for seeking this premises licence is to separate the Hifields Festival event (Hifields) from the other events held at the same site throughout the year. The applicant

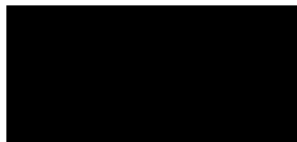
explained that, whilst the existing premises licence currently facilitates the event, there remains a small but foreseeable risk that, should that licence be suspended, revoked, surrendered, or otherwise become unavailable, the Hifields could be left without the necessary authorisation to operate. To mitigate this risk and provide greater certainty for the future of the event, the organisers have elected to apply for a premises licence in their own name.

The applicant has consistently advised that this licence is intended solely for the annual Hifields and is not being sought to facilitate additional events or an expansion of activities on the site. It has been clearly stated that Hifields is expected to take place once per year, typically during late August, with an anticipated attendance of approximately 2,500 people. The event itself is proposed to operate on a single day, reflecting the format that has been established in previous years.

Through previous events, the applicant has engaged positively and constructively with the Safety Advisory Group, responding to requests for information and providing a comprehensive Event Management Plan to support the safe delivery of the event. This engagement demonstrates a commitment to effective event planning, public safety, and partnership working with responsible authorities.

Given the applicant's clear intention that the licence should only be used for a single annual event, Members may wish to consider whether it would be appropriate to attach a condition to the licence limiting its use to one event per calendar year, namely the Hifields Event, in order to reflect the scope of the application as presented and to provide clarity regarding the intended operation of the premises licence.

Signed



Date 8th July 2026

Name: Richard Garnett

Designation Senior Environmental Health Officer

Please return this form along with any additional sheets to: Licensing Team

Environmental Services
East Cambridgeshire District Council The Grange
Nutholt Lane Ely
CB7 4PL

Telephone: 01353 616291

Email: licensing@eastcambs.gov.uk

From: [HIFIELDS](#)
To: [Alex Beebe](#)
Subject: Re: 26/04084/LIQ_02 - Dullingham Polo Club (Hifields Festival)
Date: 08 July 2026 21:37:30
Attachments: [image001.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

External sender <[REDACTED]>

Make sure you trust this sender before taking any actions.

Good evening Alex.

Thank you for your time earlier, I really do appreciate the advice given this complex situation.

I am writing to formally record the steps I have taken to try to resolve the representation submitted by Richard Kay in relation to the premises licence application.

Following receipt of the representation, I initially contacted the Licensing Team by email to better understand the concerns that had been raised and to seek guidance on how they might be resolved.

I subsequently spoke directly with Mr Kay by telephone today. During our conversation, I explained that I wished to better understand his concerns and offered to meet him on site so that I could demonstrate the event layout, explain how the woodland has been managed, and discuss any reasonable mitigation measures that could be implemented to protect wildlife and address the issues he had raised.

I also asked whether there were any specific ecological measures or safeguards that he would recommend. Mr Kay advised that he was unable to engage with me regarding the representation and therefore declined my offer of a site visit or any further discussion.

Following that conversation, I contacted the Licensing Team again to discuss the position and to understand whether there was another means by which the concerns could be addressed before the matter proceeds to a Licensing Sub-Committee hearing.

My intention throughout has been to work constructively with all parties and, where appropriate, agree reasonable mitigation measures to address any legitimate concerns. I remain disappointed that it has not been possible to discuss the issues raised, despite my willingness to do so.

For completeness, I would also like to reiterate that:

- The proposed licensable area is identical to that previously licensed and used for events.
- The stage layout is unchanged from the 2025 event.
- The woodland has successfully hosted events since 2017.
- No tree felling, vegetation clearance, habitat removal or excavation works are proposed.
- The event will be delivered in compliance with all applicable wildlife and environmental legislation.

I remain fully committed to working with the Licensing Authority and welcome any reasonable recommendations or licence conditions that would assist in addressing the concerns raised.

Best wishes,

Tom.

www.hifields.co.uk

www.instagram.com/hifieldsfestival

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

From: [Danny Hans](#)
To: [Licensing; admin@hifields.co.uk](#)
Cc: [REDACTED]
Subject: Fire Safety (Public Safety) Response to New Premises Licence - TDC Group Ltd - Hill Farm Station Road, Dullingham, CB8 9UT - 26/04084/LIQ_02
Date: 10 June 2026 12:47:03
Attachments: [image006.png](#)
[image007.png](#)
[image008.jpg](#)
[image009.jpg](#)
[image010.png](#)
[image011.png](#)
[NFCC Temporary Structures FRA.pdf](#)

External sender [REDACTED]
 Make sure you trust this sender before taking any actions.

Dear Licensing & Applicant,

Cambridgeshire Fire & Rescue Service (CFRS) would like to pass the following observations on Fire Safety (Public Safety) matters for the above application: -

1. The responsible person for the event must appoint a competent person to produce a robust Management Control Document for the event on site, which must include the fire safety measures and arrangements to be implemented, as part of the fire risk assessment.
2. Appropriate emergency evacuation procedures must be established to ensure that the management know what to do in the event of fire.
3. The responsible person should ensure that all staff, volunteers, external security, and contractors are aware of the emergency plan, are familiar with the escape routes, and exits. The amount of training should be appropriate to the role that members of staff will be expected to carry out if a fire occurs.
4. There should be a suitable means of giving warning in case of fire from a fixed fire alarm system, a manual alarm system, a public address system or by other means, considering the size, layout, activities, staffing levels and the number of people likely to be at your event.
5. There should be a sufficient number of escape routes and exits for the number of people that are likely to use them, and which allows all persons to escape quickly and safely in an emergency.
6. There should be adequate primary lighting for general safe and emergency/secondary lighting or a back-up power supply (e.g. generator) to illuminate escape routes and exits in the event of power failure, which is independent of the main power supply.
7. All material coverings to marquees, gazebos, tents and other similar structures and any internal linings should be inherently non-flammable, to reduce the risk of fire and fire spread.
8. See the attached Temporary Structures – Fire Risk Assessment template produced by the National Fire Chiefs Council (NFCC) to complete and for further guidance.
9. All gas appliances must be inspected by a Gas Safe registered engineer every 12 months and should provide a certificate of inspection.
10. Gas cylinders in use or empty should be sited outside the structure in good ventilation and a minimum 1m from the wall of the structure in a tamper proof enclosure.
11. Appropriate and sufficient fire-fighting equipment must be provided around your event (fire points), to mitigate the effects of fire and to reduce the risk to people. All firefighting equipment should be inspected within the last 12 months by a competent person.
12. The use of all petrol generators should be avoided due to the fire risk from petrol.
13. Electrical equipment is a significant cause of fire and injury, and it needs to be ensured that all electrical equipment is safe and regularly maintained to prevent danger. All electrical installations should also be maintained by a competent person.

14. Only use electrical connections and appliances that are specifically designed and protected for outdoor use (e.g. wet conditions) and all portable electrical equipment should be visually inspected and undergo Portable Appliance Testing (PAT).
15. There should be good housekeeping and waste management procedures in place to reduce the risk of fire and fire spread. Skips should not be placed near a temporary structure or vehicle, and they should normally be a minimum of 6m away from any structure on site.
16. Avoid naked flames (e.g. candles) for lighting or decorative purposes.
17. There should be suitable Fire Service vehicle access to all parts of the event within 50m.
18. Where a dedicated Fire & Emergency Lane is to be provided, then it should not be less than 4m wide and consideration should be given to suitable hardstanding (e.g. trackways) for an 18-tonne vehicle if soft ground and/or poor weather is expected.
19. Further guidance on fire safety is available from the following documents, which can be downloaded from the Government website: - <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments>.
 - **Fire Safety Risk Assessment: Open Air Events & Venues**
 - **Fire Safety Risk Assessment: Large Places of Assembly**
20. For further guidance on public safety and welfare at events, the applicant and event organisers should meet with the Safety Advisory Group (SAG), which is a multiagency forum.

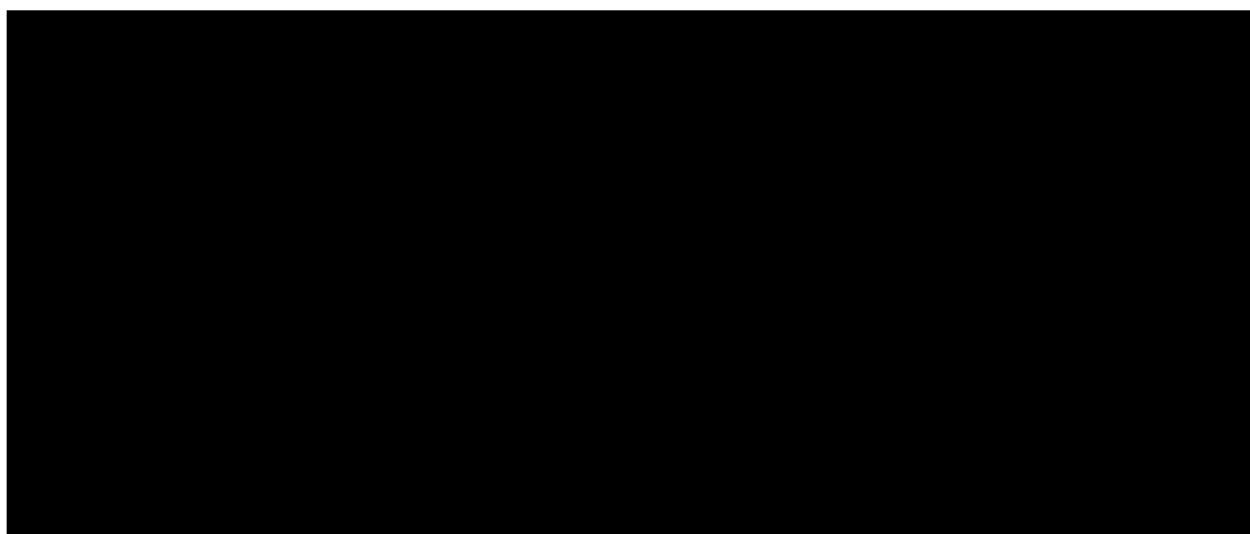
I have no further comments on this application.

Kind regards

Danny Hans
Cambridgeshire Fire & Rescue Service
Fire Protection South Compliance Team
Cambridge Fire Station



[Find out more about Fire Risk Assessments](#)



2. The licensing objectives

Crime and disorder

- 2.1 Licensing authorities should look to the police as the main source of advice on crime and disorder. They should also seek to involve the local Community Safety Partnership (CSP).
- 2.2 In the exercise of their functions, licensing authorities should seek to co-operate with the Security Industry Authority ("SIA") as far as possible and consider adding relevant conditions to licences where appropriate. The SIA also plays an important role in preventing crime and disorder by ensuring that door supervisors are properly licensed and, in partnership with police and other agencies, that security companies are not being used as fronts for serious and organised criminal activity. This may include making specific enquiries or visiting premises through intelligence led operations in conjunction with the police, local authorities and other partner agencies. Similarly, the provision of requirements for door supervision may be appropriate to ensure that people who are drunk, drug dealers or people carrying firearms do not enter the premises and ensuring that the police are kept informed.
- 2.3 Conditions should be targeted on deterrence and preventing crime and disorder including the prevention of illegal working in licensed premises (see paragraph 10.10). For example, where there is good reason to suppose that disorder may take place, the presence of closed-circuit television (CCTV) cameras both inside and immediately outside the premises can actively deter disorder, nuisance, anti-social behaviour and crime generally. Some licence holders may wish to have cameras on their premises for the prevention of crime directed against the business itself, its staff, or its customers. But any condition may require a broader approach, and it may be appropriate to ensure that the precise location of cameras is set out on plans to ensure that certain areas are properly covered and there is no subsequent dispute over the terms of the condition.
- 2.4 The inclusion of radio links and ring-round phone systems should be considered an appropriate condition for public houses, bars and nightclubs operating in city and town centre leisure areas with a high density of licensed premises. These systems allow managers of licensed premises to communicate instantly with the police and facilitate a rapid response to any disorder which may be endangering the customers and staff on the premises.
- 2.5 Conditions relating to the management competency of designated premises supervisors should not normally be attached to premises licences. It will normally be the responsibility of the premises licence holder as an employer, and not the licensing authority, to ensure that the managers appointed at the premises are competent and appropriately trained. The designated premises supervisor is the key person who will usually be responsible for the day to day management of the premises by the premises licence holder, including the prevention of disorder. A condition of this kind may only be justified as appropriate in rare circumstances where it can be demonstrated that, in the circumstances associated with particular premises, poor management competency could give rise to issues of crime and disorder and public safety.

- 2.6 The prevention of crime includes the prevention of immigration crime including the prevention of illegal working in licensed premises. Licensing authorities should work with Home Office Immigration Enforcement, as well as the police, in respect of these matters. Licence conditions that are considered appropriate for the prevention of illegal working in licensed premises might include requiring a premises licence holder to undertake right to work checks on all staff employed at the licensed premises or requiring that evidence of a right to work check, either physical or digital (e.g. a copy of any document checked as part of a right to work check or a clear copy of the online right to work check) are retained at the licensed premises.
- 2.7 The objective to crime under the Licensing Act 2003 would include taking measures to prevent incidents of spiking which would usually be prosecuted under section 23 and 24 of the Offences Against the Person Act 1861, and section 61 of the Sexual Offences Act 2003. The following examples are within the range of behaviours that would be considered spiking. This list is not exhaustive:
- Putting alcohol into someone's drink without their knowledge or permission
 - Putting prescription or illegal drugs into an alcoholic or non-alcoholic drink without their knowledge or permission
 - Injecting another person with prescription or illegal drugs without their knowledge or permission
 - Putting prescription or illegal drugs into another person's food without their knowledge or permission
 - Putting prescription or illegal drugs into another person's cigarette or vape without their knowledge or permission

Public safety

- 2.8 Licence holders have a responsibility to ensure the safety of those using their premises, as a part of their duties under the 2003 Act. This concerns the safety of people using the relevant premises rather than public health which is addressed in other legislation. Physical safety includes the prevention of accidents and injuries and other immediate harms that can result from alcohol consumption such as unconsciousness or alcohol poisoning. Conditions relating to public safety may also promote the crime and disorder objective as noted above. There will of course be occasions when a public safety condition could incidentally benefit a person's health more generally, but it should not be the purpose of the condition as this would be outside the licensing authority's powers (be ultra vires) under the 2003 Act. Conditions should not be imposed on a premises licence or club premises certificate which relate to cleanliness or hygiene.
- 2.9 A number of matters should be considered in relation to public safety. These may include:
- Fire safety;
 - Ensuring appropriate access for emergency services such as ambulances;
 - Good communication with local authorities and emergency services, for example communications networks with the police and signing up for local incident alerts (see paragraph 2.4 above);

- Ensuring the presence of trained first aiders on the premises and appropriate first aid kits;
- Ensuring the safety of people when leaving the premises (for example, through the provision of information on late-night transportation);
- Ensuring appropriate and frequent waste disposal, particularly of glass bottles;
- Ensuring appropriate limits on the maximum capacity of the premises (see paragraphs 2.12-2.13, and Chapter 10; and
- Considering the use of CCTV in and around the premises (as noted in paragraph 2.3 above, this may also assist with promoting the crime and disorder objective).

2.10 The measures that are appropriate to promote public safety will vary between premises and the matters listed above may not apply in all cases. As set out in Chapter 8 (8.38-8.46), applicants should consider when making their application which steps it is appropriate to take to promote the public safety objective and demonstrate how they achieve that.

2.11 Counter terrorism and public safety

2.12 Licensing committees may wish to give due consideration to appropriate counter-terrorism measures and advice when considering licence applications, for example at high profile or large premises or events or where there are factors which may increase attractiveness to attacks, and in particular when in receipt of relevant advice from police counter terrorist staff.

2.13 It is particularly relevant to consider conditions around health care provision in this regard. Any additional licensing conditions should be appropriate and proportionate to the venue as noted in para 1.16. We recommend that all licensing authorities pay particular attention to terrorist threats when making specific licence conditions in relation to security or health care provision at appropriate premises and events applying for a licence.

2.14 As noted in para 2.8 licensing authorities can recommend conditions where appropriate to do so, such as ensuring appropriate access for emergency services and vehicles such as ambulances; good communication with local authorities and emergency services, for example communications networks with the police and signing up for local incident alerts (see paragraph 2.4); and ensuring the presence of sufficient trained first aiders on the premises and appropriate first aid kits.

2.15 However, in some instances, licensing authorities may wish to tailor their approach, depending on the particular nature of the application, and go further when addressing concerns around possible terrorist or other such risks. We have provided an Annex to help inform and support licensing authorities in their decision making with regards to additional licence conditions for premises and events, that may benefit from further security planning and health care provision in the aftermath of a particular type of incident.

Ensuring safe departure of those using the premises

2.16 Licence holders should make provision to ensure that premises users safely leave their premises. Measures that may assist include:

- Providing information on the premises of local taxi companies who can provide safe transportation home; and
- Ensuring adequate lighting outside the premises, particularly on paths leading to and from the premises and in car parks.

Maintenance and repair

- 2.17 Where there is a requirement in other legislation for premises open to the public or for employers to possess certificates attesting to the safety or satisfactory nature of certain equipment or fixtures on the premises, it would be inappropriate for a licensing condition to require possession of such a certificate. However, it would be permissible to require as a condition of a licence or certificate, if appropriate, checks on this equipment to be conducted at specified intervals and for evidence of these checks to be retained by the premises licence holder or club provided this does not duplicate or gold-plate a requirement in other legislation. Similarly, it would be permissible for licensing authorities, if they receive relevant representations from responsible authorities or any other persons, to attach conditions which require equipment of particular standards to be maintained on the premises. Responsible authorities – such as health and safety authorities – should therefore make their expectations clear in this respect to enable prospective licence holders or clubs to prepare effective operating schedules and club operating schedules.

Safe capacities

- 2.18 “Safe capacities” should only be imposed where appropriate for the promotion of public safety or the prevention of disorder on the relevant premises. For example, if a capacity has been imposed through other legislation, it would be inappropriate to reproduce it in a premises licence. Indeed, it would also be wrong to lay down conditions which conflict with other legal requirements. However, if no safe capacity has been imposed through other legislation, a responsible authority may consider it appropriate for a new capacity to be attached to the premises which would apply at any material time when the licensable activities are taking place and make representations to that effect. For example, in certain circumstances, capacity limits may be appropriate in preventing disorder, as overcrowded venues can increase the risks of crowds becoming frustrated and hostile.
- 2.19 The permitted capacity is a limit on the number of persons who may be on the premises at any time, following a recommendation by the relevant fire and rescue authority under the Regulatory Reform (Fire Safety) Order 2005. For any application for a premises licence or club premises certificate for premises without an existing permitted capacity where the applicant wishes to take advantage of the special provisions set out in section 177 of the 2003 Act¹, the applicant should conduct their own risk assessment as to the appropriate capacity of the premises. They should send their recommendation to the fire and rescue authority which will consider it and decide what the “permitted capacity” of those premises should be.
- 2.20 Public safety may include the safety of performers appearing at any premises, but does not extend to the prevention of injury from participation in a boxing or wrestling

¹ S 177 of the 2003 Act now only applies to performances of dance.

entertainment.

Public nuisance

- 2.21 The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.
- 2.22 Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It may include in appropriate circumstances the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises. Public nuisance may also arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.
- 2.23 Conditions relating to noise nuisance will usually concern steps appropriate to control the levels of noise emanating from premises. This might be achieved by a simple measure such as ensuring that doors and windows are kept closed after a particular time, or persons are not permitted in garden areas of the premises after a certain time. More sophisticated measures like the installation of acoustic curtains or rubber speaker mounts to mitigate sound escape from the premises may be appropriate. However, conditions in relation to live or recorded music may not be enforceable in circumstances where the entertainment activity itself is not licensable (see chapter 16). Any conditions appropriate to promote the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises and its licensable activities. Licensing authorities should avoid inappropriate or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are expensive to purchase and install and are likely to be a considerable burden for smaller venues.
- 2.24 As with all conditions, those relating to noise nuisance may not be appropriate in certain circumstances where provisions in other legislation adequately protect those living in the area of the premises. But as stated earlier in this Guidance, the approach of licensing authorities and responsible authorities should be one of prevention and when their powers are engaged, licensing authorities should be aware of the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be appropriate.
- 2.25 Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive periods. For example, the most sensitive period for people being disturbed by unreasonably loud music is at night and into the early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. This is why there is still a need for a licence for performances of live music between 11 pm and 8 am. In certain circumstances, conditions relating to noise

emanating from the premises may also be appropriate to address any disturbance anticipated as customers enter and leave.

- 2.26 Measures to control light pollution will also require careful thought. Bright lighting outside premises which is considered appropriate to prevent crime and disorder may itself give rise to light pollution for some neighbours. Applicants, licensing authorities and responsible authorities will need to balance these issues.
- 2.27 Beyond the immediate area surrounding the premises, these are matters for the personal responsibility of individuals under the law. An individual who engages in anti-social behaviour is accountable in their own right. However, it would be perfectly reasonable for a licensing authority to impose a condition, following relevant representations, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area, or that, if they wish to smoke, to do so at designated places on the premises instead of outside, and to respect the rights of people living nearby to a peaceful night.

Protection of children from harm

- 2.28 The protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harms associated directly with alcohol consumption but also wider harms such as exposure to strong language and sexual expletives (for example, in the context of exposure to certain films or adult entertainment). Licensing authorities must also consider the need to protect children from sexual exploitation when undertaking licensing functions.
- 2.29 The Government believes that it is completely unacceptable to sell alcohol to children. Conditions relating to the access of children where alcohol is sold and which are appropriate to protect them from harm should be carefully considered. Moreover, conditions restricting the access of children to premises should be strongly considered in circumstances where:
- adult entertainment is provided;
 - a member or members of the current management have been convicted for serving alcohol to minors or with a reputation for allowing underage drinking (other than in the context of the exemption in the 2003 Act relating to 16 and 17 year olds consuming beer, wine and cider when accompanied by an adult during a table meal);
 - it is known that unaccompanied children have been allowed access;
 - there is a known association with drug taking or dealing; or
 - in some cases, the premises are used exclusively or primarily for the sale of alcohol for consumption on the premises.
- 2.30 It is also possible that activities, such as adult entertainment, may take place at certain times on premises but not at other times. For example, premises may operate as a café bar during the day providing meals for families but also provide entertainment with a sexual content after 8.00pm. It is not possible to give an exhaustive list of what amounts to entertainment or services of an adult or sexual nature. Applicants, responsible authorities and licensing authorities will need to consider this point carefully. This would broadly include topless bar staff, striptease, lap-, table- or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism,

or entertainment involving strong and offensive language.

- 2.31 Applicants must be clear in their operating schedules about the activities and times at which the events would take place to help determine when it is not appropriate for children to enter the premises. Consideration should also be given to the proximity of premises to schools and youth clubs so that applicants take appropriate steps to ensure that advertising relating to their premises, or relating to events at their premises, is not displayed at a time when children are likely to be near the premises.
- 2.32 Licensing authorities and responsible authorities should expect applicants, when preparing an operating schedule or club operating schedule, to set out the steps to be taken to protect children from harm when on the premises.
- 2.33 Conditions, where they are appropriate, should reflect the licensable activities taking place on the premises. In addition to the mandatory condition regarding age verification, other conditions relating to the protection of children from harm can include:
- restrictions on the hours when children may be present;
 - restrictions or exclusions on the presence of children under certain ages when particular specified activities are taking place;
 - restrictions on the parts of the premises to which children may have access;
 - age restrictions (below 18);
 - restrictions or exclusions when certain activities are taking place;
 - requirements for an accompanying adult (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and
 - full exclusion of people under 18 from the premises when any licensable activities are taking place.
- 2.34 Please see also Chapter 10 for details about the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010.
- 2.35 Licensing authorities should give considerable weight to representations about child protection matters. In addition to the responsible authority whose functions relate directly to child protection, the Director of Public Health may also have access to relevant evidence to inform such representations. These representations may include, amongst other things, the use of health data about the harms that alcohol can cause to underage drinkers. Where a responsible authority, or other person, presents evidence to the licensing authority linking specific premises with harms to children (such as ambulance data or emergency department attendances by persons under 18 years old with alcohol-related illnesses or injuries) this evidence should be considered, and the licensing authority should also consider what action is appropriate to ensure this licensing objective is effectively enforced. In relation to applications for the grant of a licence in areas where evidence is presented on high levels of alcohol-related harms in persons aged under 18, it is recommended that the licensing authority considers what conditions may be appropriate to ensure that this objective is promoted effectively.
- 2.36 The 2003 Act provides that, where a premises licence or club premises certificate authorises the exhibition of a film, it must include a condition requiring the admission of children to films to be restricted in accordance with recommendations given either by a body designated under section 4 of the Video Recordings Act 1984 specified in the

licence (the British Board of Film Classification is currently the only body which has been so designated) or by the licensing authority itself. Further details are given in Chapter 10.

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

Offences relating to the sale and supply of alcohol to children

- 2.38 Licensing authorities are expected to maintain close contact with the police, young offenders' teams and trading standards officers (who can carry out test purchases under section 154 of the 2003 Act) about the extent of unlawful sales and consumption of alcohol by minors and to be involved in the development of any strategies to control or prevent these unlawful activities and to pursue prosecutions. Licensing authorities, alongside the police, are prosecuting authorities for the purposes of these offences, except for the offences under section 147A (persistently selling alcohol to children). Where, as a matter of policy, warnings are given to retailers prior to any decision to prosecute in respect of an offence, it is important that each of the enforcement arms should be aware of the warnings each of them has given.

Table of relevant offences under the 2003 Act

Section	Offence	Prosecuting Authority
Section 145	Unaccompanied children prohibited from certain premises	Police and/or Licensing Authority
Section 146	Sale of alcohol to children	Police, Licensing Authority and/or Local Weights and Measures Authority
Section 147	Allowing the sale of alcohol to children	Police, Licensing Authority and/or Local Weights and Measures Authority
Section 147A	Persistently selling alcohol to children	Police and/or Local Weights and Measures Authority
Section 149	Purchase of alcohol by or on behalf of children	Police and/or Licensing Authority
Section 150	Consumption of alcohol by children	Police and/or Licensing Authority
Section 151	Delivering alcohol to children	Police and/or Licensing Authority
Section 152	Sending a child to obtain alcohol	Police and/or Licensing Authority
Section 153	Prohibition of unsupervised sales by children	Police and/or Licensing Authority

8. Applications for premises licences

Relevant licensing authority

- 8.1 Premises licences are issued by the licensing authority in which the premises are situated or, in the case of premises straddling an area boundary, the licensing authority where the greater part of the premises is situated. Where the premises is located equally in two or more areas, the applicant may choose but, in these rare cases, it is important that each of the licensing authorities involved maintain close contact.
- 8.2 Section 13 of the 2003 Act defines the parties holding important roles in the context of applications, inspection, monitoring and reviews of premises licences.

Authorised persons

- 8.3 The first group –“authorised persons”– are bodies empowered by the 2003 Act to carry out inspection and enforcement roles. The police and immigration officers are not included because they are separately empowered by the 2003 Act to carry out their duties.
- 8.4 For all premises, the authorised persons include:
- officers of the licensing authority;
 - fire inspectors;
 - inspectors with responsibility in the licensing authority’s area for the enforcement of the Health and Safety at Work etc Act 1974;
 - officers of the local authority exercising environmental health functions
- 8.5 Local authority officers will most commonly have responsibility for the enforcement of health and safety legislation, but the Health and Safety Executive is responsible for certain premises. In relation to vessels, authorised persons also include an inspector or a surveyor of ships appointed under section 256 of the Merchant Shipping Act 1995. These would normally be officers acting on behalf of the Maritime and Coastguard Agency. The Secretary of State may prescribe other authorised persons by means of regulations, but has not currently prescribed any additional bodies. If any are prescribed, details will be made available on the GOV.UK website.
- 8.6 Where an immigration officer has reason to believe that any premises are being used for a licensable activity, the officer may enter the premises with a view to seeing whether an offence under any of the Immigration Acts is being committed in connection with the licensable activity.

Responsible authorities

- 8.7 The second group –“responsible authorities”– are public bodies that must be fully notified of applications and that are entitled to make representations to the licensing authority in relation to the application for the grant, variation or review of a premises licence. These representations must still be considered ‘relevant’ by the licensing authority and relate to one or more of the licensing objectives. For all premises, responsible authorities include:
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- the chief officer of police;
- the local fire and rescue authority;
- the relevant enforcing authority under the Health and Safety at Work etc Act 1974;
- the local authority with responsibility for environmental health;
- the local planning authority;
- a body that represents those who are responsible for, or interested in, matters relating to the protection of children from harm;
- each local authority's Director of Public Health (DPH) in England⁴ and Local Health Boards (in Wales);
- the local weights and measures authority (trading standards); and
- Home Office Immigration Enforcement (on behalf of the Secretary of State).

8.8 The licensing authority should indicate in its statement of licensing policy which body it recognises to be competent to advise it on the protection of children from harm. This may be the local authority social services department, the Local Safeguarding Children Board or another competent body. This is important as applications for premises licences have to be copied to the responsible authorities in order for them to make any representations they think are relevant.

8.9 In relation to a vessel, responsible authorities also include navigation authorities within the meaning of section 221(1) of the Water Resources Act 1991 that have statutory functions in relation to the waters where the vessel is usually moored or berthed, or any waters where it is proposed to be navigated when being used for licensable activities; the Environment Agency; the Canal and River Trust; and the Secretary of State (who in practice acts through the Maritime and Coastguard Agency (MCA)). In practice, the Environment Agency and the Canal and River Trust only have responsibility in relation to vessels on waters for which they are the navigation statutory authority.

8.10 The MCA is the lead responsible authority for public safety, including fire safety, affecting passenger ships (those carrying more than 12 passengers) wherever they operate and small commercial vessels (carrying no more than 12 passengers) which go to sea. The safety regime for passenger ships is enforced under the Merchant Shipping Acts by the MCA which operates certification schemes for these vessels. Fire and rescue authorities, the Health and Safety Executive and local authority health and safety inspectors should normally be able to make "nil" returns in relation to such vessels and rely on the MCA to make any appropriate representations in respect of this licensing objective.

8.11 Merchant Shipping legislation does not, however, apply to permanently moored vessels. So, for example, restaurant ships moored on the Thames Embankment, with permanent shore connections should be considered by the other responsible authorities concerned with public safety, including fire safety. Vessels carrying no more than 12 passengers which do not go to sea are not subject to MCA survey and certification, but may be licensed by the local port or navigation authority.

⁴ This change was made as a result of the commencement of measures in the Health and Social Care Act 2012 which amended the 2003 Act and further provision in the NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012.

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- the chief officer of police;
- the local fire and rescue authority;
- the relevant enforcing authority under the Health and Safety at Work etc Act 1974;
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- 8.12 The Secretary of State may prescribe other responsible authorities by means of regulations. Any such regulations are published on the Government's legislation website: www.legislation.gov.uk.

Other persons

- 8.13 As well as responsible authorities, any other person can play a role in a number of licensing processes under the 2003 Act. This includes any individual, body or business entitled to make representations to licensing authorities in relation to applications for the grant, variation, minor variation or review of premises licences and club premises certificates, regardless of their geographic proximity to the premises. In addition, these persons may themselves seek a review of a premises licence. Any representations made by these persons must be 'relevant', in that the representation relates to one or more of the licensing objectives. It must also not be considered by the licensing authority to be frivolous or vexatious. In the case of applications for reviews, there is an additional requirement that the grounds for the review should not be considered by the licensing authority to be repetitious. Chapter 9 of this guidance (paragraphs 9.4 to 9.10) provides more detail on the definition of relevant, frivolous and vexatious representations.
- 8.14 While any of these persons may act in their own right, they may also request that a representative makes the representation to the licensing authority on their behalf. A representative may include a legal representative, a friend, a Member of Parliament, a Member of the Welsh Government, or a local ward or parish councillor who can all act in such a capacity.

Who can apply for a premises licence?

- 8.15 Any person (if an individual aged 18 or over) who is carrying on or who proposes to carry on a business which involves the use of premises (any place including one in the open air) for licensable activities may apply for a premises licence either on a permanent basis or for a time-limited period.
- 8.16 "A person" in this context includes, for example, a business or a partnership. Licensing authorities should not require the nomination of an individual to hold the licence or determine the identity of the most appropriate person to hold the licence.
- 8.17 In considering joint applications (which is likely to be a rare occurrence), it must be stressed that under section 16(1)(a) of the 2003 Act each applicant must be carrying on a business which involves the use of the premises for licensable activities. In the case of public houses, this would be easier for a tenant to demonstrate than for a pub owning company that is not itself carrying on licensable activities. Where licences are to be held by businesses, it is desirable that this should be a single business to avoid any lack of clarity in accountability.
- 8.18 A public house may be owned, or a tenancy held, jointly by a husband and wife, civil partners or other partnerships of a similar nature, and both may be actively involved in carrying on the licensable activities. In these cases, it is entirely possible for the husband and wife or the partners to apply jointly as applicant for the premises licence, even if they are not formally partners in business terms. This is unlikely to lead to the same issues of clouded accountability that could arise where two separate businesses

apply jointly for the licence. If the application is granted, the premises licence would identify the holder as comprising both names and any subsequent applications, for example for a variation of the licence, would need to be made jointly.

- 8.19 A wide range of other individuals and bodies set out in section 16 of the 2003 Act may apply for premises licences. They include, for example, Government Departments, local authorities, hospitals, schools, charities or police forces. In addition to the bodies listed in section 16, the Secretary of State may prescribe by regulations other bodies that may apply and any such regulations are published on the Government's legislation website. There is nothing in the 2003 Act which prevents an application being made for a premises licence at premises where a premises licence is already held.

Application forms

- 8.20 The Provision of Services Regulations 2009 require local authorities to ensure that all procedures relating to access to, or the exercise of, a service activity may be easily completed, at a distance and by electronic means. Electronic application facilities for premises licences may be found either on GOV.UK or the licensing authority's own website. It remains acceptable to make an application in writing.

Electronic applications

- 8.21 Applicants may apply using the licence application forms available on GOV.UK, or will be re-directed from GOV.UK to the licensing authority's own electronic facility if one is available. Applicants may also apply directly to the licensing authority's facility without going through GOV.UK.

Electronic applications using forms on gov.uk

- 8.22 GOV.UK will send a notification to the licensing authority when a completed application form is available for it to download from GOV.UK. This is the day that the application is taken to be 'given' to the licensing authority, even if it is downloaded at a later stage, and the application must be advertised from the day after that day (as for a written application). The licensing authority must acknowledge the application as quickly as possible, specifying the statutory time period and giving details of the appeal procedure.
- 8.23 The period of 28 consecutive days during which the application must be advertised on a notice outside the premises is, effectively, the statutory timescale by which the application must be determined (unless representations are made). This will be published on GOV.UK and must also be published on the licensing authority's own electronic facility if one exists. If no representations are made during this period, the licensing authority must notify the applicant as quickly as possible that the licence has been granted. The licensing authority must send the licence to the applicant as soon as possible after this, but the applicant may start the licensed activity as soon as they have been notified that the application is granted (subject to compliance with the conditions of the licence). The licence may be supplied in electronic or written format as long as the applicant is aware which document constitutes 'the licence'. If representations are made, the guidance in Chapter 9 applies.

Requirement to copy application to responsible authorities

- 8.24 The licensing authority must copy electronic applications, made via GOV.UK or its own facility, to responsible authorities no later than the first working day after the application

is given. However, if an applicant submits any part of their application in writing, the applicant will remain responsible for copying it to responsible authorities.

Applications via the local authority electronic application facility

- 8.25 Where applications are made on the licensing authority's own electronic facility, the application will be taken to be 'given' when the applicant has submitted a complete application form and paid the fee. The application is given at the point at which it becomes accessible to the authority by means of the facility. The licensing authority must acknowledge the application as quickly as possible, specifying the statutory time period and giving details of the appeal procedure.

'Holding' and 'deferring' electronic applications

- 8.26 The Government recommends (as for written applications) that electronic applications should not be returned if they contain obvious and minor errors such as typing mistakes, or small errors that can be rectified with information already in the authority's possession. However, if this is not the case and required information is missing or incorrect, the licensing authority may 'hold' the application until the applicant has supplied all the required information. This effectively resets the 28 day period for determining an application and may be done any number of times until the application form is complete. Licensing authorities must ensure that they notify the applicant as quickly as possible of any missing (or incorrect) information, and explain how this will affect the statutory timescale and advertising requirements.
- 8.27 If an application has been given at the weekend, the notice advertising the application (where applicable) may already be displayed outside the premises by the time that the licensing authority downloads the application. It is therefore recommended that, if a licensing authority holds an application, it should inform the applicant that the original (or if necessary, amended) notice must be displayed until the end of the revised period. The licensing authority should also advise the applicant that they should not advertise the application in a local newspaper until they have received confirmation from the licensing authority that the application includes all the required information. To ensure clarity for applicants, the Government recommends that licensing authorities include similar advice on their electronic application facilities (where these exist) to ensure that applicants do not incur any unnecessary costs.
- 8.28 If an applicant persistently fails to supply the required information, the licensing authority may refuse the application and the applicant must submit a new application.
- 8.29 Licensing authorities may also 'defer' electronic applications once if the application is particularly complicated, for example if representations are received and a hearing is required. This allows the licensing authority to extend the statutory time period for the determination of the application by such time as is necessary, including, if required, arranging and holding a hearing. Licensing authorities must ensure that applicants are informed as quickly as possible of a decision to defer, and the reasons for the deferral, before the original 28 days has expired.

Written applications

- 8.30 A written application for a premises licence must be made in the prescribed form to the relevant licensing authority and be copied to each of the appropriate responsible authorities. For example, it would not be appropriate to send an application for premises

which was not a vessel to the Maritime and Coastguard Agency. The application must be accompanied by:

- the required fee (details of fees may be viewed on the GOV.UK website);
- an operating schedule (see below);
- a plan of the premises in a prescribed form; and
- if the application involves the supply of alcohol, a form of consent from the individual who is to be specified in the licence as the designated premises supervisor (DPS).

- 8.31 If the application is being made by an individual it should be accompanied by acceptable evidence of entitlement to work in the UK (this includes where the application is submitted electronically), as set out in the application form ([see paragraph 4.9](#))
- 8.32 If the application is being made in respect of a community premises, it may be accompanied by the form of application to apply the alternative licence condition.
- 8.33 Guidance on completing premises licence, club premises certificate and minor variation forms can be found on the GOV.UK website. The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005 contain provision about the prescribed form of applications, operating schedules and plans and are published on the [legislation.gov.uk](https://www.legislation.gov.uk) website.

Plans

- 8.34 Plans, for written and electronic applications, will not be required to be submitted in any particular scale, but they must be in a format which is “clear and legible in all material respects”, i.e. they must be accessible and provides sufficient detail for the licensing authority to be able to determine the application, including the relative size of any features relevant to the application. There is no requirement for plans to be professionally drawn as long as they clearly show all the prescribed information.

Beer gardens or other outdoor spaces

- 8.35 Applicants will want to consider whether they might want to use a garden or other outdoor space as a location from which alcohol will be consumed. The sale of alcohol is to be treated as taking place where the alcohol is appropriated to the contract. In scenarios where drink orders are taken by a member of staff in the garden or outdoor space and the member of staff then collects the drinks from the licensed premises and returns to deliver them to the customer this would be treated as an off-sale and any conditions that relate to off-sales would apply.
- 8.36 In such cases it will not be necessary to include the garden or other outdoor space on the plan as part of the area covered by the premises licence. However, it will be necessary for the applicant to include the garden or other outdoor space on the plan as part of the area covered by the premises licence if the intention is to provide a service whereby drinks are available for sale and consumption directly from that area (i.e. the provision of on-sales). This would apply in the case of an outdoor bar or a service whereby a member of staff who is in the garden or outdoor space carries with them drinks that are available for sale (without the need for the staff member to return to the licensed premises to collect them).
- 8.37 If the beer garden or other outdoor area is to be used for the consumption of off-sales only, there is no requirement to show it on the plan of the premises, but the prescribed

application form requires the applicant to provide a description of where the place is and its proximity to the premises.

Entitlement to work in the UK

- 8.38 Individuals applying for a premises licence for the sale of alcohol or late night refreshment must be entitled to work in the UK. Licensing authorities must be satisfied that an individual who applies for a premises licence is entitled to work in the UK. This includes applications made by more than one individual applicant. An application made by an individual without the entitlement to work in the UK must be rejected. This applies to applications which include the sale of alcohol and the provisions of late night refreshment, but does not include applications which apply to regulated entertainment only. For example, a person applying for a licence for a music venue who does not intend to sell alcohol or late night refreshment is not prohibited from applying for a licence on grounds of immigration status. However, they will commit a criminal offence if they work illegally.
- 8.39 An applicant may demonstrate their right to work either by submitting documentation, or by an online right to work check. The documents which may be relied on in support of an application demonstrating an entitlement to work in the UK are the same as for personal licence applicants see paragraph 4.9. Alternatively, as for personal licences, applicants may demonstrate their right to work digitally by providing their share code and date of birth to enable the licensing authority to carry out a check with the Home Office online right to work checking service (available on GOV.UK: <https://www.gov.uk/view-right-to-work>) – see paragraph 4.10. Where there is sufficient evidence that the applicant is not resident in the UK there is no requirement that the applicant has an entitlement to work in the UK. See paragraphs 4.21 to 4.48 in relation to entitlement to work in the UK for EEA citizens from 1 July 2021.
- 8.40 Where an applicant's permission to work in the UK is time-limited the licensing authority may issue a premises licence for an indefinite period, but the licence will become invalid when the immigration permission expires. The individual's entitlement to work in the UK may be extended or made permanent by the Home Office, and granting the licence for an indefinite period prevents the licensee from having to re-apply for a new licence. In the event that the Home Office cuts short or ends a person's immigration permission (referred to as a curtailment or revocation), any licence issued on or after 6 April 2017 which authorises the sale of alcohol or provision of late night refreshment will automatically lapse. As with personal licences, the licensing authority is under no duty to carry out on going immigration checks to see whether a licence holder's permission to be in the UK has been brought to an end. For further details on entitlement to work see [paragraphs 4.8 to 4.48](#).

Steps to promote the licensing objectives

- 8.41 In completing an operating schedule, applicants are expected to have regard to the statement of licensing policy for their area. They must also be aware of the expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives, and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives. Licensing authorities and responsible authorities are expected to

publish information about what is meant by the promotion of the licensing objectives and to ensure that applicants can readily access advice about these matters. However, applicants are also expected to undertake their own enquiries about the area in which the premises are situated to inform the content of the application.

- 8.42 Applicants are, in particular, expected to obtain sufficient information to enable them to demonstrate, when setting out the steps they propose to take to promote the licensing objectives, that they understand:
- the layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children may congregate;
 - any risk posed to the local area by the applicants' proposed licensable activities; and
 - any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.
- 8.43 Applicants are expected to include positive proposals in their application on how they will manage any potential risks. Where specific policies apply in the area (for example, a cumulative impact assessment), applicants are also expected to demonstrate an understanding of how the policy impacts on their application; any measures they will take to mitigate the impact; and why they consider the application should be an exception to the policy.
- 8.44 It is expected that enquiries about the locality will assist applicants when determining the steps that are appropriate for the promotion of the licensing objectives. For example, premises with close proximity to residential premises should consider what effect this will have on their smoking, noise management and dispersal policies to ensure the promotion of the public nuisance objective. Applicants must consider all factors which may be relevant to the promotion of the licensing objectives, and where there are no known concerns, acknowledge this in their application.
- 8.45 The majority of information which applicants will require should be available in the licensing policy statement in the area. Other publicly available sources which may be of use to applicants include:
- the Crime Mapping website;
 - Neighbourhood Statistics websites;
 - websites or publications by local responsible authorities;
 - websites or publications by local voluntary schemes and initiatives; and
 - on-line mapping tools.
- 8.46 While applicants are not required to seek the views of responsible authorities before formally submitting their application, they may find them to be a useful source of expert advice on local issues that should be taken into consideration when making an application. Licensing authorities may wish to encourage co-operation between applicants, responsible authorities and, where relevant, local residents and businesses before applications are submitted in order to minimise the scope for disputes to arise.
- 8.47 Applicants are expected to provide licensing authorities with sufficient information in this section to determine the extent to which their proposed steps are appropriate to

promote the licensing objectives in the local area. Applications must not be based on providing a set of standard conditions to promote the licensing objectives and applicants are expected to make it clear why the steps they are proposing are appropriate for the premises.

- 8.48 All parties are expected to work together in partnership to ensure that the licensing objectives are promoted collectively. Where there are no disputes, the steps that applicants propose to take to promote the licensing objectives, as set out in the operating schedule, will very often translate directly into conditions that will be attached to premises licences with the minimum of fuss.
- 8.49 For some premises, it is possible that no measures will be appropriate to promote one or more of the licensing objectives, for example, because they are adequately covered by other existing legislation. It is however important that all operating schedules should be precise and clear about the consideration given to the licensing objectives and any measures that are proposed to promote them.

Variations

Introduction

- 8.50 Where a premises licence holder wishes to amend the licence, the 2003 Act in most cases permits an application to vary to be made rather than requiring an application for a new premises licence. The process to be followed will depend on the nature of the variation and its potential impact on the licensing objectives. Applications to vary can be made electronically via GOV.UK or by means of the licensing authority's own electronic facility following the procedures set out above.

Simplified processes

- 8.51 There are simplified processes for making applications, or notifying changes, in the following cases:
- a change of the name or address of someone named in the licence (section 33);
 - an application to vary the licence to specify a new individual as the designated premises supervisor (DPS) (section 37);
 - a request to be removed as the designated premises supervisor (section 41);
 - an application by a licence holder in relation to community premises authorised to sell alcohol to remove the usual mandatory conditions set out in sections 19(2) and 19(3) of the 2003 Act concerning the supervision of alcohol sales by a personal licence holder and the need for a DPS who holds a personal licence (sections 25A and 41D); and
 - an application for minor variation of a premises licence (sections 41A to 41C) or club premises certificate (sections 86A to 86C).
- 8.52 If an application to specify a new DPS or to remove the mandatory conditions concerning the supervision of alcohol sales is made electronically via GOV.UK or the licensing authority's own electronic facility, the authority must notify the police no later than the first working day after the application is given.
- 8.53 Where a simplified process requires the applicant (if they are not also the personal licence holder) to copy the application to the licence holder for information, this will apply regardless of whether the application is made in writing or electronically.

Otherwise the general guidance set out above (paragraphs 8.21 to 8.29) on electronic applications applies.

Minor variations process

- 8.54 Variations to premises licences or club premises certificates that could not impact adversely on the licensing objectives are subject to a simplified 'minor variations' process. Under this process, the applicant is not required to advertise the variation in a newspaper or circular, or copy it to responsible authorities. However, they must display it on a white notice (to distinguish it from the blue notice used for full variations and new applications). The notice must comply with the requirements set out in regulation 26A of the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005. In accordance with those regulations, the notice must be displayed for a period of ten working days starting on the working day after the minor variation application was given to the licensing authority.
- 8.55 On receipt of an application for a minor variation, the licensing authority must consider whether the variation could impact adversely on the licensing objectives. It is recommended that decisions on minor variations should be delegated to licensing officers.
- 8.56 In considering the application, the licensing authority must consult relevant responsible authorities (whether the application is made in writing or electronically) if there is any doubt about the impact of the variation on the licensing objectives and they need specialist advice, and take their views into account in reaching a decision. The application is unlikely to be relevant to all responsible authorities.
- 8.57 The licensing authority must also consider any relevant representations received from other persons within the time limit referred to below. As stated earlier in this Guidance, representations are only relevant if they clearly relate to the likely effect of the grant of the variation on the promotion of at least one of the licensing objectives; representations must be confined to the subject matter of the variation. In the case of minor variations, there is no right to a hearing (as for a full variation or new application), but licensing authorities must take any representations into account in arriving at a decision.
- 8.58 Other persons have ten working days from the 'initial day', that is to say, the day after the application is received by the licensing authority, to submit representations. The licensing authority must therefore wait until this period has elapsed before determining the application, but must do so at the latest within 15 working days, beginning on the first working day after the authority received the application, with effect either that the minor variation is granted or the application is refused.
- 8.59 If the licensing authority fails to respond to the applicant within 15 working days (see section 193 of the 2003 Act for the definition of working day), the application will be treated as refused and the authority must return the fee to the applicant forthwith. However, the licensing authority and the applicant may agree instead that the undetermined application should be treated as a new application and that the fee originally submitted will be treated as a fee for the new application.
- 8.60 Where an application is refused and is then re-submitted through the full variation process, the full 28 day notification period will apply from the date the new application is received and applicants should advertise the application and copy it to all responsible authorities (in accordance with the regulations applicable to full variations).

- 8.61 Minor variations will generally fall into four categories: minor changes to the structure or layout of premises; small adjustments to licensing hours; the removal of out of date, irrelevant or unenforceable conditions or addition of volunteered conditions; and the addition of certain licensable activities. In all cases the overall test is whether the proposed variation could impact adversely on any of the four licensing objectives.

Changes to structure/layout

- 8.62 Many small variations to layout will have no adverse impact on the licensing objectives. However, changes to layout should be referred to the full variation process if they could potentially have an adverse impact on the promotion of the licensing objectives, for example by:
- increasing the capacity for drinking on the premises;
 - affecting access between the public part of the premises and the rest of the premises or the street or public way, for instance, block emergency exits or routes to emergency exits; or
 - impeding the effective operation of a noise reduction measure such as an acoustic lobby.

Licensable Activities

- 8.63 Licensing authorities will also need to consider the combined effect of a series of applications for successive small layout changes (for example, as part of a rolling refurbishment of premises) which in themselves may not be significant, but which cumulatively may impact adversely on the licensing objectives. This emphasises the importance of having an up-to-date copy of the premises plan available.
- 8.64 An application to remove a licensable activity should normally be approved as a minor variation. Variations to add the sale by retail or supply of alcohol to a licence are excluded from the minor variations process and must be treated as full variations in all cases.
- 8.65 For other licensable activities, licensing authorities will need to consider each application on a case-by-case basis and in light of any licence conditions put forward by the applicant. If an on-sales only licence holder wishes to add off-sales to their licence, licensing authorities may in the first instance wish to treat applications as a minor variation, in particular when the holder took advantage of the Business and Planning Act 2020 provision* and there has been no adverse impact on licensing objectives. *Section 11 (2) (2).

Licensing hours

- 8.66 Variations to the following are excluded from the minor variations process and must be treated as full variations in all cases:
- to extend licensing hours for the sale or supply of alcohol for consumption on or off the premises between the hours of 23.00 and 07.00; or
 - to increase the amount of time on any day during which alcohol may be sold or supplied for consumption on or off the premises.
- 8.67 Applications to reduce licensing hours for the sale or supply of alcohol or, in some cases, to move (without increasing) the licensed hours between 07.00 and 23.00 will normally be processed as minor variations.

- 8.68 Applications to vary the time during which other licensable activities take place should be considered on a case-by-case basis with reference to the likely impact on the licensing objectives.

Licensing conditions

a) Imposed conditions

- 8.69 Licensing authorities cannot impose their own conditions on the licence through the minor variations process. If the licensing officer considers that the proposed variation would impact adversely on the licensing objectives unless conditions are imposed, they should refuse it.

b) Volunteered conditions

- 8.70 Applicants may volunteer conditions as part of the minor variation process. These conditions may arise from their own risk assessment of the variation, or from informal discussions with responsible authorities or the licensing authority.
- 8.71 For instance, there may be circumstances when the licence holder and a responsible authority such as the police or environmental health authority, agree that a new condition should be added to the licence (for example, that a nightclub adds the provision of door staff to its licence). Such a change would not normally impact adversely on the licensing objectives and could be expected to promote them by preventing crime and disorder or public nuisance. In these circumstances, the minor variation process may provide a less costly and onerous means of amending the licence than a review, with no risk to the licensing objectives. However, this route should only be used where the agreed variations are minor and the licence holder and the responsible authority have come to a genuine agreement. The licensing authority should be alive to any attempts to pressure licence or certificate holders into agreeing to new conditions where there is no evidence of a problem at the premises and, if there is any doubt, should discuss this with the relevant parties.

c) Amending or removing existing conditions

- 8.72 However, there may be some circumstances when the minor variation process is appropriate. Premises may change over time and the circumstances that originally led to the condition being attached or volunteered may no longer apply. For example, there may be no need for door supervision if a bar has been converted into a restaurant. Equally some embedded conditions may no longer apply.
- 8.73 Changes in legislation may invalidate certain conditions. Although the conditions do not have to be removed from the licence, licence holders and licensing authorities may agree that this is desirable to clarify the licence holder's legal obligations. There may also be cases where it is appropriate to revise the wording of a condition that is unclear or unenforceable. This would be acceptable as a minor variation as long as the purpose of the condition and its intended effect remain unchanged. Such a change could be expected to promote the licensing objectives by making it easier for the licence holder to understand and comply with the condition and easier for the licensing authority to enforce it.

Full variations process

- 8.74 Any other changes to the licence or certificate require an application to vary under sections 34 or 84 of the 2003 Act.
- 8.75 Licensing authorities may wish to consider whether there is any likely impact on the promotion of the licensing objectives in deciding whether there is a need for an

application to vary in relation to features which are not required to be shown on the plan under section 17 of the 2003 Act, but have nevertheless been included, for example, moveable furniture (altering the position of tables and chairs) or beer gardens (installation of a smoking shelter that will not affect the use of exits or escape routes).

- 8.76 However, it should be noted that a section 34 application cannot be used to vary a licence so as to:
- extend a time limited licence; vary substantially the premises to which the licence relates;
 - transfer the licence from one holder to another; or
 - transfer the licence from one premises to another.
- 8.77 If an applicant wishes to make these types of changes to the premises licence, the applicant should make a new premises licence application under section 17 of the 2003 Act; or, to transfer the licence to another holder, an application under section 42 of the 2003 Act.

Relaxation of opening hours for local, national and international occasions

- 8.78 It should normally be possible for applicants for premises licences and club premises certificates to anticipate special occasions which occur regularly each year – such as bank holidays and St. George's or St. Patrick's Day – and to include appropriate opening hours in their operating schedules. Similarly, temporary event notices should be sufficient to cover other events which take place at premises that do not have a premises licence or club certificate.
- 8.79 However, exceptional events of local, national or international significance may arise which could not have been anticipated when the application was first made. In these circumstances, the Secretary of State may make a licensing hours order to allow premises to open for specified, generally extended, hours on these special occasions. This avoids the need for large numbers of applications to vary premises licences and club premises certificates. Typical events might include a one-off local festival or a Royal Jubilee.

Advertising applications

- 8.80 The requirements governing the advertisement of applications for the grant, variation or review of premises licences and club premises certificates are contained in Regulations 25 and 26 of the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005 which are published on the Government's legislation website.

Applicants are required to:

- publish a notice in a local newspaper or, if there is none, in a local newsletter, circular or similar document circulating in the area in which the premises are situated; and
- display a brief summary of the application on an A4 (or larger) size notice, on pale blue paper in a prominent position (or positions) immediately on or outside the premises for at least 28 consecutive days (starting on the day after the day on which the application was given to the relevant licensing authority). The notice must be printed legibly in black ink or typed in black in size 16 font or larger.

- ensure that the above notices contain the name of the applicant, postal addresses of the premises (or if there is no postal address a description of the premises sufficient to enable the location to be identified), relevant licensing authority and the date by which any representations in relation to the application need to be made to the licensing authority. They should also contain a statement of the relevant licensable activities or relevant qualifying club activities that it is proposed will be carried on at the premises, or in the case of an application to vary a premises licence or a club premises certificate the notices shall briefly describe the proposed variation.

- 8.81 It is the responsibility of the applicant for putting the notice up, however licensing authorities should consider where the signs should be placed and advise the applicant where appropriate, to ensure people will see them, in particular if an application is likely to be of interest to the public. As prescribed in regulations, licensing authorities must also place a notice on their website outlining key details of the application as set out in regulations, including:
- the name of the applicant or club;
 - the postal address of the premises or club premises;
 - the postal address and, where applicable, the internet address where the relevant licensing authority's register is kept and where and when the record of the application may be inspected;
 - the date by which representations from responsible authorities or other persons should be received and how these representations should be made; and
 - that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence.
- 8.82 The summary of the application should set out matters such as the proposed licensable activities and the proposed hours of opening and should be clearly displayed for the period during which representations may be made, together with information about where the details of the application may be viewed.
- 8.83 Licensing authorities in Wales should consider encouraging applicants to provide details in the alternative language (Welsh or English) to that of the main advertisement itself where the application may be viewed. Therefore, if an applicant publishes a notice in English they should be encouraged to provide a statement in Welsh as to where the application may be viewed, and vice versa. This would allow the reader of the notice to make enquiries to the licensing authority and find out the nature of the application.
- 8.84 Licensing authorities in Wales are also required to publish key information from licence applications in Welsh on their websites.
- 8.85 In the case of applications for premises licences involving internet or mail order sales, notices should be conspicuously displayed at the place where the alcohol is appropriated to the contract.
- 8.86 A vessel which is not permanently moored or berthed is treated as if it were a premises situated in a place where it is usually moored or berthed. The newspaper advertisement notice for such a vessel would need to be in relation to this place (where it is usually moored or berthed) and there is no provision requiring such advertising in other areas, for instance, if the vessel journeys through other licensing authority areas.

- 8.87 Arrangements should be put in place by the licensing authority for other parties to view a record of the application in the licensing register as described in Schedule 3 to the 2003 Act. Charges made for copies of the register should not exceed the cost of preparing such copies. Licensing authorities may wish to conduct random and unannounced visits to premises to confirm that notices have been clearly displayed and include relevant and accurate information.

Applications to change the designated premises supervisors

- 8.88 Chapter 4 covers designated premises supervisors and applications to vary a premises licence covering sales of alcohol by specifying a new designated premises supervisor. Chapter 4 covers applications by community premises to disapply the usual mandatory conditions in sections 19(2) and 19(3) of the 2003 Act concerning the authorisation of alcohol sales by a personal licence holder and the need for a designated premises supervisor who holds a personal licence.

Provisional statements

- 8.89 Where premises are being or are about to be constructed, extended or otherwise altered for the purpose of being used for one or more licensable activities, investors may be unwilling to commit funds unless they have some assurance that a premises licence covering the desired licensable activities would be granted for the premises when the building work is completed.
- 8.90 The 2003 Act does not define the words “otherwise altered”, but the alteration must relate to the purpose of being used for one or more licensable activities.
- 8.91 Any person falling within section 16 of the 2003 Act can apply for a premises licence before new premises are constructed, extended or changed. This would be possible where clear plans of the proposed structure exist and the applicant is in a position to complete an operating schedule including details of:
- the activities to take place there;
 - the time at which such activities will take place;
 - the proposed hours of opening;
 - where the applicant wishes the licence to have effect for a limited period, that period;
 - the steps to be taken to promote the licensing objectives; and
 - where the sale of alcohol is involved, whether supplies are proposed to be for consumption on or off the premises (or both) and the name of the designated premises supervisor the applicant wishes to specify.
- 8.92 In such cases, the licensing authority would include in the licence the date upon which it would come into effect. A provisional statement will normally only be required when the information described above is not available.
- 8.93 The 2003 Act therefore provides for a person, if an individual aged 18 or over, who has an interest in the premises to apply for a “provisional statement”. This will not be time limited, but the longer the delay before an application for a premises licence is made, the more likely it is that there will be material changes and that the licensing authority will accept representations. “Person” in this context includes a business.
- 8.94 When a hearing is held, the licensing authority must decide whether, if the premises

were constructed or altered in the way proposed in the schedule of works and if a premises licence was sought for those premises, it would consider it appropriate for the promotion of the licensing objectives to:

- attach conditions to the licence;
- rule out any of the licensable activities applied for;
- refuse to specify the person nominated as premises supervisor; or
- reject the application.

It will then issue the applicant with a provisional statement setting out the details of that decision together with its reasons.

- 8.95 The licensing authority must copy the provisional statement to each person who made relevant representations, and the chief officer of police for the area in which the premises is situated. The licensing authority should give full and comprehensive reasons for its decision. This is important in anticipation of an appeal by any aggrieved party.
- 8.96 When a person applies for a premises licence in respect of premises (or part of the premises or premises which are substantially the same) for which a provisional statement has been made, representations by responsible authorities and other persons will be excluded in certain circumstances. These are where:
- the application for a licence is in the same form as the licence described in the provisional statement;
 - the work in the schedule of works has been satisfactorily completed;
 - given the information provided in the application for a provisional statement, the responsible authority or other person could have made the same, or substantially the same, representations about the application then but failed to do so without reasonable excuse; and
 - there has been no material change in the circumstances relating either to the premises or to the area in the proximity of those premises since the provisional statement was made.
- 8.97 Any decision of the licensing authority on an application for a provisional statement will not relieve an applicant of the need to apply for planning permission, building control approval of the building work, or in some cases both planning permission and building control.
- 8.98 A provisional statement may not be sought or given for a vessel, a vehicle or a moveable structure (see section 189 of the 2003 Act).

Transfers of premises licences

- 8.99 The 2003 Act provides for any person who may apply for a premises licence, which includes a business, to apply for a premises licence to be transferred to them. Where the application is made in writing, the applicant must give notice of the application to the chief officer of police in all cases, and the Home Office (Immigration Enforcement) if the licence authorises the sale of alcohol or provision of late night refreshment. Where it is made electronically via GOV.UK or the licensing authority's electronic facility, the licensing authority must notify the police and the Home Office (Immigration Enforcement) no later than the first working day after the application is given. However, the responsibility to notify the DPS remains with the applicant. Otherwise the general

guidance on electronic applications set out in paragraphs 8.21 to 8.29 applies.

- 8.100 In the vast majority of cases, it is expected that a transfer will be a very simple administrative process. Section 43 of the 2003 Act provides a mechanism which allows the transfer to come into immediate interim effect as soon as the licensing authority receives it, until it is formally determined or withdrawn. This is to ensure that there should be no interruption to normal business at the premises. If the police or the Home Office (Immigration Enforcement) raise no objection about the application, the licensing authority must transfer the licence in accordance with the application, amend the licence accordingly and return it to the new holder.
- 8.101 In exceptional circumstances where the chief officer of police believes the transfer may undermine the crime prevention objective, the police may object to the transfer. The Home Office (Immigration Enforcement) may object if it considers that granting the transfer would be prejudicial to the prevention of illegal working in licensed premises. Such objections are expected to be rare and arise because the police or the Home Office (Immigration Enforcement) have evidence that the business or individuals seeking to hold the licence, or businesses or individuals linked to such persons, are involved in crime (or disorder) or employing illegal workers.
- 8.102 Such objections (and therefore such hearings) should only arise in truly exceptional circumstances. If the licensing authority believes that the police or the Home Office (Immigration Enforcement) are using this mechanism to vet transfer applicants routinely and to seek hearings as a fishing expedition to inquire into applicants' backgrounds, it is expected that it would raise the matter immediately with the chief officer of police or the Home Office (Immigration Enforcement).

Interim authorities

- 8.103 The 2003 Act provides special arrangements for the continuation of permissions under a premises licence when the holder of a licence dies suddenly, becomes bankrupt, mentally incapable or ceases to be entitled to work in the UK. In the normal course of events, the licence would lapse in such circumstances. However, there may also be some time before, for example, the deceased person's estate can be dealt with or an administrative receiver appointed. This could have a damaging effect on those with interests in the premises, such as an owner, lessor or employees working at the premises in question; and could bring unnecessary disruption to customers' plans. The 2003 Act therefore provides for the licence to be capable of being reinstated in a discrete period of time in certain circumstances.
- 8.104 These circumstances arise only where a premises licence has lapsed owing to the death, incapacity or insolvency of the holder or where the holder ceases to be entitled to work in the UK. In such circumstances, an "interim authority" notice may be given to the licensing authority within 28 consecutive days beginning the day after the licence lapsed. Where applications are made in writing, the applicant must give notice of the application to the chief officer of police in all cases, and the Home Office (Immigration Enforcement) if the licence authorises the sale of alcohol or provision of late night refreshment. If an application is made electronically via GOV.UK or the licensing authority's electronic facility, the licensing authority must notify the police and the Home Office (Immigration Enforcement) no later than the first working day after the notice is

given.

- 8.105 An interim notice may only be given either by a person with a prescribed interest in the premises as set out in the regulations made under the 2003 Act (which may be viewed on www.legislation.gov.uk, the Government's legislation website); or by a person connected to the former holder of the licence (normally a personal representative of the former holder; or a person with power of attorney; or where someone has become insolvent, that person's insolvency practitioner). The person giving the interim authority notice must be entitled to work in the UK.
- 8.106 The effect of giving the notice is to reinstate the premises licence as if the person giving the notice is the holder of the licence and thereby allow licensable activities to continue to take place pending a formal application for transfer. The maximum period for which an interim authority notice may have effect is three months.
- 8.107 The interim authority notice ceases to have effect unless, by the end of the initial period of 28 consecutive days, a copy of the notice has been given to the chief officer of police and the Home Office (Immigration Enforcement). Within two working days of receiving the copy, and if satisfied that in the exceptional circumstances of the case failure to cancel the interim authority would undermine the crime prevention objective, the police may give a notice to that effect to the licensing authority. Similarly, the Home Office (Immigration Enforcement) may give a notice to the licensing authority if satisfied that the exceptional circumstances of the case are such that failure to cancel the interim authority would undermine the prevention of illegal working in licensed premises. In such circumstances, the licensing authority must hold a hearing to consider the objection notice and cancel the interim authority notice if it decides that it is appropriate to do so for the promotion of the crime prevention objective.
- 8.108 Licensing authorities should be alert to the need to consider the objection quickly. Under section 50 of the 2003 Act, where the premises licence lapses (because of death, incapacity or insolvency of the holder or because the holder is no longer entitled to work in the UK) or by its surrender, but no interim authority notice has effect, a person who may apply for the grant of a premises licence under section 16(1) may apply within 28 consecutive days of the lapse for the transfer of the licence to them with immediate effect pending the determination of the application. This will result in the licence being reinstated from the point at which the transfer application was received by the licensing authority. Where the application is made in writing, the person applying for the transfer must copy their application to the chief officer of police and the Home Office (Immigration Enforcement). If the application is made electronically the licensing authority must copy the application to the police and the Home Office (Immigration Enforcement).

Right of freeholders etc to be notified of licensing matters

- 8.109 A person (which will include a business or company) with a property interest in any premises situated in the licensing authority's area may give notice of their interest to the authority using a prescribed form and on payment of the relevant fee. The application may be made in writing or electronically via GOV.UK or the licensing authority's own facility, in which case the guidance at paragraphs 8.21 to 8.29 applies. Details of fees and forms are available on the GOV.UK website. It is entirely at the discretion of such persons whether they choose to register or not. It is not a legal requirement. Those who

may take advantage of this arrangement include the freeholder or leaseholder, a legal mortgagee in respect of the premises, a person in occupation of the premises or any other person prescribed by the Secretary of State.

- 8.110 The notice will have effect for 12 months but a new notice can be given every year. While the notice has effect, if any change relating to the premises concerned has been made to the licensing register (which the licensing authority has a duty to keep under section 8 of the 2003 Act), the licensing authority must notify the person who registered an interest of the matter to which the change relates. The person will also be notified of their right under section 8 to request a copy of the information contained in any entry in the register. In cases relating to interim authority notices (see above), it is important that such communications are dealt with promptly.

9. Determining applications

General

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

Where no representations are made

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

Where representations are made

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

Relevant, vexatious and frivolous representations

- 9.4 A representation is "relevant" if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives. For example, a representation from a local businessperson about the commercial damage caused by competition from new licensed premises would not be relevant. On the other hand, a representation by a businessperson that nuisance caused by new premises would deter customers from entering the local area, and the steps proposed by the applicant to prevent that nuisance were inadequate, would be relevant. In other words, representations should relate to the impact of licensable activities carried on from premises on the objectives. For representations in relation to variations to be relevant, they should be confined to

the subject matter of the variation. There is no requirement for a responsible authority or other person to produce a recorded history of problems at premises to support their representations, and in fact this would not be possible for new premises.

- 9.5 It is for the licensing authority to determine whether a representation (other than a representation from a responsible authority) is frivolous or vexatious on the basis of what might ordinarily be considered to be vexatious or frivolous. A representation may be considered to be vexatious if it appears to be intended to cause aggravation or annoyance, whether to a competitor or other person, without reasonable cause or justification. Vexatious circumstances may arise because of disputes between rival businesses and local knowledge will therefore be invaluable in considering such matters. Licensing authorities can consider the main effect of the representation, and whether any inconvenience or expense caused by it could reasonably be considered to be proportionate.
- 9.6 Frivolous representations would be essentially categorised by a lack of seriousness. Frivolous representations would concern issues which, at most, are minor and in relation to which no remedial steps would be warranted or proportionate.
- 9.7 Any person who is aggrieved by a rejection of their representations on either of these grounds may lodge a complaint through the local authority's corporate complaints procedure. A person may also challenge the authority's decision by way of judicial review.
- 9.8 Licensing authorities should not take decisions about whether representations are frivolous, vexatious or relevant to the licensing objectives on the basis of any political judgement. This may be difficult for councillors who receive complaints from residents within their own wards. If consideration is not to be delegated, contrary to the recommendation in this Guidance, an assessment should be prepared by officials for consideration by the sub- committee before any decision is taken that necessitates a hearing. Any councillor who considers that their own interests are such that they are unable to consider the matter independently should disqualify themselves.
- 9.9 It is recommended that, in borderline cases, the benefit of the doubt about any aspect of a representation should be given to the person making that representation. The subsequent hearing would then provide an opportunity for the person or body making the representation to amplify and clarify it.
- 9.10 Licensing authorities should consider providing advice on their websites about how any person can make representations to them.

The role of responsible authorities

- 9.11 Responsible authorities under the 2003 Act are automatically notified of all new applications. While all responsible authorities may make representations regarding applications for licences and club premises certificates and full variation applications, it is the responsibility of each responsible authority to determine when they have appropriate grounds to do so.

- 9.12 Each responsible authority will be an expert in their respective field, and in some cases it is likely that a particular responsible authority will be the licensing authority's main source of advice in relation to a particular licensing objective. For example, the police have a key role in managing the night-time economy and should have good working relationships with those operating in their local area⁵. The police should usually therefore be the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective. However, any responsible authority under the 2003 Act may make representations with regard to any of the licensing objectives if they have evidence to support such representations. Licensing authorities must therefore consider all relevant representations from responsible authorities carefully, even where the reason for a particular responsible authority's interest or expertise in the promotion of a particular objective may not be immediately apparent. However, it remains incumbent on all responsible authorities to ensure that their representations can withstand the scrutiny to which they would be subject at a hearing.

Licensing authorities acting as responsible authorities

- 9.13 Licensing authorities are included in the list of responsible authorities. A similar framework exists in the Gambling Act 2005. The 2003 Act does not require responsible authorities to make representations about applications for the grant of premises licences or to take any other steps in respect of different licensing processes. It is, therefore, for the licensing authority to determine when it considers it appropriate to act in its capacity as a responsible authority; the licensing authority should make this decision in accordance with its duties under section 4 of the 2003 Act.
- 9.14 Licensing authorities are not expected to act as responsible authorities on behalf of other parties (for example, local residents, local councillors or community groups) although there are occasions where the authority may decide to do so. Such parties can make relevant representations to the licensing authority in their own right, and it is reasonable for the licensing authority to expect them to make representations themselves where they are reasonably able to do so. However, if these parties have failed to take action and the licensing authority is aware of relevant grounds to make a representation, it may choose to act in its capacity as responsible authority.
- 9.15 It is also reasonable for licensing authorities to expect that other responsible authorities should intervene where the basis for the intervention falls within the remit of that other responsible authority. For example, the police should make representations where the representations are based on concerns about crime and disorder. Likewise, it is reasonable to expect the local authority exercising environmental health functions to make representations where there are concerns about noise nuisance. Each responsible authority has equal standing under the 2003 Act and may act independently without waiting for representations from any other responsible authority.
- 9.16 The 2003 Act enables licensing authorities to act as responsible authorities as a means of early intervention; they may do so where they consider it appropriate without having

⁵ Police and Crime Commissioners are expected to have a central role working in partnership with local authorities, enforcement bodies and other local partners to decide on what action is needed to tackle alcohol-related crime and disorder in their areas. However, the Chief Officer of Police remains the named responsible authority under the 2003 Act.

to wait for representations from other responsible authorities. For example, the licensing authority may (in a case where it has published a cumulative impact assessment) consider that granting a new licence application will add to the cumulative impact of licensed premises in its area and therefore decide to make representations to that effect, without waiting for any other person to do so.

- 9.17 In cases where a licensing authority is also acting as responsible authority in relation to the same process, it is important to achieve a separation of responsibilities within the authority to ensure procedural fairness and eliminate conflicts of interest. In such cases licensing determinations will be made by the licensing committee or sub committee comprising elected members of the authority (although they are advised by a licensing officer). Therefore, a separation is achieved by allocating distinct functions (i.e. those of licensing authority and responsible authority) to different officials within the authority.
- 9.18 In these cases, licensing authorities should allocate the different responsibilities to different licensing officers or other officers within the local authority to ensure a proper separation of responsibilities. The officer advising the licensing committee (i.e. the authority acting in its capacity as the licensing authority) must be a different person from the officer who is acting for the responsible authority. The officer acting for the responsible authority should not be involved in the licensing decision process and should not discuss the merits of the case with those involved in making the determination by the licensing authority. For example, discussion should not take place between the officer acting as responsible authority and the officer handling the licence application regarding the merits of the case. Communication between these officers in relation to the case should remain professional and consistent with communication with other responsible authorities. Representations, subject to limited exceptions, must be made in writing. It is for the licensing authority to determine how the separate roles are divided to ensure an appropriate separation of responsibilities. This approach may not be appropriate for all licensing authorities and many authorities may already have processes in place to effectively achieve the same outcome.
- 9.19 Smaller licensing authorities, where such a separation of responsibilities is more difficult, may wish to involve officials from outside the licensing department to ensure a separation of responsibilities. However, these officials should still be officials employed by the authority.

Health bodies acting as responsible authorities

- 9.20 Where a local authority's Director of Public Health in England (DPH)⁶ or Local Health Board (LHB) (in Wales) exercises its functions as a responsible authority, it should have sufficient knowledge of the licensing policy and health issues to ensure it is able to fulfil those functions. If the authority wishes to make representations, the DPH or LHB will need to decide how best to gather and coordinate evidence from other bodies which exercise health functions in the area, such as emergency departments and ambulance services.
- 9.21 Health bodies may hold information which other responsible authorities do not, but

⁶ This change was made as a result of the commencement of measures in the Health and Social Care Act 2012 which amended the 2003 Act and further provision in the NHS Bodies and Local Authorities (Partnership Arrangements, Care Trusts, Public Health and Local Healthwatch) Regulations 2012.

which would assist a licensing authority in exercising its functions. This information may be used by the health body to make representations in its own right or to support representations by other responsible authorities, such as the police. Such representations can potentially be made on the grounds of all four licensing objectives. Perhaps the most obvious example is where drunkenness leads to accidents and injuries from violence, resulting in attendances at emergency departments and the use of ambulance services. Some of these incidents will be reported to the police, but many will not. Such information will often be relevant to the public safety and crime and disorder objectives.

- 9.22 However, health bodies are encouraged to make representations in respect of any of the four licensing objectives without necessarily seeking views from other responsible authorities where they have appropriate evidence to do so. There is also potential for health bodies to participate in the licensing process in relation to the protection of children from harm. This objective not only concerns the physical safety of children, but also their moral and psychological well being.
- 9.23 Evidence relating to under 18s alcohol-related emergency department attendance, hospital admissions and underage sales of alcohol, could potentially have implications for both the protection of children from harm and the crime and disorder objectives. Health bodies can provide evidence to lead or support representations in relation to this objective. In relation to proxy purchases, data collected by health bodies could be used to inform other responsible authorities, including the police and licensing authorities, about a prevalence of proxy purchasing in a particular area. For example, the police could use this data to tackle instances of 'shoulder tapping' (where under 18s approach adults to buy alcohol on their behalf) and to suggest measures which retailers might be able to take to ensure, as far as possible, that they are not knowingly selling alcohol to an adult who is buying on behalf of a person aged under 18. Although less obvious, health bodies may also have a role to play in the prevention of public nuisance where its effect is prejudicial to health and where they hold relevant data.
- 9.24 DPHs and LHBs will need to consider how to collect anonymised information about incidents that relate to specific premises or premises in a particular area (for example, an area which is the subject of a cumulative impact assessment). Many areas have already developed procedures for local information sharing to tackle violence, which could provide useful evidence to support representations. The College of Emergency Medicine has issued guidelines for information sharing to reduce community violence which recommends that data about assault victims should be collected upon admission to emergency departments, including the date, time and location of the assault – i.e. the name of the pub, club or street where the incident occurred. Sometimes, it may be possible to link ambulance callouts or attendances at emergency departments to irresponsible practices at specific premises, such as serving alcohol to people who are intoxicated or targeting promotions involving unlimited or unspecified quantities of alcohol at particular groups.

Home Office Immigration Enforcement acting as a responsible authority

- 9.25 The Immigration Act 2016 made the Secretary of State a responsible authority in respect of premises licensed to sell alcohol or late night refreshment with effect from 6 April 2017. In effect this conveys the role of responsible authority to Home Office Immigration Enforcement who exercises the powers on the Secretary of State's behalf. When Immigration Enforcement exercises its powers as a responsible authority it will do so in respect of the prevention of crime and disorder licensing objective because it is concerned with the prevention of illegal working or immigration offences more broadly.

Disclosure of personal details of persons making representations

- 9.26 Where a notice of a hearing is given to an applicant, the licensing authority is required under the Licensing Act 2003 (Hearings) Regulations 2005 to provide the applicant with copies of the relevant representations that have been made.
- 9.27 In exceptional circumstances, persons making representations to the licensing authority may be reluctant to do so because of fears of intimidation or violence if their personal details, such as name and address, are divulged to the applicant.
- 9.28 Where licensing authorities consider that the person has a genuine and well-founded fear of intimidation and may be deterred from making a representation on this basis, they may wish to consider alternative approaches.
- 9.29 For instance, they could advise the persons to provide the relevant responsible authority with details of how they consider that the licensing objectives are being undermined so that the responsible authority can make representations if appropriate and justified.
- 9.30 The licensing authority may also decide to withhold some or all of the person's personal details from the applicant, giving only minimal details (such as street name or general location within a street). However, withholding such details should only be considered where the circumstances justify such action.

Hearings

- 9.31 The Licensing Act 2003 (Hearings) Regulations 2005 governing hearings may be found on the www.legislation.gov.uk website. If the licensing authority decides that representations are relevant, it must hold a hearing to consider them. The need for a hearing can only be avoided with the agreement of the licensing authority, where the applicant and all of the persons who made relevant representations have given notice to the authority that they consider a hearing to be unnecessary. Where this is the case and the authority agrees that a hearing is unnecessary, it must forthwith give notice to the parties that the hearing has been dispensed with. Notwithstanding those regulatory provisions, in cases where the licensing authority believes that a hearing is still necessary, it is recommended that the authority should, as soon as possible, provide the parties with reasons in writing for the need to hold the hearing. In cases where only 'positive' representations are received, without qualifications, the licensing authority should consider whether a hearing is required. To this end, it may wish to notify the persons who made representations and give them the opportunity to withdraw those representations. This would need to be done in sufficient time before the hearing to ensure that parties were not put to unnecessary inconvenience.

- 9.32 Responsible authorities should try to conclude any discussions with the applicant in good time before the hearing. The 2005 Hearings Regulations permit licensing authorities to extend a time limit provided for by those Regulations for a specified period where it considers this to be necessary in the public interest. For example, if the application is amended at the last moment, the licensing committee should consider giving other persons time to address the revised application before the hearing commences. Where the authority has extended a time limit it must forthwith give a notice to the parties involved stating the period of the extension and the reasons for it.
- 9.33 The 2005 Hearings Regulations require that representations must be withdrawn 24 hours before the first day of any hearing. If they are withdrawn after this time, the hearing must proceed and the representations may be withdrawn orally at that hearing. However, where discussions between an applicant and those making representations are taking place and it is likely that all parties are on the point of reaching agreement, the licensing authority may wish to use the power given within the hearings regulations to extend time limits, if it considers this to be in the public interest.
- 9.34 Applicants should be encouraged to contact responsible authorities and others, such as local residents, who may be affected by the application before formulating their applications so that the mediation process may begin before the statutory time limits come into effect after submission of an application. The hearing process must meet the requirements of regulations made under the 2003 Act. Where matters arise which are not covered by the regulations, licensing authorities may make arrangements as they see fit as long as they are lawful.
- 9.35 There is no requirement in the 2003 Act for responsible authorities that have made representations to attend, but it is generally good practice and assists committees in reaching more informed decisions. Where several responsible authorities within a local authority have made representations on an application, a single local authority officer may represent them at the hearing if the responsible authorities and the licensing authority agree. This local authority officer representing other responsible authorities may be a licensing officer, but only if this licensing officer is acting as a responsible authority on behalf of the licensing authority and has had no role in the licensing determination process. This is to ensure that the responsible authorities are represented by an independent officer separate from the licensing determination process.
- 9.36 As noted in paragraphs 9.13 to 9.19 above, where the licensing officer is acting as a responsible authority the relevant steps should be followed to ensure that this individual has no role in the decision making process regarding the licensing determination.
- 9.37 As a matter of practice, licensing authorities should seek to focus the hearing on the steps considered appropriate to promote the particular licensing objective or objectives that have given rise to the specific representation and avoid straying into undisputed areas. A responsible authority or other person may choose to rely on their written representation. They may not add further representations to those disclosed to the applicant prior to the hearing, but they may expand on their existing representation and should be allowed sufficient time to do so, within reasonable and practicable limits.
- 9.38 In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the licensing authority must give appropriate weight to:

- the steps that are appropriate to promote the licensing objectives;
- the representations (including supporting information) presented by all the parties;
- this Guidance;
- its own statement of licensing policy.

- 9.39 The licensing authority should give its decision within five working days of the conclusion of the hearing (or immediately in certain specified cases) and provide reasons to support it. This will be important if there is an appeal by any of the parties. Notification of a decision must be accompanied by information on the right of the party to appeal. After considering all the relevant issues, the licensing authority may grant the application subject to the relevant mandatory conditions and any conditions that are consistent with the operating schedule. Any additional conditions imposed must be appropriate for the promotion of the licensing objectives; there is no power for the licensing authority to attach a condition that is merely aspirational. For example, conditions may not be attached which relate solely to the health of customers rather than their direct physical safety. Any conditions added to the licence must be those imposed at the hearing or those agreed when a hearing has not been necessary.
- 9.40 Alternatively, the licensing authority may refuse the application on the grounds that this is appropriate for the promotion of the licensing objectives. It may also refuse to specify a designated premises supervisor and/or only allow certain requested licensable activities. In the interests of transparency, the licensing authority should publish hearings procedures in full on its website to ensure that those involved have the most current information.
- 9.41 In the context of variations or minor variations, which may involve structural alteration to or change of use of a building, the decision of the licensing authority will not exempt an applicant from the need to apply for building control approval, planning permission or both of these where appropriate.

Determining actions that are appropriate for the promotion of the licensing objectives

- 9.42 Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case-by-case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be.
- 9.43 The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.
- 9.44 Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. While this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that any condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is

imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters. As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business. Further advice on determining what is appropriate when imposing conditions on a licence or certificate is provided in Chapter 10. The licensing authority is expected to come to its determination based on an assessment of the evidence on both the risks and benefits either for or against making the determination.

Considering cases where licensing and planning applications are made simultaneously

- 9.45 Where businesses have indicated, when applying for a licence under the 2003 Act, that they have also applied for planning permission or that they intend to do so, licensing committees and officers should consider discussion with their planning counterparts prior to determination with the aim of agreeing mutually acceptable operating hours and scheme designs.

10. Conditions attached to premises licences and club premises certificates

General

- 10.1 This chapter provides further guidance in relation to conditions attached to premises licences and club premises certificates. General principles on licence conditions are set out in Chapter 1 (see paragraph 1.16).
- 10.2 Conditions include any limitations or restrictions attached to a licence or certificate and essentially are the steps or actions that the holder of the premises licence or the club premises certificate will be required to take or refrain from taking in relation to the carrying on of licensable activities at the premises in question. Failure to comply with any condition attached to a licence or certificate is a criminal offence, which on conviction is punishable by an unlimited fine or up to six months' imprisonment. The courts have made clear that it is particularly important that conditions which are imprecise or difficult for a licence holder to observe should be avoided.
- 10.3 There are three types of condition that may be attached to a licence or certificate: proposed, imposed and mandatory. Each of these categories is described in more detail below.

Proposed conditions

- 10.4 The conditions that are appropriate for the promotion of the licensing objectives should emerge initially from the risk assessment carried out by a prospective licence or certificate holder, which they should carry out before making their application for a premises licence or club premises certificate. This would be translated into the steps recorded in the operating schedule or club operating schedule, which must also set out the proposed hours during which licensable activities will be conducted and any other hours during which the premises will be open to the public.
- 10.5 It is not acceptable for licensing authorities to simply replicate the wording from an applicant's operating schedule. A condition should be interpreted in accordance with the applicant's intention and be appropriate and proportionate for the promotion of the licensing objectives.

Consistency with steps described in operating schedule

- 10.6 The 2003 Act provides that where an operating schedule or club operating schedule has been submitted with an application and there have been no relevant representations made by responsible authorities or any other person, the licence or certificate must be granted subject only to such conditions as are consistent with the schedule accompanying the application and any mandatory conditions required under the 2003 Act.
- 10.7 Consistency means that the effect of the condition should be substantially the same as that intended by the terms of the operating schedule. If conditions are broken, this may lead to a criminal prosecution or an application for a review and it is extremely important therefore that they should be expressed on the licence or certificate in unequivocal and unambiguous terms. The duty imposed by conditions on the licence holder or club must

be clear to the licence holder, club, enforcement officers and the courts.

Imposed conditions

- 10.8 The licensing authority may not impose any conditions unless its discretion has been exercised 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.
- 10.9 It is possible that in some cases no additional conditions will be appropriate to promote the licensing objectives.

Proportionality

- 10.10 The 2003 Act requires that licensing conditions should be tailored to the size, type, location and characteristics and activities taking place at the premises concerned. Conditions should be determined on a case-by-case basis and standardised conditions which ignore these individual aspects should be avoided. For example, conditions should not be used to implement a general policy in a given area such as the use of CCTV, polycarbonate drinking vessels or identity scanners where they would not be appropriate to the specific premises. Conditions that are considered appropriate for the prevention of illegal working in premises licensed to sell alcohol or late night refreshment might include requiring a premises licence holder to undertake right to work checks on all staff employed at the licensed premises or requiring that evidence of a right to work check, either physical or digital (e.g. copy of any document checked or a clear copy of the online right to work check) is retained at the licensed premises. Licensing authorities may also wish to consider placing additional conditions on licences to safeguard patrons against spiking, if deemed appropriate and proportionate for a specific venue where there is evidence to justify such action (a definition of spiking can be found in para 2.7). Licensing authorities and other responsible authorities should be alive to the indirect costs that can arise because of conditions. These could be a deterrent to holding events that are valuable to the community or for the funding of good and important causes. Licensing authorities should therefore ensure that any conditions they impose are only those which are appropriate for the promotion of the licensing objectives.

Naming, packing and promotion in retail premises

- 10.11 The Government acknowledges that the irresponsible naming, packing or promotion of alcoholic drinks may contribute to alcohol related harms. Where there is direct evidence of specific incidents of irresponsible naming, packing or promotion of alcoholic drinks linked to the undermining of one of the licensing objectives, licensing authorities should, in the exercise of their licensing functions (in particular, in relation to an application for the grant, variation or review of a premises licence), consider whether it is appropriate to impose conditions on licences that require the licence holder to comply with the Portman Group's Retailer Alert Bulletins. This condition should be considered on a case by case basis and in the context of the promotion of the licensing objectives.
- 10.12 The Portman Group operates, on behalf of the alcohol industry, a Code of Practice on

the Naming, Packaging and Promotion of Alcoholic Drinks. The Code seeks to ensure that drinks are packaged and promoted in a socially responsible manner and only to those who are 18 years old or older. Complaints about products under the Code are considered by an Independent Complaints Panel and the Panel's decisions are published on the Portman Group's website, in the trade press and in an annual report. If a product's packaging or point-of-sale advertising is found to be in breach of the Code, the Portman Group may issue a Retailer Alert Bulletin to notify retailers of the decision and ask them not to replenish stocks of any such product or to display such point-of-sale material, until there has been compliance with the decision.

Hours of trading

- 10.13 The Government acknowledges that different licensing strategies may be appropriate for the promotion of the licensing objectives in different areas. The 2003 Act gives the licensing authority power to make decisions about the hours during which premises can conduct licensable activities as part of the implementation of its licensing policy statement. Licensing authorities are best placed to make decisions about appropriate opening hours in their areas based on their local knowledge and in consultation with responsible authorities. However, licensing authorities must always consider each application and must not impose predetermined licensed opening hours, without giving individual consideration to the merits of each application.
- 10.14 Where there are objections to an application to extend the hours during which licensable activities are to be carried on and the licensing authority determines that this would undermine the licensing objectives, it may reject the application or grant it with appropriate conditions and/or different hours from those requested.
- 10.15 Shops, stores and supermarkets should normally be free to provide sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping unless there are good reasons, based on the licensing objectives, for restricting those hours.

The performance of plays

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

Censorship

- 10.17 In general, other than in the context of film classification for film exhibitions, licensing authorities should not use their powers under the 2003 Act to seek to impose conditions which censor the content of any form of regulated entertainment. This is not a proper function of licensing law and cannot be properly related to the licensing objectives. The content of regulated entertainment is a matter which is addressed by existing laws governing indecency and obscenity. Where the concern is about protecting children, their access should be restricted where appropriate. But no other limitation should normally be imposed.

⁷ See chapter 16 for when a performance of a play is licensable.

Major festivals and carnivals

- 10.18 Licensing authorities should publicise the need for the organisers of major festivals and carnivals to approach them at the earliest opportunity to discuss arrangements for licensing activities falling under the 2003 Act. For some events, the organisers may seek a single premises licence to cover a wide range of activities at varied locations within the premises. This would involve the preparation of a substantial operating schedule, and licensing authorities should offer advice and assistance about its preparation.
- 10.19 For other events, applications for many connected premises licences may be made which in combination will represent a single festival. It is important that licensing authorities should publicise the need for proper co-ordination of such arrangements and will need to ensure that responsible authorities are aware of the connected nature of the individual applications.
- 10.20 Local authorities should bear in mind their ability to seek premises licences from the licensing authority for land or buildings under public ownership within the community in their own name.⁸ This could include, for example, village greens, market squares, promenades, community halls, local authority owned art centres and similar public areas where festivals and carnivals might take place.⁹ Performers and entertainers would then have no need to obtain a licence or give a temporary event notice themselves to enable them to give performances in these places, although they would need the permission of the local authority to put on the event.

Fixed prices

- 10.21 Licensing authorities should not attach standardised blanket conditions relating to fixed prices for alcoholic drinks to premises licences or club licences or club premises certificates in an area. This may be unlawful under current law. However, it is important to note that the mandatory conditions made under sections 19A and 73B of the 2003 Act prohibit a number of types of drinks promotions including where they give rise to a significant risk to any one of the four licensing objectives; the mandatory conditions also prohibit the sale of alcohol below the permitted price, as defined in paragraph 10.56.
- 10.22 Where licensing authorities are asked by the police, other responsible authorities or other persons to impose restrictions on promotions in addition to those restricted by the mandatory conditions, they should consider each application on its individual merits, tailoring any conditions carefully to cover only irresponsible promotions in the particular and individual circumstances of any premises where these are appropriate for the promotion of the licensing objectives. In addition, when considering any relevant representations which demonstrate a clear causal link between sales promotions or price discounting and levels of crime and disorder on or near the premises, it would be appropriate for the licensing authority to consider the imposition of a new condition prohibiting irresponsible sales promotions or the discounting of prices of alcoholic beverages at those premises. However, before pursuing any form of restrictions at all,

⁸ In some circumstances, no licence is required for any entertainment provided by or on behalf of a local authority, see paragraphs 16.15-16.19

⁹ The register of public spaces: <https://www.gov.uk/government/publications/licensed-spaces-register>

licensing authorities should take their own legal advice.

Large capacity venues used exclusively or primarily for the “vertical” consumption of alcohol (HVVDs)

- 10.23 Large capacity “vertical drinking” premises, sometimes called High Volume Vertical Drinking establishments (HVVDs), are premises with exceptionally high capacities, which are used primarily or exclusively for the sale and consumption of alcohol, and have little or no seating for patrons. Previous research has demonstrated that the environment within such establishments can have a significant bearing on the likelihood of crime and disorder.
- 10.24 Where appropriate, conditions can be attached to premises licences for the promotion of the prevention of crime and disorder at such premises that require the premises to observe:
- a prescribed capacity;
 - an appropriate ratio of tables and chairs to customers based on the capacity; and
 - a requirement that security staff holding the appropriate SIA licence or exemption are present to control entry for the purpose of compliance with the capacity limit and to deny entry to individuals who appear drunk or disorderly or both.

Mandatory conditions in relation to the supply of alcohol

- 10.25 The 2003 Act provides for the following mandatory conditions to be included in every licence and/or club premises certificate in the circumstances specified.

Designated premises supervisor

- 10.26 The 2003 Act provides that, where a premises licence authorises the supply of alcohol, it must include a condition that no supply of alcohol may be made at a time when no designated premises supervisor has been specified in the licence or at a time when the designated premises supervisor does not hold a personal licence or the personal licence has been suspended.
- 10.27 The main purpose of the ‘designated premises supervisor’ as defined in the 2003 Act is to ensure that there is always one specified individual among these personal licence holders who can be readily identified for the premises where a premises licence is in force. That person will normally have been given day to day responsibility for running the premises by the premises licence holder. The requirements set out in relation to the designated premises supervisor and authorisation of alcohol sales by a personal licence holder do not apply to community premises in respect of which a successful application has been made to disapply the usual mandatory conditions in sections 19(2) and 19(3) of the 2003 Act (see Chapter 4 of this Guidance).
- 10.28 The 2003 Act does not require a designated premises supervisor or any other personal licence holder to be present on the premises at all times when alcohol is sold. However, the designated premises supervisor and the premises licence holder remain responsible for the premises at all times including compliance with the terms of the 2003 Act and conditions attached to the premises licence to promote the licensing objectives.

Authorisation by personal licence holders

- 10.29 In addition, every premises licence that authorises the sale of alcohol must require that every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence. This in most instances will be the designated premises supervisor who must hold a valid personal licence. Any premises at which alcohol is sold or supplied may employ one or more personal licence holders. This does not mean that the condition requires the presence of the designated premises supervisor or any other personal licence holder on the premises at all times.
- 10.30 Similarly, the fact that every supply of alcohol must be made under the authority of a personal licence holder does not mean that only personal licence holders can make sales or that they must be personally present at every transaction. A personal licence holder may authorise members of staff to make sales of alcohol but may be absent at times from the premises when a transaction takes place. However, the responsible personal licence holder may not be able to escape responsibility for the actions of anyone authorised to make sales.
- 10.31 “Authorisation” does not imply direct supervision by a personal licence holder of each sale of alcohol. The question arises as to how sales can be authorised. Ultimately, whether an authorisation has been given is a question of fact that would have to be decided by the courts on the evidence before it in the course of a criminal prosecution.
- 10.32 The following factors should be relevant in considering whether or not an authorisation has been given:
- the person(s) authorised to sell alcohol at any particular premises should be clearly identified;
 - the authorisation should have specified the acts which may be carried out by the person who is authorised to supply alcohol;
 - there should be an overt act of authorisation, for example, a specific written statement given to the individual who is authorised to supply alcohol; and
 - there should be in place sensible arrangements for the personal licence holder to monitor the activity that they have authorised on a reasonably regular basis.
- 10.33 It is strongly recommended that personal licence holders give specific written authorisations to individuals whom they are authorising to retail alcohol. A single written authorisation would be sufficient to cover multiple sales over an unlimited period. This would assist personal licence holders in demonstrating due diligence should issues arise with enforcement authorities; and would protect employees if they themselves are challenged in respect of their authority to sell alcohol.
- 10.34 Written authorisation is not a requirement of the 2003 Act and its absence alone could not give rise to enforcement action.
- 10.35 It must be remembered that while the designated premises supervisor or a personal licence holder may authorise other individuals to sell alcohol in their absence, they are responsible for any sales that may be made. Similarly, the premises licence holder remains responsible for ensuring that licensing law and licence conditions are observed at the premises.

Arrangements for the mandatory licence conditions

- 10.36 The mandatory conditions made under sections 19A and 73B of the 2003 Act (the conditions governing irresponsible promotions, dispensing alcohol directly into the mouth, provision of free tap water, age verification, small measures and the prohibition on sales of alcohol below the permitted price) do not have to be physically included in the licence or certificate but nonetheless will apply to every licence and certificate authorising the sale and supply of alcohol for consumption on the premises. The mandatory conditions set out in section 19 of the 2003 Act (the requirement for a DPS and for all sales to be made or authorised by a personal licence holder) do, however, have to be physically included in the licence. The mandatory licence conditions do not apply to activities (including the supply of alcohol) authorised by a temporary event notice.
- 10.37 Whereas the initial mandatory conditions in section 19 of the 2003 Act are set out in Annex 1 of the licence, the additional mandatory conditions made under section 19A of the 2003 Act are treated as if they were included in existing licences and certificates on the date that those conditions came into force.
- 10.38 Following their commencement, the mandatory conditions overrode any pre-existing conditions already included in a licence or certificate insofar as the mandatory conditions were identical to, or inconsistent with or more onerous than, any pre-existing conditions. It is not necessary to record on the face of existing licences and certificates the impact that the introduction of the mandatory conditions has had on pre-existing conditions.

Irresponsible promotions

- 10.39 Under this condition, the “responsible person” (defined in the 2003 Act as the holder of a premises licence, designated premises supervisor, a person aged 18 or over who is authorised to allow the sale or supply of alcohol by an under 18 or a member or officer of a club present on the club premises who can oversee the supply of alcohol) should be able to demonstrate that they have ensured that staff do not carry out, arrange or participate in any irresponsible promotions. An irresponsible promotion is one that fits one of the descriptions below (or is substantially similar), is carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises. The aim of the condition is to prohibit or restrict promotions which encourage people to drink more than they might ordinarily do and in a manner which undermines the licensing objectives.

Drinking games

- 10.40 Drinking games which require or encourage individuals to drink a quantity of alcohol within a time limit, or drink as much alcohol as possible within a time limit or otherwise, are prohibited. For example, this may include organised ‘drink downing’ competitions. This would not prevent the responsible person from requiring all drinks to be consumed or abandoned at, or before, the closing time of the premises. Nor does it necessarily prohibit ‘happy hours’ as long as these are not designed to encourage individuals to drink excessively or rapidly.

Large quantities of alcohol for free or a fixed price

- 10.41 Irresponsible promotions can include the provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted price, where there is a significant risk that such a promotion would undermine one or more of the licensing objectives. This includes alcohol provided to the public or to a group defined by a particular characteristic, for example, a promotion which offers women free drinks before a certain time or “all you can drink for £10”. Promotions can be designed with a particular group in mind (for example, over 65s). A common sense approach is encouraged, which may include specifying the quantity of alcohol included in it or not targeting a group which could become more vulnerable or present a greater risk of crime and disorder as a result of excessive alcohol consumption.

Prizes and rewards

- 10.42 The sale, supply or provision of free or discounted alcohol or any other item as a prize to encourage or reward the purchase and consumption of alcohol can be within the definition of an irresponsible promotion, where there is a significant risk that such a promotion would undermine one or more of the licensing objectives. This may include promotions under which free or discounted alcohol is offered as a part of the sale of alcohol, for example, “Buy one and get two free” and “Buy one cocktail and get a second cocktail for 25p”. This includes promotions which involve the provision of free or discounted alcohol within the same 24 hour period.

Posters and flyers

- 10.43 Irresponsible promotions can also include the sale or supply of alcohol in association with promotional materials on display in or around the premises, which can either be reasonably considered to condone, encourage or glamorise anti social behaviour or refer to the effects of drunkenness in any favourable manner.

Dispensing alcohol directly into the mouth

- 10.44 The responsible person (see paragraph 10.39) must ensure that no alcohol is dispensed directly into the mouth of a customer. For example, this may include drinking games such as the ‘dentist’s chair’ where a drink is poured continuously into the mouth of another individual and may also prevent a premises from allowing another body to promote its products by employing someone to dispense alcohol directly into customers’ mouths. An exception to this condition would be when an individual is unable to drink without assistance due to a disability.

Free potable water

- 10.45 The responsible person (see paragraph 10.39) must ensure that free potable water is provided on request to customers where it is reasonably available on the premises. What is meant by reasonably available is a question of fact; for example, it would not be reasonable to expect free tap water to be available in premises for which the water supply had temporarily been lost because of a broken mains water supply. However, it may be reasonable to expect bottled water to be provided in such circumstances.

Age verification

- 10.46 The premises licence holder or club premises certificate holder must ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol. This must as a minimum require individuals who appear to the responsible person (see paragraph 10.39) to be under the age of 18 years of age to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and either a holographic mark or ultraviolet feature. The Home Office encourages licensed premises to accept cards bearing the Proof of Age Standards Scheme (PASS) hologram as their preferred proof of age, while acknowledging that many other forms of identification meet the requirements of the mandatory condition.
- 10.47 The premises licence holder or club premises certificate holder must ensure that staff (in particular, staff who are involved in the supply of alcohol) are made aware of the existence and content of the age verification policy which applies to the premises.
- 10.48 The designated premises supervisor (where there is one) must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy. This means that the DPS has personal responsibility for ensuring that staff are not only aware of, but are also applying, the age verification policy.
- 10.49 It is acceptable, and indeed encouraged, for premises to have an age verification policy which requires individuals who appear to the responsible person to be under an age greater than 18 to produce such identification on request. For example, if premises have a policy that requires any individual that appears to be under the age of 21 to produce identification that meets the criteria listed above, this is perfectly acceptable under the mandatory code.
- 10.50 Licence holders should consider carefully what steps they are required to take to comply with the age verification requirements under the 2003 Act in relation to sales of alcohol made remotely. These include sales made online, by telephone and mail order sales, and alcohol delivery services. Each of these sales must comply with the requirements of the 2003 Act. The mandatory condition requires that age verification takes place before a person is served alcohol. Where alcohol is sold remotely (for example, online) or through a telephone transaction, the sale is made at this point but the alcohol is not actually served until it is delivered to the customer. Age verification measures (for example, online age verification) should be used to ensure that alcohol is not sold to any person under the age of 18. However, licence holders should also consider carefully what steps are appropriate to ensure that age verification takes place before the alcohol is served (i.e. physically delivered) to the customer to be satisfied that the customer is aged 18 or over. It is, therefore, the responsibility of the person serving or delivering the alcohol to ensure that age verification has taken place and that photo ID has been checked if the person appears to be less than 18 years of age.

Smaller measures

- 10.51 The responsible person (see paragraph 10.39) shall ensure that the following drinks, if sold or supplied on the premises, are available in the following measures:
- Beer or cider: ½ pint
 - Gin, rum, vodka or whisky: 25ml or 35ml
 - Still wine in a glass: 125ml

- 10.52 As well as making the drinks available in the above measures, the responsible person must also make customers aware of the availability of these measures by displaying them on printed materials available to customers on the premises. This can include making their availability clear on menus and price lists, and ensuring that these are displayed in a prominent and conspicuous place in the relevant premises (for example, at the bar). Moreover, staff must make customers aware of the availability of small measures when customers do not request that they be sold alcohol in a particular measure.
- 10.53 This condition does not apply if the drinks in question are sold or supplied having been made up in advance ready for sale or supply in a securely closed container. For example, if beer is only available in pre-sealed bottles the requirement to make it available in 1/2 pints does not apply.
- 10.54 The premises licence holder or club premises certificate holder must ensure that staff are made aware of the application of this condition.

Ban on sales of alcohol below the permitted price

- 10.55 The relevant person (the holder of the premises licence, the designated premises supervisor (if any) in respect of such a licence, the personal licence holder who makes or authorises a supply of alcohol under such a licence, or any member or officer of a club present on the premises in a capacity which enables the member or officer to prevent the supply in question) shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
- 10.56 The permitted price is defined as the aggregate of the duty chargeable in relation to the alcohol on the date of its sale or supply and the amount of that duty multiplied by a percentage which represents the rate of VAT chargeable in relation to the alcohol on the date of its sale or supply. Detailed guidance on how to make this calculation and a calculator to determine permitted prices for each product are available on the GOV.UK website.
- 10.57 Where there is a change to the rate of duty or VAT applying to alcohol (for instance, following a Budget), the relevant person should ensure that the permitted price reflects the new rates within fourteen days of the introduction of the new rate.
- 10.58 It is still permitted to sell alcohol using promotions (as long as they are compatible with any other licensing condition that may be in force), and the relevant person should ensure that the price of the alcohol is not less than the permitted price. Detailed guidance on the use of promotions is given in the guidance document available on the GOV.UK website.

Exhibition of films

- 10.59 The 2003 Act provides that where a premises licence or club premises certificate authorises the exhibition of a film, it must include a condition requiring the admission of children to films to be restricted in accordance with recommendations given either by a body designated under section 4 of the Video Recordings Act 1984 specified in the licence (currently only the British Board of Film Classification (BBFC)) or by the licensing authority itself.
- 10.60 The effect of paragraph 5 of Schedule 1 to the 2003 Act is to exempt adverts from the

definition of regulated entertainment, but not exempt them from the definition of exhibition of a film. Since the above mandatory condition applies to ‘any film’, it is therefore applicable to the exhibition of adverts.

Door supervision

- 10.61 Under section 21 of the 2003 Act, when a condition is included in a premises licence that at specified times an individual must be present at the premises to carry out a security activity (as defined in section 21(3)(a) by reference to the Private Security Industry Act 2001 (“the 2001 Act”)), the licence must include a condition requiring that individual to be licensed by the Security Industry Authority (“the SIA”) under the 2001 Act, or be entitled to carry out that activity by virtue of section 4 of the 2001 Act.
- 10.62 A premises licence need not require a person to hold a licence granted by the SIA if that person benefits from an exemption under section 4 of the 2001 Act. For example, certain employees benefit from an exemption when carrying out conduct in connection with a certified sports ground (section 4(6) to (12)). Furthermore, in certain circumstances persons benefit from an exemption where they operate under the SIA’s Approved Contractor Scheme (section 15).
- 10.63 Conditions under section 21 of the 2003 Act should only relate to individuals carrying out security activities defined by section 21(3)(a) of the 2003 Act. Therefore, they should only relate to an activity to which paragraph 2(1)(a) of Schedule 2 to the 2001 Act applies (certain manned guarding activities) and which is licensable conduct within the meaning of section 3(2) of that Act. The requirement does not relate to individuals performing non-security related activities, and section 21 should not be used in relation to any such activities.
- 10.64 Section 21 of the 2003 Act continues to ensure that a premises licence need not impose such a requirement in relation to those licensed premises which the 2001 Act treats as unlicensed premises. Those are:
- premises in respect of which there is in force a premises licence authorising a performance of a play or an exhibition of a film;
 - casinos or bingo halls licensed under the Gambling Act 2005;
 - premises where a club certificate is in force when activities are being carried on under the authority of that certificate.

See paragraph 8(3) of Schedule 2 to the 2001 Act for full details.

- 10.65 It should be noted, however, that the 2001 Act will require contractors and a small number of employees (those managing/supervising and those supplied under contract) to be licensed as manned guards (rather than door supervisors) when undertaking licensable conduct on premises to which paragraph 8(3) of Schedule 2 to the 2001 Act applies.
- 10.66 It is therefore important that if a licensing authority intends that individuals must be present to carry out security activities (as defined by section 21(3)(a) of the 2003 Act) this should be explicit, as should the mandatory condition for those individuals to hold an SIA licence or be entitled to carry out that activity by virtue of section 4 of the 2001 Act. On the other hand, where a licensing authority intends that individuals must be present to carry out other activities (for example, activities related to safety or steward activities to organise, advise and direct members of the public), no mandatory condition

should be imposed under section 21 of the 2003 Act. In all cases it is important when determining whether or not a condition is to be imposed under section 21 of the 2003 Act to consider whether the activities of any individual working in licensed premises fall within the definition of security activities in section 21(3)(a) of the 2003 Act. (Regardless of whether a condition is imposed under section 21 of the 2003 Act, under the 2001 Act the appropriate SIA licence must be held by any individual performing an activity for which they are licensable under that Act.)

Effects of suspension

- 15.7 A premises licence or certificate that has been suspended does not have effect to authorise licensable activities. However, it can for example be subject to a hearing or, in the case of a premises licence, an application for transfer. The licence will nevertheless only be reinstated when the outstanding fee has been paid. Formally, the debt is owed by the holder who held the licence at the time it was suspended. However, it may be more likely in practice that the new holder will actually make the payment. The suspension of licences and certificates is only applicable to unpaid annual fees that become due after sections 55A and 92A of the 2003 Act came into force on 25 April 2012. In the case of a licence or certificate where more than one payment year has been missed (since the coming into force of sections 55A and 92A) payment of the outstanding fee in relation to each year will be required to reinstate the licence.

Additional fees for large scale events

- 15.8 It should be noted that premises licences for large scale events do not automatically attract the higher fee levels set out in the fee regulations made under the 2003 Act, which must be paid in addition to the standard application or variation fees when the premises licence relates to activities attracting the attendance of 5,000 or more. Venues that are permanent or purpose built or structurally altered for the activity are exempt from the additional fee.
- 15.9 Regulations prescribe that the additional fee for large scale events would not be payable where the premises is a structure which is not a vehicle, vessel or moveable structure, and has been constructed or structurally altered to allow:
- the proposed licensable activities to take place;
 - the premises to be modified temporarily, from time to time, if relevant for the proposed licensable activities;
 - the proposed number of people on the premises at any one time; and
 - the premises to be used in a manner which complies with the operating schedule.
- 15.10 The full details of where the additional fee is applicable can be found in regulations on the Government's legislation website – www.legislation.gov.uk.

16. Regulated entertainment

Types of regulated entertainment

- 16.1 Schedule 1 to the 2003 Act sets out what activities are regarded as the provision of regulated entertainment and when they are licensable and those activities which are not and therefore exempt from the regulated entertainment regime. Changes to regulated entertainment took effect on 6 April 2015.
- 16.2 The descriptions of entertainment activities licensable under the 2003 Act are:
- a performance of a play;
 - an exhibition of a film;
 - an indoor sporting event;
 - a boxing or wrestling entertainment;
 - a performance of live music;

- any playing of recorded music;
- a performance of dance; and
- entertainment of a similar description to a performance of live music, any playing of recorded music or a performance of dance.

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

- take place in the presence of a public audience, or
- be provided exclusively for the members of a club or for the club members and their guests, or
- where that activity takes place in private, be the subject of a charge made with a view to profit.

16.4 Guidance around what constitutes audiences and private events is at paragraphs 16.11-16.14.

Overview of circumstances in which entertainment activities are not licensable

16.5 There are a number of exemptions that mean that a licence (or other authorisation) under the 2003 Act is not required. This Guidance cannot give examples of every eventuality or possible entertainment activity that is not licensable. However, the following activities are examples of entertainment which are not licensable:

- activities which involve participation as acts of worship in a religious context;
- activities in places of public religious worship;
- education – teaching students to perform music or to dance;
- the demonstration of a product – for example, a guitar – in a music shop;
- the rehearsal of a play or performance of music for a private audience where no charge is made with a view to making a profit;
- Morris dancing (or similar)⁸;
- Incidental music – the performance of live music or the playing of recorded music if it is incidental to some other activity⁹;
- Incidental film – an exhibition of moving pictures if it is incidental to some other activity¹⁰;
- A spontaneous performance of music, singing or dancing;
- Garden fetes – or similar if not being promoted or held for purposes of private gain;
- Films for advertisement, information, education or in museums or art galleries;
- Television or radio broadcasts – as long as the programme is live and simultaneous;
- Vehicles in motion – at a time when the vehicle is not permanently or temporarily parked;
- Games played in pubs, youth clubs etc. (e.g. pool, darts and table tennis);

⁸ Including any live music or playing of recorded music as an integral part of a performance of Morris dancing, or similar activity.

⁹ See paragraphs 16.57-16.61

¹⁰ See paragraphs 16.65-16.68

- Stand-up comedy; and
- Provision of entertainment facilities (e.g. dance floors)¹¹.

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

- Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500²⁴.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for an event between 08.00 and 23.00 on any day, provided that those present do not exceed 1000.
- Boxing or wrestling entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500¹².
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace¹³ that does not have a licence, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.

¹¹ This was previously licensable under the 2003 Act until the commencement of the Live Music Act 2012.

¹² Provided that a number of other important conditions are satisfied (see paragraphs 16.326-16.29).

¹³ The Live Music Act 2012 provides that if premises are licensed under the 2003 Act, they cannot also be treated as a workplace for the purpose of the 2012 Act.

- Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500¹⁴.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non- residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

16.7 The deregulatory changes mean that, for example, an indoor sporting event that takes place between 07.00 and 23.30 on a particular day is licensable in respect of activities taking place between 07.00-08.00 and 23.00-23.30. Similarly, where the audience for a performance of dance fluctuates, those activities are licensable if, and for so long as, the number of people in the audience exceeds 500. If organisers are uncertain as to audience sizes or if audience migration is likely¹⁵, it might be easier and more flexible to secure an appropriate authorisation. Examples of where a Temporary Event Notice (TEN)¹⁶ could still be required include if the activity is the playing of recorded music or the exhibition of a film that requires an authorisation; or if the entertainment is not authorised by an existing licence or certificate and its conditions.

16.8 Of course, anyone involved in the organisation or provision of entertainment activities – whether or not any such activity is licensable under the 2003 Act – must comply with

¹⁴ Provided that a number of other important conditions are satisfied, see paragraphs 16.33.

¹⁵ See paragraph 16.12

¹⁶ See chapter 7

any applicable duties that may be imposed by other legislation relevant to the event (e.g. in areas such as crime and disorder, fire, health and safety, noise, nuisance and planning).¹⁷ Any such person should take steps to be aware of relevant best practice, and may find responsible authorities a useful source of expert support and advice.

16.9 The various effects of the changes made to entertainment licensing by the set of deregulatory changes between 2012 and 2015¹⁸ are described in greater detail in subsequent paragraphs:

- Music entertainment, see in particular paragraphs: 16.20-16.21; 16.26-16.33; and 16.36-16.44;
- Plays, dance, and indoor sporting events, see in particular paragraphs: 16.34-16.35 and 16.45-16.48;
- Local authority, hospital and school premises, see in particular paragraphs: 16.16-16.20
- Community premises, see in particular paragraphs: 16.21-16.24
- Circuses, see in particular paragraph 16.25 • Boxing or wrestling entertainment, see in particular paragraphs: 16.49-16.51.

General circumstances in which entertainment activities are licensable

16.10 An authorisation for regulated entertainment is always required for entertainment activities that take place before 08.00 or after 23.00, unless exempted under any other provision of the 2003 Act, as amended.

Audience

16.11 For the purposes of regulated entertainment, the term “audience” refers to any person for whose entertainment (at least in part) any licensable activities are provided. An audience member need not be, or want to be, entertained: what matters is that an audience is present and that the purpose of the licensable activity is (at least in part) intended to entertain any person present. The audience will not include performers, together with any person who contributes technical skills in substantial support of a performer (for example, a sound engineer or stage technician), during any associated activities. This includes setting up before the entertainment, reasonable breaks (including intervals) between activities and packing up thereafter. Similarly, security staff and bar workers will not form part of the audience while undertaking their duties.

16.12 More than one entertainment activity (or for a single activity, more than one performance or event) can be held concurrently, provided that the audience for each such performance or event does not exceed the threshold at which such a performance or event becomes licensable. In some circumstances, there will be a clear distinction between performances or events; for example, their taking place in separate rooms or on separate floors. However, organisers will have to ensure that audiences do not grow or migrate, so that the audience exceeds the relevant limit for any one performance or

¹⁷ See paragraphs 16.70-16.72 in relation to other licensing regimes

¹⁸ An entertainment activity may meet the conditions of more than one exemption

event at any time. If there is the possibility of audience migration, it might be easier and more flexible to secure an appropriate authorisation. Private events

- 16.13 Events held in private are not licensable unless those attending are charged for the entertainment with a view to making a profit (including raising money for charity). For example, where a party is held for friends in a private dwelling featuring amplified live music, if a charge or contribution is made solely to cover the costs of the entertainment, the activity is not regulated entertainment. Similarly, any charge made to the organiser of a private event by musicians, other performers, or their agents does not of itself make that entertainment licensable – it would only do so if the guests attending were themselves charged by the organiser for that entertainment with a view to achieving a profit. The fact that this might inadvertently result in the organiser making a profit would be irrelevant, as long as there had not been an intention to make a profit.
- 16.14 Schedule 1 to the 2003 Act also makes it clear that before entertainment is regarded as being provided for consideration, a charge has to be:
- made by or on behalf of a person concerned with the organisation or management of the entertainment; and
 - paid by or on behalf of some or all of the persons for whom the entertainment is provided.

Circumstances in which entertainment activities are no longer licensable

- 16.15 No licence is required for certain entertainment activities on specified premises, as follows:

Local authorities, hospital healthcare providers and school proprietors: cross-entertainment activity exemption

- 16.16 No licence is required for any entertainment provided by or on behalf of a local authority, health care provider, or school proprietor to the extent that it takes place on defined premises, between 08.00-23.00 on any day provided that:
- for entertainment provided by, or on behalf of, a local authority it takes place on premises in which that authority has a relevant property interest, or is in lawful occupation;
 - for entertainment provided by, or on behalf of, a health care provider it takes place on any premises forming part of a hospital in which the provider has a relevant property interest, or is in lawful occupation; and
 - for entertainment provided by, or on behalf of, a school proprietor it takes place on the premises of the school.
- 16.17 This Guidance cannot give examples of every eventuality where entertainment is not licensable under this exemption through being provided “by or on behalf of”. It will depend on the facts in each case. However, the following are examples of activities that are not usually considered to be licensable under this exemption:
- Any entertainment activity hosted by a local authority on their own premises, where there is a significant relationship between the local authority and the provider of the entertainment (e.g. principal and agent);

- Any entertainment activity organised on a local authority's behalf on that local authority's premises by a cultural trust in discharge of a local authority's discretionary power to arrange entertainment provision and support for the arts, including festivals and celebrations.
- Any entertainment activity organised by a healthcare provider on their own hospital premises in partnership with a hospital charity;
- Any entertainment event on school premises organised by the Parent Teacher Association (PTA) to benefit the school.

16.18 It is for the local authority, health care provider or school proprietor to determine whether, and on what basis, they can (or wish) to provide entertainment activity under this exemption, including consideration of issues around fundraising, profit making, governance or use of public funds. However a pure hire of premises by a third party¹⁹ does not constitute the provision of an entertainment event "on behalf of" a local authority, healthcare provider, or school proprietor and nor does commercial entertainment which the local authority²⁰ merely facilitates through providing a public space²¹.

16.19 All the terms used in this exemption, such as "local authority", "health care", "health care provider", "hospital", "school", "school premises", "school proprietor", "domestic premises" and "relevant property interest" are defined in the 2014 Order²².

Local authority, hospital and school premises: third party music entertainment

16.20 No licence is required for a performance of live music or the playing of recorded music on local authority, hospital or school premises, that are not domestic premises, between 08.00-23.00 on any day provided that:

- it is performed in front of an audience of no more than 500 people; and
- a person concerned in the organisation or management of the music entertainment has obtained the prior written consent²³ of the local authority, health care provider or school proprietor (as appropriate) for that entertainment to take place. It is for these "trusted providers" to determine whether, or not, they wish to make their premises available for music entertainment by a 3rd party and on what terms they deem it appropriate.

¹⁹ But see paragraph 16.20

²⁰ Or healthcare provider or school proprietor.

²¹ The exemption would similarly not apply, for example, to a commercial company operating on premises belonging to a local authority under a long term lease.

²² See footnote 23

²³ This requirement is designed to ensure that those responsible for the premises hosting the entertainment have considered and approved the effect of the event on other users of their premises and the wider community.

Community premises: music entertainment

16.21 No licence is required for a performance of live music or the playing of recorded music on community premises, between 08.00-23.00 on any day provided that:

- the community premises are **not** authorised, by a premises licence or club premises certificate, to be used for the supply of alcohol for consumption on the premises²⁴;
- the music entertainment is in the presence of an audience of no more than 500 people; and
- a person concerned in the organisation or management of the music entertainment has obtained the prior written consent²⁵ of the management committee of the premises, or if there is no management committee, a person who has control of the premises in connection with the carrying on by that person of a trade, business or other undertaking, or failing that a person with a relevant property interest in the premises.

Community premises: exhibition of film

16.22 No licence is required for an exhibition of a film on community premises between 08.00-23.00 on any day provided that:

- the film entertainment is not provided with a view to profit²⁶;
- the film entertainment is in the presence of an audience of no more than 500 people;
- the admission of children is subject to such restrictions as are necessary to comply with the recommendation issued by the BBFC or relevant licensing authority regarding the admission of children; and
- a person concerned in the organisation or management of the exhibition of the film has obtained the prior written consent²⁷ of the management committee of the premises, or if there is no management committee, a person who has control of the premises in connection with the carrying on by that person of a trade, business or other undertaking, or failing that a person with a relevant property interest in the premises.

16.23 Under this exemption, one condition is that the film entertainment is not being provided with a view to profit²⁸. An entry charge does not of itself make the film entertainment licensable; it is whether the organiser intended to make a profit (that includes raising money for charity). A charge or contribution that is made solely to cover the costs of the film screening²⁹ is consistent with 'not being provided with a view to profit'. The 'not with a view to profit' condition applies solely to the activity of exhibiting the film under this exemption. A charge with a view to making a profit may legitimately be levied for any other activity or event that is distinct from film admission, such as the provision of refreshments, film talks, or a social event.

²⁴ Where a community premises is licensed for the supply of alcohol by a premises licence (or exceptionally a club premises certificate), then any performance of live music or the playing of recorded music on relevant alcohol licensed premises may be subject to the conditional deregulation described in paragraphs 16.26-16.33.

²⁵ footnote 39

²⁶ See paragraph 16.23

²⁷ See footnote 39

²⁸ 'not provided with a view to profit' is the inverse of 'with a view to profit' mentioned in paragraph 16.13

²⁹ Legitimate costs of a film screening would include overheads directly relevant to providing the film entertainment (e.g. premises hire, film hire, equipment etc.)⁴⁹ 3rd bullet point in paragraph 16.22

16.24 This community film exemption is also conditional on those responsible having in place operating arrangements that ensure that the age rating for the film is implemented by means of a suitable child admission policy⁴⁹. How this is achieved is a matter for the organisation or social group exhibiting the film. For example, they may operate a membership subscription scheme which pays for entry to all titles in a season and is limited to adults. It could be a children's film club with a policy of only showing films that are suitable for all by being rated 'U' by the BBFC. Alternatively, the organisers could sell tickets to the public and ensure that children are only permitted to attend in accordance with any age rating for the film – i.e. a door admissions policy linked to proof of age.

Travelling circuses

16.25 Where types of entertainment are present in a performance by a travelling circus they will not be licensable provided that certain qualifying conditions are met. The qualifying conditions are that:

- the entertainment is not an exhibition of a film or a boxing or wrestling entertainment;
- the entertainment takes place between 08.00 and 23.00 on the same day;
- the entertainment takes place wholly within a moveable structure and the audience present is accommodated wholly inside that moveable structure; and
- the travelling circus has not been located on the same site for more than 28 consecutive days.

Live music

16.26 Live music is licensable:

- where a performance of live music – whether amplified or unamplified – takes place before 08.00 or after 23.00 on any day;
- where a performance of amplified live music does not take place either on relevant licensed premises, or at a workplace that is not licensed other than for the provision of late night refreshment;
- where a performance of amplified live music takes place at a time when the relevant licensed premises are not open for the purposes of being used for the sale or supply of alcohol for consumption on the premises⁵²;
- where a performance of amplified live music takes place at relevant licensed premises, or workplaces³⁰, in the presence of an audience of more than 500 people³¹; or
- where a licensing authority intentionally removes the effect of the deregulation provided for by the 2003 Act when imposing a condition on a premises licence or club premises certificate as a result of a licence review⁵⁵.

16.27 In any of the above circumstances, unless the performance of live music is appropriately authorised by a premises licence, club premises certificate or TEN,

³⁰ See paragraph 16.31

³¹ The 2014 Order substituted "500" for "200" that was in the 2012 Act

⁵⁵ paragraphs 16.55-16.56

allowing it to take place could lead to enforcement action and, where relevant, a review of the alcohol licence or certificate.

- 16.28 A public performance of live unamplified music that takes place between 08.00 and 23.00 on the same day no longer requires a licence under the 2003 Act in any location. An exception to this is where a specific condition related to live music is included following a review of the premises licence or club premises certificate in respect of relevant licensed premises.
- 16.29 As a result of the amendments to the 2003 Act, section 177 of the 2003 Act now only applies to performances of dance³².

Key terms used in relation to live music

- 16.30 Under the live music provisions, “music” includes vocal or instrumental music or any combination of the two. “Live music” is a performance of live music in the presence of an audience which it is intended to entertain. While a performance of live music can include the playing of some recorded music, ‘live’ music requires that the performance does not consist entirely of the playing of recorded music without any additional (substantial and continual) creative contribution being made. So, for example, a drum machine or backing track being used to accompany a vocalist or a band would be part of the performance of amplified live music. The performance of a DJ who is merely playing tracks would not be classified as live music, but it might if he or she was performing a set which largely consisted of mixing recorded music in a live performance to create new sounds. There will inevitably be a degree of judgement as to whether a performance is live music (or recorded music) and organisers of events should check with their licensing authority if this consideration is relevant to whether the activity is authorised by a licence or certificate. In the event of a dispute about whether a performance is live music or not, it will be for the licensing authority initially and ultimately, for the courts to decide in the individual circumstances of any case.
- 16.31 A “workplace” is as defined in regulation 2(1) of the Workplace (Health, Safety and Welfare) Regulations 1992 and is anywhere that is made available to any person as a place of work. It is a very wide term which can include outdoor spaces, as well as the means of entry and exit.
- 16.32 A “relevant licensed premises” for the purposes of this chapter is one which is authorised to sell or supply alcohol for consumption on the premises by a premises licence or club premises certificate. Premises cannot benefit from the deregulation introduced by the 2012 Act by virtue of holding an authorisation for the sale or supply of alcohol under a TEN.

Recorded music

- 16.33 No licence is required for recorded music where it takes place on premises which are authorised by a premises licence or club premises certificate to be used for the supply of alcohol for consumption on the premises. However, recorded music remains licensable:
- where the playing of recorded music takes places before 08.00 or after 23.00 on any day;

³² See paragraph 2.13. Post the 2013 Order, Section 177 can be relevant to a performance of dance after 23.00 on any day

- where the playing of recorded music takes place at a time when the relevant licensed premises are not open for the purposes of being used for the sale or supply of alcohol for consumption on the premises;³³
- where the playing of recorded music takes place at relevant licensed premises in the presence of an audience of more than 500 people; and
- where a licensing authority intentionally removes the effect of the deregulation provided for by the 2003 Act (as amended).³⁴

Plays and dance

16.34 No licence is required for a performance of a play or dance to the extent that certain qualifying conditions are satisfied. However a performance of a play or dance remains licensable:

- where the performance takes places before 08.00 or after 23.00 on any day; or
- where the performance takes place in the presence of an audience of more than 500 people.

Indoor Sport

16.35 No licence is required for an indoor sporting event to the extent that certain qualifying conditions are satisfied. However an indoor sporting event remains licensable:

- where the event takes places before 08.00 or after 23.00 on any day; • where the event takes place in the presence of more than 1000 spectators.

Licence conditions

Live Music or recorded music

16.36 Any existing licence conditions (or conditions added on a determination of an application for a premises licence or club premises certificate) which relate to live music or recorded music remain in place, but are suspended between the hours of 08.00 and 23.00 on the same day where the following conditions are met:

- at the time of the music entertainment, the premises are open for the purposes of being used for the sale or supply of alcohol for consumption on the premises;
- if the music is amplified, it takes place before an audience of no more than 500 people; and
- the music takes place between 08.00 and 23.00 on the same day.

16.37 Whether a licence condition relates to live or recorded music will be a matter of fact in each case. In some instances, it will be obvious that a condition relates to music and will be suspended, for example “during performances of live music all doors and windows must remain closed”. In other instances, it might not be so obvious: for example, a condition stating “during performances of regulated entertainment all doors and windows must remain closed” would be suspended insofar as it relates to music

³³ Chapter 3 of this Guidance

³⁴ This would be by way of imposing a condition on a premises licence or club premises certificate as a result of a licence review, see paragraphs 16.55-16.56 ⁶² See paragraphs 16.6 and 16.45-16.48

between 08.00 and 23.00 on the same day to an audience of up to 500, but the condition would continue to apply if there was regulated entertainment after 23.00.

- 16.38 More general licence conditions (e.g. those relating to overall management of potential noise nuisance) that are not specifically related to the provision of entertainment (e.g. signage asking patrons to leave quietly) will continue to have effect.
- 16.39 Chapter 9 of this Guidance sets out how a licensing authority must determine applications for a new licence or to vary an existing premises licence. Licence conditions imposed, in accordance with paragraphs 9.42 to 9.44, for live or recorded music activities will only apply if the activity meets the criteria of having more than 500 people present, and/or the activities are taking place between 23.00 and 08.00.
- 16.40 These conditions will, in effect, be suspended between 08.00 and 23.00 if a performance of live music or the playing of recorded music takes place before an audience of 500 people or fewer, but will remain on the face of the licence for when these activities may take place under other circumstances.
- 16.41 Where a performance of live music or the playing of recorded music on relevant licensed premises is not licensable, it remains possible for anyone to apply for a review of a licence or certificate, if there are appropriate grounds to do so.³⁵

Beer gardens

- 16.42 Beer gardens are often included as part of a premises licence or club premises certificate. Live amplified music that takes place in a beer garden is exempt from licensing requirements, provided the beer garden is included in the licence or certificate applying to the relevant licensed premises, and the performance takes place between 08.00 and 23.00 on the same day before an audience of 500 people or fewer.
- 16.43 Where a beer garden does not form part of the relevant licensed premises and so is not included in plans attached to a premises licence or club premises certificate, it is nevertheless very likely that it will be a workplace. Paragraph 12B of Schedule 1 to the 2003 Act says that a performance of live music in a workplace that does not have a licence (except to provide late night refreshment) is not regulated entertainment if it takes place between 08.00 and 23.00 on the same day in front of an audience of no more than 500 people. Note that the exemption in paragraph 12B does not apply to the playing of recorded music.
- 16.44 However, a licensing authority may, where justified, impose a licence condition that relates to the performance of live music in an unlicensed beer garden being served by any associated premises licence or club premises certificate. Provided such a condition is lawfully imposed, it takes effect in accordance with its terms.

Plays, dance and indoor sport

- 16.45 Where qualifying conditions are satisfied, any current licence condition that relates to a performance of a play or dance, or an indoor sporting event for which a licence is no longer required will (except in the circumstances described in the next paragraph) have no effect.
- 16.46 Where, however, these non-licensable activities take place at the same time as other

³⁵ See paragraphs 16.55-16.56 and chapter 11.

activities for which a licence is required (e.g. the sale or supply of alcohol for consumption on the premises), conditions included in a licence may nevertheless apply to the non-licensable activities in the circumstances set out in paragraphs 16.52 and 16.53 (conditions relating to other non-licensable activities).

- 16.47 Dance that is sufficiently sexual in nature continues to be regulated. Performances of dance which are “relevant entertainment” within the meaning of the Local Government (Miscellaneous Provisions) Act 1982 (“the 1982 Act”) are not deregulated, regardless of the size of the audience or the time of day. “Relevant entertainment” is defined in the 1982 Act as a live performance or live display of nudity that, ignoring financial gain, can be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience.³⁶
- 16.48 In almost all cases where a performance of dance is potentially licensable as both the provision of relevant entertainment (under the 1982 Act) and regulated entertainment (under the 2003 Act), the 1982 Act disapplies the entertainment licensing regime in the 2003 Act in favour of its stricter regime for the control of sex establishments. However, an authorisation under the 2003 Act rather than the 1982 Act will continue to be required where:
- the premises are not licensed as a sex entertainment venue under the 1982 Act, and
 - relevant entertainment has been provided at those premises on no more than 11 occasions in any 12 month period, with none of those occasions lasting longer than 24 hours or taking place within a month of any other such occasion.

Boxing or wrestling entertainment and conditions relating to combined fighting sports

- 16.49 An indoor boxing or wrestling entertainment cannot also be an indoor sporting event, and any contest, exhibition or display that combines boxing or wrestling with one or more martial arts (‘combined fighting sports’) is – whether indoors or not – a boxing or wrestling entertainment.
- 16.50 Where a premises licence or club premises certificate purports to authorise a boxing or wrestling entertainment or combined fighting sports as an ‘indoor sporting event’, the 2013 Order provides that the authorisation will be treated as having authorised those activities as a boxing or wrestling entertainment. Those activities will continue to be subject to any relevant conditions attached to that authorisation.
- 16.51 A contest, exhibition or display of Greco-Roman wrestling, or of freestyle wrestling, between two participants (regardless of their sex) does not require a licence provided that certain qualifying conditions are met. They are that:
- it takes place in the presence of no more than 1,000 spectators;
 - it takes place between 08.00 and 23.00 on the same day; and

³⁶ Home Office Guidance is available at:

<http://webarchive.nationalarchives.gov.uk/20100413151441/http://crimereduction.homeoffice.gov.uk/crimereduction057a.pdf>

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

Conditions relating to other non-licensable activities

- 16.52 If appropriate for the promotion of the licensing objectives, and if there is a link to remaining licensable activities, conditions that relate to non-licensable activities can be added to or altered on that premises licence or club premises certificate at review following problems occurring at the premises. This has been a feature of licence conditions since the 2003 Act came into force. A relevant example could be the use of conditions relating to large screen broadcasts of certain sporting events which, combined with alcohol consumption, could create a genuine risk to the promotion of the licensing objectives. It is also not uncommon for licence conditions relating to the sale of alcohol to restrict access to outside areas, such as unlicensed beer gardens, after a certain time.
- 16.53 Similarly, while karaoke no longer needs licensing as the provision of entertainment facilities (and will generally be classed as a performance of live music) it might, for example, be possible on review to limit the use or volume of a microphone made available for customers on an 'open-mic' night (which encompasses more than just live music), if a problem had occurred because of customers purchasing alcohol for consumption on the premises becoming louder and less aware of causing noise nuisance later in the evening. Another example might be a condition restricting access to a dance floor at certain times, where the presence of customers in close proximity who had been consuming alcohol on the premises had led to serious disorder. In the first instance it is for the licensing authority to satisfy itself that a particular condition is appropriate and lawful in each case.

Removing licence conditions

- 16.54 A licence holder who wishes to remove conditions relating to activities that are no longer licensable may apply to the licensing authority for a licence variation. In the course of considering such applications, licensing authorities should remove such conditions unless there are sufficiently serious and specific concerns about the effects of hosting deregulated entertainment activities along with the remaining licensable activities taking place in the premises.

Licence reviews: Live and recorded music

- 16.55 On a review of a premises licence or club premises certificate, section 177A(3) of the 2003 Act permits a licensing authority to lift the suspension and give renewed effect to an existing condition relating to music. Similarly, under section 177A(4), a licensing authority may add a condition relating to music as if music were regulated entertainment, and as if that premises licence or club premises certificate licensed the music. In both instances the condition should include a statement that Section 177A does not apply to the condition.
- 16.56 An application for a review in relation to relevant premises can be made by a licensing authority, any responsible authority or any other person. Applications for review must still be relevant to one or more of the licensing objectives and meet a number of further requirements.

Incidental music

- 16.57 The performance of live music or playing of recorded music is not regulated

entertainment under the 2003 Act if it is 'incidental' to another activity "which is not itself a description of entertainment falling within paragraph 2" of Schedule 1 to the 2003 Act.

- 16.58 The incidental music exemption can apply to an indoor sporting event or a performance of a play or dance for which no licence is required, as it takes place between 08.00 and 23.00 on the same day and before an audience which does not exceed the relevant limit. This is because such an activity is no longer a description of entertainment within the meaning of paragraph 2 of Schedule 1 to the 2003 Act. This means that, while a performance of live music or the playing of recorded music cannot be incidental to a boxing or wrestling entertainment³⁷ such music may be within the scope of the incidental music exemption for an indoor sporting event or performance of a play or dance for which no licence is required.
- 16.59 Whether or not music is "incidental" to another activity will depend on the facts of each case. In considering whether or not live or recorded music is incidental, one relevant factor could be whether, against a background of the other activities already taking place, the addition of music will create the potential to undermine the promotion of one or more of the four licensing objectives of the 2003 Act. Other factors might include some or all of the following:
- Is the music the main, or one of the main, reasons for people attending the premises and being charged?
 - Is the music advertised as the main attraction?
 - Does the volume of the music disrupt or predominate over other activities, or could it be described as 'background' music?
- 16.60 Conversely, factors which would not normally be relevant in themselves include:
- the number of musicians, e.g. an orchestra providing incidental music at a large exhibition;
 - whether musicians are paid;
 - whether the performance is pre-arranged; and
 - whether a charge is made for admission to the premises.
- 16.61 In any disputed case, it will be for the licensing authority initially and, ultimately, for the courts to consider whether music is "incidental" in the individual circumstances of any case.

Busking

- 16.62 Busking or street performance is the practice of performing in public spaces for money. Performances are not limited to music or singing and can take the form of a wide range of activities that people find entertaining.
- 16.63 Busking is generally not licensable under the 2003 Act as:
- it often occurs in a place that is not a premises made available (at least in part) for the purposes of providing entertainment³⁸;

³⁷ And as such, the music entertainment needs to be authorised under the 2003 Act. This would include music during a Greco-Roman or freestyle wrestling entertainment. While, depending on the circumstances, the Greco-Roman or freestyle wrestling may, or may not be licensable, it is still within the 'description' of a 'wrestling entertainment'.

³⁸ See paragraph 16.3

- the entertainment is usually incidental to another activity, such as shopping or sightseeing, as there are few circumstances in which anyone would go out specifically to watch buskers; and
- any unamplified live music is not licensable between 08.00 and 23.00³⁹.

16.64 Local authorities may have policies on busking, including codes of conduct or permit regimes and occasionally byelaws and legislation specific to a local authority – although many localities have no policy or restrictions.

Incidental film

16.65 An exhibition of a film within the meaning of paragraph 15 of Schedule 1 to the 2003 Act is not regulated entertainment if it is ‘incidental’ to another activity “which is not itself a description of entertainment falling within paragraph 2” of Schedule 1 to the 2003 Act.

16.66 The incidental film exemption can apply to an indoor sporting event or a performance of a play or dance for which no licence is required as it takes place between 08.00 and 23.00 on the same day before an audience which does not exceed the relevant limit. Such activities would no longer be a description of entertainment within the meaning of paragraph 2 of Schedule 1 to the 2003 Act. This means that, while any exhibition of moving pictures cannot be incidental to a boxing or wrestling entertainment, such film displays may be within the scope of the incidental film exemption for an indoor sporting event or performance of a play or dance for which no licence is required.

16.67 Whether or not an exhibition of moving pictures is “incidental” to another activity will depend on the facts of each case. In considering whether or not film is incidental, one relevant factor could be whether, against a background of the other activities already taking place, the addition of an exhibition of moving images will create the potential to undermine the promotion of one or more of the four licensing objectives of the 2003 Act. This would mean that if the BBFC or the relevant licensing authority has given an age rating to a film, video, or music video, then to qualify for the “incidental film” licensing exemption, the admission of children to the premises will need to be restricted in accordance with the appropriate age rating. But that is one aspect of one relevant factor. Other factors to consider in assessing whether film is incidental might include some or all of the following:

- Is the film the main, or one of the main, reasons for people attending the premises and being charged?
- Is the film advertised as the main attraction?
- Does the screening of the film predominate over other activities, or could it be described as ‘background’ images?
- Does the appearance of moving pictures within another entertainment activity, for which no licence is required (e.g. a performance of a play or dance⁴⁰), undermine the promotion of the licensing objectives?

16.68 In any disputed case, it will be for the licensing authority initially and, ultimately, for the courts to consider whether film is “incidental” in the individual circumstances of any case.

³⁹ See paragraph 16.28

⁴⁰ See paragraph 16.34

Entertainment activity provided as part of childcare

- 16.69 Entertainment activity that is provided as part of childcare will generally not be licensable. This includes entertainment activity in a nursery or private home. In addition, paragraph 5 of Schedule 1 to the 2003 Act includes a licensing exemption for an exhibition of a film where the main purpose is to provide education. Education will generally include all forms of pre-school child and day care. Furthermore, an exhibition of a film, or the playing of live or recorded music, will generally be incidental to the activity of childcare and so the incidental music and film exemption in paragraph 7 of Schedule 1 will also apply. This will generally be the case for any entertainment activity organised as part of wraparound childcare, including breakfast clubs, after school clubs or holiday clubs linked to the child's school or based in the local community.

Other Licensing regimes

Copyright

- 16.70 The deregulation of licensing for the provision of entertainment under the 2003 Act does not remove the requirement for licences for the use of copyright works. Entertainment activities as described in paragraph 16.2 may require music and screening licences for example. The acquisition of such licences will make the entertainment compliant with the Copyright, Designs and Patents Act 1988.

Leafletting

- 16.71 The deregulation of entertainment licensing does not remove the prohibition on the unauthorised distribution of free printed matter in an area that has been designated under Schedule 3A of the Environmental Protection Act 1990. The organisers of the event or entertainment may need to obtain consent from the relevant principal litter authority before giving out free printed promotional material (leaflets, flyers, cards etc.) in a public place in certain areas.

Child performers

- 16.72 Child performance legislation requires that a licence must be obtained from a child's home local authority before a child can take part in certain types of performance and activities. A licence may be required whether or not any payment is made for the child to perform. The deregulation of entertainment licensing does not alter the regulations on when children can take part in performances.

17. Early morning alcohol restriction orders

General

- 17.1 This chapter provides guidance to licensing authorities about Early Morning Alcohol Restriction Orders ("EMROs"). The power conferred on licensing authorities to make, vary or revoke an EMRO (or propose to take any of these steps) is set out in sections 172A to 172E of the 2003 Act. The exercise of the licensing authority's functions may be delegated by its committee to a sub-committee, other than the decision to make, vary or revoke an EMRO (which is exercised by its full council). This power enables a licensing authority to prohibit the sale of alcohol for a specified time period between the hours of 12am and 6am in the whole or part of its area, if it is satisfied that this would be appropriate for the promotion of the licensing objectives.



East Cambridgeshire District Council

Licensing Act 2003

STATEMENT OF LICENSING POLICY



Effective: 24 February 2026

- 1.48 The Licensing Authority considers that Trade Associations, Trade Unions and residents and Tenants' Associations qualify as "other persons" where they can demonstrate that they represent persons in paragraph 1.41.
- 1.49 The Licensing Authority will not generally view these bodies as an "other person" unless they have a member who can be classed as an "other person".
- 1.50 The Licensing Authority will generally require written evidence that a person is authorised to represent an "other person" in any case other than that mentioned in paragraph 1.47 above.

Representations

- 1.51 Any Responsible Authority or "other person" may make relevant representations on applications for the grant or variation or minor variation of a premises licence or club premises certificate and request reviews of licences or certificates that have been granted.
- 1.52 A representation will only be 'relevant' if it relates to the likely effect of the grant of the licence on the promotion of at least one of the four licensing objectives. In addition, in the case of a representation submitted by an "other person", the representation must not be frivolous or vexatious.
- 1.53 The Licensing Authority is required under the Licensing Act 2003 (Hearings) Regulations 2005 to provide the applicant with copies of the relevant representations that have been made, including the name and address of the person who submitted it. Unless a person making a representation can satisfy the Licensing Authority that there are exceptional reasons as to why their name and address should not be made public (in which case some or all of their details may be withheld), these details will be released. Due to this "other persons" may wish to approach a responsible authority or ward councillor with their concerns.
- 1.54 In all cases, applicants and those making representations that are genuinely aggrieved by a decision of the Licensing Committee are entitled to appeal to the Magistrates' Court against the decision of the committee.
- 1.55 Where the Responsible Authorities or an "other person" does not raise any relevant representations about the application made to the Licensing Authority, the Licensing Authority will grant the premises licence or club premises certificate subject only to conditions that are consistent with the operating schedule and any mandatory conditions prescribed by the Licensing Act 2003.

Conditions

- 1.56 Licensing is about the appropriate control of licensed premises, qualifying clubs, temporary events and the people who manage them or hold personal licences within the terms of the 2003 Act.
- 1.57 The Licensing Authority may not impose any conditions unless its discretion has been engaged following the making of relevant representations, or in the case of a temporary event notice relating to an event being held on a licensed

premises where an objection notice is received, and it has been satisfied at a hearing that it's appropriate to impose conditions due to the representations/ objection notice raised. It may then only impose such conditions as are appropriate to promote the licensing objectives arising out of consideration of the representations/ objection notice.

- 1.58 The Licensing Authority actively promotes the benefits of partnership working between the Council and local businesses to enhance business operations and thereby achieves the community benefits of minimisation of waste, enhancement of the street scene, promotion of community safety, reduction of the fear of crime and the encouragement of tourism and inward investment.
- 1.59 To maximise the efficiency of administering licences and reduce the necessity for hearings, the Licensing Authority will actively encourage applicants and clubs to consult with Responsible Authorities and seek professional guidance from Council services, when operating schedules are being prepared to allow for proper liaison to take place in such areas as noise reduction, CCTV, refuse and litter, etc., to avoid representations being necessary. The Licensing Authority accepts that while some applicants may find it useful to contact the Responsible Authorities and Council services for advice and professional assistance, others will not need to do so, and that applications cannot be refused on the basis that such consultation has not taken place.
- 1.60 Where relevant representations are made, the Licensing Authority will weigh up all the evidence and determine the application with the requirement to uphold the licensing objectives at the front of their minds.
- 1.61 Any conditions arising from the operating schedule or as a result of representations will focus primarily upon the direct impact of the activities taking place at licensed premises on those attending the premises and members of the public living, working or otherwise engaged in normal activity in the area concerned and will cover matters that are within the control of individual licensees.
- 1.62 The Licensing Authority acknowledges that the licensing function cannot be used for the general control of the anti-social behaviour of individuals once they are beyond the direct control of the licensee of any premises concerned. However, other mechanisms may be utilised, where appropriate, to tackle unruly or unlawful behaviour of consumers when beyond the control of the individual, club or business holding the licence, certificate or authorisation concerned. These could include
- planning controls
 - positive measures by the Council to create a safe and clean town environment in partnership with local businesses, transport **operators**, etc.
 - the provision of CCTV surveillance in town centres, ample taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols
 - powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly

- police enforcement of the general law concerning disorder, anti-social behaviour and ASBOs, including the issuing of fixed penalty notices for disorder, making dispersal orders, etc.
- the prosecution of any personal licence holder or member of staff at such premises who is selling alcohol to people who are drunk
- the confiscation of alcohol from children and adults in designated areas
- police and/or local authority powers to close down instantly for up to 24 hours any licensed premises or temporary events on grounds of disorder, the likelihood of disorder or noise emanating from the premises causing a nuisance
- the power of the police, other responsible authorities or a local resident or business to seek a review of the licence or certificate in question.

- 1.63 If an applicant volunteers a prohibition or restriction in his/her operating schedule because his/her own risk assessment has determined such prohibition or restriction to be appropriate, such volunteered prohibitions or restrictions will become conditions attached to the licence or certificate and will be enforceable as such. The Licensing Authority reserves the legal right to amend the wording of offered prohibitions or restrictions to ensure they are clear and enforceable, but will ensure that the amended wording does not go beyond the original offering.
- 1.64 The Licensing Authority recognises that all applications should be considered on an individual basis and any condition attached to such a licence will be tailored to each individual premises, to avoid the imposition of disproportionate and other burdensome conditions on those premises. Standard conditions, other than mandatory conditions, will, therefore, be avoided and no condition will be imposed that cannot be shown to be appropriate for promotion of the licensing objectives.

Delegation of Functions

- 1.65 One of the major principles underlying the Licensing Act 2003 is that the licensing functions contained within the Act should be delegated to an appropriate level so as to ensure speedy, efficient and cost effective service delivery.
- 1.66 The Authority is committed to the principle of delegating its powers to ensure that these objectives are met and has arranged for its licensing functions to be discharged in accordance with the Guidance issued by the Secretary of State, the Council's Constitution and procedures laid down for good governance.
- 1.67 In determining applications where the Licensing Authority has acted as a responsible authority, there will be a clear separation of responsibilities to ensure procedural fairness and eliminate conflicts of interest. This will be achieved by allocating distinct functions to different Officers within the authority, so the Officer presenting the report to the Sub-Committee and advising the Members will be a different individual to the Officer who is acting as the responsible authority. The Officer acting as the responsible authority will not be involved in the decision making process.

3.0 LICENSING OBJECTIVES

- 3.1 The following sections set out the Licensing Authority's Policy relating specifically to the four licensing objectives
- the prevention of crime and disorder
 - public safety
 - the prevention of public nuisance
 - the protection of children from harm.
- 3.2 In each section relating to the objectives, the Licensing Authority has defined its intended outcome in bold type. Each section then lists the influencing factors on the achievement of that objective but, because of the wide variety of premises and activities to which this policy applies, the lists provided are not exhaustive. **Applicants should know their premises best and will be expected to address all aspects relevant to the individual style and characteristics of their premises and events.**
- 3.3 Further, in each section, a list of possible control measures is provided, to be of assistance to applicants, but again is not intended to be an exhaustive list. Many control measures achieve more than one objective but have not necessarily been listed under each objective. Similarly, applicants will not be required to mention a control measure more than once in their operating schedule.
- 3.4 **The selection of control measures, referred to in 3.3 above, should be based upon a risk assessment of the premises, events, activities and the customers expected to attend (e.g. their age, number, etc.).** Whilst the Licensing Authority cannot require such risk assessments to be documented (other than where required by other legislation), it considers such documentation to be good practice and a useful tool in the instruction and training of staff, as well as a sound basis for review by the licence holder, in the event of requiring to make application for variation or in response to changing circumstances/conditions at the premises.
- 3.5 Additional measures may be appropriate on an occasional or specific basis such as when a special event (e.g. popular live band) or promotion (e.g. during major sporting occasions) is planned, which is intended, or likely, to attract larger audiences and/or audiences of a different nature, and which can have a significant impact upon the achievement of the licensing objectives. **Reference must be made in an applicant's operating schedule, where applicable, to such occasions and the additional measures that are planned to achieve the licensing objectives.**
- 3.6 The Licensing Authority considers the effective and responsible management of the premises, instruction, training/awareness and supervision of staff and the adoption of best practice to be amongst the most essential control

measures for the achievement of all the licensing objectives. **For this reason, these elements should be specifically considered and addressed within an applicant's operating schedule.**

3.7 In addition, the occupancy capacity for premises, and events as appropriate, is also considered to be an essential factor in achieving the four licensing objectives (except in respect of premises licensed for the consumption of food and/or alcohol off the premises). **The Licensing Authority will expect the issue of occupancy capacity to be considered and addressed, where necessary, within an applicant's premises risk assessment.**

3.8 The design and layout of premises are important in determining capacity, as is the availability and size of exits within recommended travel distances. Other factors should also be considered when assessing the appropriate capacity for premises or events. These could include

- the nature of the premises or event
- the availability of alcohol treatment services to the premises or event
- the nature of the licensable activities being provided
- the provision or removal of such items as temporary structures, such as a stage, or furniture
- the number of staff available to supervise customers both ordinarily and in the event of an emergency
- the age of the customers
- the attendance by customers with disabilities or whose first language is not English
- availability of suitable and sufficient sanitary accommodation
- nature and provision of facilities for ventilation
- provision of seating
- retention of room divisions to minimise the effect of any disorderly activity
- use of separate areas in single-room pubs to minimise the effect of any disorderly activity.

3.9 The agreement to a capacity for premises or events should not be interpreted as a requirement to also provide permanent monitoring arrangements such as door staff, attendance clickers or maintenance of attendance records. The Licensing Authority recognises that the person in charge at the premises can often readily assess the occupancy level of the premises without resort to such measures. **However, where the capacity is likely to be reached (such as on known busy evenings) and particularly where a special event or promotion is planned, the applicant will be expected to implement additional arrangements that will be put in place to ensure that the capacity of the premises is not exceeded.**

4.0 PREVENTION OF CRIME AND DISORDER

- 4.1 East Cambridgeshire District Council is committed to improving further the quality of life for the people of the District by continuing to reduce crime and the fear of crime.
- 4.2 Section 17 of the Crime and Disorder Act 1998 introduced a wide range of measures for preventing crime and disorder and imposed a duty upon East Cambridgeshire District Council, Cambridgeshire Police, Cambridgeshire County Council and others to consider crime and disorder reduction in the exercise of all their duties. The Licensing Act 2003 reinforces this duty for local authorities.
- 4.3 The promotion of the licensing objective to prevent crime and disorder places a responsibility on licence holders to become key partners in achieving this objective. **Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to reduce or prevent crime and disorder on and in the vicinity of their premises, relevant to the individual style and characteristics of their premises and events.**
- 4.4 When addressing the issue of crime and disorder, the applicant should demonstrate that those factors that impact upon crime and disorder have been considered. These could include
- under-age drinking
 - drunkenness on premises
 - public drunkenness
 - drugs
 - violent behaviour
 - anti-social behaviour.
 - alcohol pricing, and marketing
- 4.5 The following examples of good management practice are given to assist applicants who may wish to take account of them when preparing their operating schedule, having regard to their particular type of premises and/or activities:
- effective and responsible management of premises
 - training and supervision of staff
 - adoption of best practice guidance (e.g. licensing trade voluntary codes of practice, including those relating to drinks promotions)
 - acceptance of accredited 'proof of age' cards e.g. PASS, locally approved 'proof of age' cards e.g. 'Prove It' and/or 'new type' UK driving licences with photographic ID
 - provision of effective CCTV in and around premises (e.g. CCTV systems may need to be checked to ensure they are fit for purpose, the evidential quality of the images provided may need to comply with the Home Office

Scientific Development Branch Guidance on Public Space CCTV Systems, there may be a requirement for the system to be compatible to and connected to the Streetsafe East Cambridgeshire CCTV Control Room for the purposes of monitoring and recording if on the public highway)

- employment of Security Industry Authority licensed door supervisors
- provision of toughened or plastic drinking vessels
- provision of secure, deposit boxes for confiscated items ('sin bins')
- provision of security measures, such as lighting outside premises
- membership of local 'Pubwatch' schemes or similar organisations.

4.6 Within the operating schedule for premises from which alcohol will be sold, the premises licence holder must specify a personal licence holder as the 'Designated Premises Supervisor' (DPS). The Licensing Authority will normally expect the premises licence holder to give the DPS the day-to-day responsibility for running the premises. Although there is no legal obligation for the DPS to be on the premises at all times, the Licensing Authority acknowledges that the premises licence holder and the DPS, in particular with regard to the sale of alcohol, remain responsible at all times, including in their absence from the premises, for compliance with the terms of the Licensing Act 2003 and conditions attached to the premises licence to promote the licensing objectives. In addition to the DPS holding a personal licence, the Licensing Authority would strongly encourage the DPS to undergo additional training and to have experience commensurate with the nature and style of entertainment provided and the capacity of the premises.

4.7 Whilst the Licensing Act 2003 requires each sale of alcohol to be made or authorised by a personal licence holder, there is no requirement for every sale to be made by a personal licence holder or for them to be personally present at every transaction. In determining whether real authorisation is given, the Guidance issued by the Secretary of State encourages the practice of an overt act of authorisation, such as a specific written statement being given by personal licence holders to persons not holding a personal licence to make sales of alcohol in their absence.

4.8 Certain temporary events are not required to be licensed but can be notified to the Licensing Authority using the Temporary Event Notice procedure. However, depending upon the nature and location of such events, these can have serious crime and disorder implications. Organisers of these events are encouraged to submit their notification as soon as reasonably practicable, giving at least ten clear working days, or five clear working days (Late TENs) minimum statutory notice, to enable the police, and environmental health to consider them. The Licensing Authority acknowledges that 'working days notice' means working days exclusive of the day on which the event is to start and exclusive of the day on which the notice is given.

5.0 PUBLIC SAFETY

- 5.1 East Cambridgeshire District Council is committed to ensuring that the safety of any person visiting or working in licensed premises is not compromised. **To this end, applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to ensure public safety, relevant to the individual style and characteristics of their premises and events.**
- 5.2 When addressing the issue of public safety, an applicant must demonstrate that those factors that impact upon the standards of public safety have been considered. These could include
- the occupancy capacity of the premises
 - the age, design and layout of the premises, including means of escape in the event of fire
 - the nature of the licensable activities to be provided, in particular the sale or supply of alcohol, and/or the provision of music and dancing and including whether those activities are of a temporary or permanent nature
 - the hours of operation (differentiating the hours of opening from the hours when licensable activities are provided, if different)
 - customer profile (e.g. age, disability)
 - the use of special effects such as lasers, pyrotechnics, smoke machines, foam machines, etc.
- 5.3 The following examples of good management practice are given to assist applicants who may wish to take account of them when preparing their operating schedule, having regard to their particular type of premises and/or activities:
- suitable and sufficient risk assessments
 - effective and responsible management of premises
 - provision of a sufficient number of people employed or engaged to secure the safety of the premises and patrons
 - appropriate instruction, training and supervision of those employed or engaged to secure the safety of the premises and patrons
 - adoption of best practice guidance (e.g. licensing trade voluntary codes of practice, including those relating to drinks promotions)
 - provision of effective CCTV in and around premises (e.g. CCTV systems may need to be checked to ensure they are fit for purpose, the evidential quality of the images provided may need to comply with the Home Office Scientific Development Branch Guidance on Public Space CCTV Systems, there may be a requirement for the system to be compatible to and connected to the Streetsafe East Cambridgeshire CCTV Control Room for the purposes of monitoring and recording if on the public highway)
 - provision of toughened or plastic drinking vessels
 - implementation of crowd management measures

- proof of regular testing (and certification where appropriate) of procedures, appliances, systems etc. pertinent to safety.

5.4 Counter terrorism and public safety

In accordance with The Terrorism (Protection of Premises) Act 2025, licensed premises are required to implement appropriate measures to mitigate the risk of terrorism. This includes conducting thorough risk assessments to identify potential threats and vulnerabilities, and adopting security measures such as enhanced physical security, staff training, and emergency planning. Premises must also coordinate with local law enforcement and adhere to guidelines provided by the Security Industry Authority. Ensuring the safety and security of patrons is paramount, and these measures are essential to protect the public from the threat of terrorism.

6.0 PREVENTION OF PUBLIC NUISANCE

- 6.1 Licensed premises have a significant potential to impact adversely upon communities through public nuisances that arise from their operation. East Cambridgeshire District Council wishes to maintain and protect the amenity of residents and other businesses from the potential consequence of the operation of licensed premises, whilst recognising the valuable cultural, social and business importance that such premises provide.
- 6.2 The Licensing Authority intends to interpret “public nuisance” in its widest sense and takes it to include such issues as noise, light, odour, litter and anti-social behaviour, where these matters impact upon those living, working or otherwise engaged in normal activity in an area.**
- 6.3 Applicants need to be clear that the Licensing Authority will normally apply stricter conditions, including controls on licensing hours, where licensed premises are in residential areas and where relevant representations have been received. Conversely, premises for which it can be demonstrated have effective measures planned to prevent public nuisance may be suitable for 24-hour opening.
- 6.4 In the case of shops, stores and supermarkets selling alcohol, the Licensing Authority will normally permit the hours during which alcohol is sold to match the normal trading hours unless there are exceptional reasons relating to disturbance or disorder.
- 6.5 Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to prevent public nuisance, relevant to the individual style and characteristics of their premises and events.**
- 6.6 When addressing the issue of prevention of public nuisance, the applicant must demonstrate that those factors that impact on the likelihood of public nuisance have been considered. These may include
- the location of premises and proximity to residential and other noise sensitive premises, such as hospitals, hospices and places of worship
 - the hours of opening, particularly between 23.00 and 07.00
 - the nature of activities to be provided, including whether those activities are of a temporary or permanent nature and whether they are to be held inside or outside premises
 - the design and layout of premises and, in particular, the presence of noise-limiting features
 - the occupancy capacity of the premises
 - the availability of public transport
 - ‘wind down period’ between the end of the licensable activities and closure of the premises
 - last admission time.

6.7 The following examples of control measures are given to assist applicants who may need to take account of them in their operating schedule, having regard to their particular type of premises and/or activities:

- effective and responsible management of premises
- appropriate instruction, training and supervision of those employed or engaged to prevent incidents of public nuisance, e.g. to ensure customers leave quietly
- control of operating hours for all or parts (e.g. garden areas) of premises, including such matters as deliveries
- adoption of best practice guidance (e.g. licensing trade voluntary codes of practice, including those relating to drinks promotions)
- installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices
- management of people, including staff, and traffic (and resulting queues) arriving and leaving premises
- liaison with public transport providers
- siting of external lighting, including security lighting
- management arrangements for collection and disposal of litter
- effective ventilation systems to prevent nuisance from odour.

7.0 PROTECTION OF CHILDREN FROM HARM

- 7.1 The protection of children from harm is a most important issue. It is hoped that family-friendly premises will thrive but the risk of harm to children remains a paramount consideration when determining applications.
- 7.2 The general relaxation in the Licensing Act giving accompanied children greater access to licensed premises is a positive step, aimed at bringing about a social change in family-friendly leisure. Clearly, this relaxation places additional responsibilities upon licence holders. However, it is also recognised that parents and others accompanying children also have responsibilities.
- 7.3 The protection of children from harm includes the protection of children from moral, psychological and physical harm. Potential harm can come from interactions with other persons, and from the broadcast of media such as, the exhibition of films, or the transmission of live broadcast programmes or social media whilst on licensed premises.
- 7.4 The Licensing Authority considers that, on the one hand, there should be no presumption of giving children access or, on the other hand, no presumption of preventing their access to licensed premises. The Licensing Authority has no intention of imposing conditions requiring the admission of children and where no licensing restriction is appropriate, admission of children will remain entirely a matter for the discretion of the individual licensee or club, or person who has given a temporary event notice, subject to compliance with the general provisions of the 2003 Act.
- 7.5 Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to protect children from harm, relevant to the individual style and characteristics of their premises and events.**
- 7.6 Whilst children may be protected adequately from harm by the action taken to protect adults, they may also need special consideration and no policy can anticipate every situation. When addressing the issue of protecting children from harm, the applicant must demonstrate that those factors that impact upon harm to children have been considered. Areas that will give particular concern in respect of children include
- where entertainment or services of an adult or sexual nature are commonly provided
 - where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with evidence of under-age drinking
 - where there's a known association with drug taking or dealing
 - where there's a known association with the provision of illicit goods

- where the premises or event supplying alcohol is in close proximity to services where young and/or vulnerable persons may frequent
- where there is a strong element of gambling on the premises, and
- where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.

7.7 The following examples of control measures are given to assist applicants and are considered to be amongst the most essential that applicants should take account of in their operating schedule, having regard to their particular type of premises and/or activities:

- effective and responsible management of premises
- provision of a sufficient number of people employed or engaged to secure the protection of children from harm
- appropriate instruction, training and supervision of those employed or engaged to secure the protection of children from harm
- adoption of best practice guidance (e.g. licensing trade voluntary codes of practice, including those relating to drinks promotions)
- avoiding alcohol branding that is targeted at young persons, such as alcopops
- limitations on the hours when children may be present, in all or parts of the premises
- limitations or exclusions by age when certain activities are taking place
- imposition of requirements for children to be accompanied by an adult
- acceptance of PASS accredited 'proof of age' cards and/or 'new type' UK driving licences with photographic ID
- measures to ensure that children do not purchase, acquire or consume alcohol
- measures to ensure that children are not exposed to incidences of violence or disorder.

These examples can be adopted in any combination.

7.8 **In the case of film exhibitions, the Licensing Authority will expect licence and certificate holders and those who have given notice of a temporary event within the terms of the 2003 Act to implement measures that restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification or East Cambridgeshire District Council. In the case of a film exhibition that has not been classified by the BBFC, the Licensing Authority will expect the licensee to submit the media to the Authority for approval, and conduct an assessment of the suitability of the film for exhibition to children and to implement measures that restrict viewing by children if appropriate.**

7.9 If considered appropriate, the Licensing Authority may require that adult supervisors be checked for suitability to work with children.

7.10 The Licensing Authority will rarely impose complete bans on access to children. In exceptional circumstances, conditions restricting access or excluding children completely may be considered appropriate.