

# Agenda

## Licensing sub-committee

Date: **Monday 15 January 2018**

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Time: **2.00 pm**

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Place: **Committee Room 1, The Shire Hall, St Peter's Square,  
Hereford, HR1 2HX**

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Notes: Please note the time, date and venue of the meeting.

For any further information please contact:

**Caroline Marshall, Governance Services**

Tel: 01432 260249

Email: [caroline.marshall3@herefordshire.gov.uk](mailto:caroline.marshall3@herefordshire.gov.uk)

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If you would like help to understand this document, or would like it in another format, please call Caroline Marshall, Governance Services on 01432 260249 or e-mail [caroline.marshall3@herefordshire.gov.uk](mailto:caroline.marshall3@herefordshire.gov.uk) in advance of the meeting.

# **Agenda for the meeting of the licensing sub-committee**

## **Membership**

Councillor DW Greenow (Chairman)

Councillor A Seldon

Councillor EJ Swinglehurst

## Agenda

	Pages
<b>1. APOLOGIES FOR ABSENCE</b>	
To receive apologies for absence.	
<b>2. NAMED SUBSTITUTES (IF ANY)</b>	
To receive any details of Members nominated to attend the meeting in place of a Member of the committee.	
<b>3. DECLARATIONS OF INTEREST</b>	
To receive any declarations of interest by Members in respect of items on the agenda.	
<b>4. APPLICATION FOR A VARIATION OF A PREMISES LICENCE IN RESPECT OF: THE LION HOTEL, HIGH STREET, LEINTWARDINE, SY7 0JZ - LICENSING ACT 2003</b>	9 - 88
To consider an application for a variation of a premises licence in respect of 'The Lion Hotel, High Street, Leintwardine. SY7 0JZ'.	



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- Inspect agenda and public reports at least five clear days before the date of the meeting.
- Inspect minutes of the Council and all Committees and Sub-Committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
- Access to a public Register stating the names, addresses and wards of all Councillors with details of the membership of Cabinet and of all Committees and Sub-Committees.
- Have a reasonable number of copies of agenda and reports (relating to items to be considered in public) made available to the public attending meetings of the Council, Cabinet, Committees and Sub-Committees.
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**SHIRE HALL, ST PETERS SQUARE, HEREFORD HR1 2HX.**

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Do not delay your vacation of the building by stopping or returning to collect coats or other personal belongings.

## Licensing Hearing Flowchart









<b>Meeting:</b>	<b>Licensing sub committee</b>
<b>Meeting date:</b>	<b>Monday 15 January 2017</b>
<b>Title of report:</b>	<b>Application for a variation of a premises licence in respect of: The Lion Hotel, High Street, Leintwardine, SY7 0JZ – Licensing Act 2003</b>
<b>Report by:</b>	<b>Licensing Officer</b>

## Classification

Open

## Key Decision

This is not an executive decision.

## Wards Affected

Mortimer Ward

## Purpose

To consider an application for a variation of a premises licence in respect of 'The Lion Hotel, High Street, Leintwardine. SY7 0JZ'.

## Recommendation

**THAT:**

**The sub-committee determine the application with a view to promoting the licensing objectives in the overall interests of the local community. They should give appropriate weight to:**

- **The steps that are appropriate to promote the licensing objectives,**
- **The representations (including supporting information) presented by all parties,**
- **The guidance issued to local authorities under Section 182 of the Licensing Act 2003, and**
- **Herefordshire Council statement of licensing policy 2015-2020.**

## Options

1. There are a number of options open to the sub-committee:
  - (a) to modify the conditions of the licence;
  - (b) to reject the whole or part of the application;

and for this purpose the conditions of the licence are modified if any of them is altered or omitted or any new condition is added.

## Reasons for Recommendations

2. Ensures compliance with the Licensing Act 2003.

## Key Considerations

### Licence Application

3. The application (appendix 1) for a variation of the premises licence has received representation and is brought before the committee for determination.
4. The details of the application are:

Applicant	The Radnor Hills Mineral Water Co. Ltd.	
Agent	Nick Semper, Semper Fidelis Consultancy, Rural Enterprise Centre, Vincent Carey Road, Rotherwas Business Park, Hereford , HR2 6FE	
Type of application: Variation	Date received: 16 November 2017	28 days consultation ended 13 December 2017

### Summary of Application

5. The application requests a variation to the premises licence to add Plays to the licensable activities, as well as amend some of the existing timings for those licensable activities already shown on the licence.

The application requests Plays (indoors/outdoors) be authorised:

Sunday -Thursday 08:00-24:00  
Friday -Saturday 08:00-02:00

6. The application requests that the hours be amended to those shown for the following licensable activities:

Films (Indoors/Outdoors), Indoor Sporting Events  
All days 08:00-00:30

Live Music, Recorded Music, Anything Similar to regulated Entertainment (indoors/outdoors), Sale/Supply of Alcohol (on and off the premises):

Sunday – Thursday 08:00-00:00  
Friday -Saturday 08:00-02:00

Late Night Refreshment (Indoors/Outdoors)

Sunday – Thursday 23:00 – 00:00

Friday – Saturday 23:00 - 02:00

#### Non-Standard Timings

Sunday before Bank Holidays and all Bank Holidays (excluding Christmas Day)  
08:00 – 02:00

New Year's Eve from the end of licensable activities until the start of licensable activities  
New Year's Day

7. In addition the applicant requests that the premises licence be allowed to authorise a maximum of 6 events per calendar year of 500-2000 people in the outside area.
8. The applicant requests that all existing conditions shown on the licence be removed and replaced with conditions which will apply for events of less than 500 people and a further set of conditions for events where more than 500 people will be in attendance.

#### Current Licence

9. The current licence (appendix 2) authorises the following licensable activities during the hours shown:

An exhibition of a film; An indoor sporting event  
Monday-Sunday: 11:00 - 00:30

A performance of live music; Any playing of recorded music; Other regulated entertainment; Making music (Indoor & Outdoor)  
Monday-Sunday: 11:00 - 23:00

Provision of late night refreshment  
Monday-Sunday: 23:00 - 00:00

Sale by retail of alcohol  
Monday-Sunday: 11:00 - 00:00

Non standard timings:  
Sale by retail of alcohol; Provision of live and recorded music  
New Year's Eve 1100 - 00:00 New Year's Day

#### Summary of Representations

10. Two (2) representations (environmental protection - appendix 3, trading standards – appendix 4), have been received from the responsible authorities. The representation from environmental protection has asked for conditions to be placed on the licence which have yet to be agreed. Trading standards representations have been agreed with the applicant. Six (6) public representations have been received, with five (5) being accepted and one being rejected (appendices 5-9).
11. A summary of the current licensed hours against the proposed licensed hours is attached at appendix 10, together with a summary of the proposed and existing

conditions (appendix 11).

## **Community Impact**

12. Any decision is unlikely to have any significant effect of the local community.

## **Equality duty**

13. This report has human rights implications for both the premises licence holder and the residents from the local neighbourhood. Any of the steps outlined in section 1 of this report may have financial implications for a licensee's business and livelihood and/or may have impact upon the day to day lives of residents living in close proximity to the premises.
14. Article 8(i) of the European Convention of Human Rights provides that everyone has the right to respect for his/her private and family life and his/her home (which includes business premises). This right may be interfered with by the council on a number of grounds including the protection of rights and freedoms of others. The First Protocol – Article 1 – also provides that every person is entitled to the peaceful enjoyment of his possessions and shall not be deprived of his possessions except in the public interest and conditions provided for by law. Members must accordingly make a decision which is proportionate to the hearing and endeavour to find a balance between the rights of the applicant, residents and the community as a whole.
15. There are not considered to be any equalities implications arising from this report.

## **Financial implications**

16. There are unlikely to be any financial implications for the authority at this time.

## **Legal Implications**

17. The licensing authority must have regard to the promotion of the four licensing objectives namely; the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm in exercising its functions under the Licensing Act 2003. Further regard should be had to the statutory guidance under Section 182 of the Act and the council's own statement of licensing policy.
18. The options available to the licensing authority on considering this application under the Licensing Act 2003 are set out in section 1 of this report.
19. The case of Daniel Thwaites Plc v Wirral Borough Magistrates' Court (Case No: CO/5533/2006) at the High Court of Justice Queen's Bench Division Administrative Court on 6 May 2008, [2008] EWHC 838 (Admin), 2008 WL 1968943, Before the Honourable Mrs Justice Black.
20. In this case it was summed up that: -  
  
A licensing authority must have regard to guidance issued by the Secretary of State under section 182. Licensing authorities may depart from it if they have reason to do so but will need to give full reasons for their actions.
21. Furthermore the Thwaites case established that only conditions should be attached to a licence with a view to promoting the licensing objectives and that 'real evidence' must be presented to support the reason for imposing these conditions. It should be

noted that hearsay evidence is admissible in the context of making decisions on licensing matters.

22. This judgement is further supported in the case of *The Queen on the Application of Bristol Council v Bristol Magistrates' Court*, CO/6920/2008 High Court of Justice Queen's Bench Division The Administrative Court, 24 February 2009, [2009] EWHC 625 (Admin) 2009 WL 648859 in which it was said:

'Licensing authorities should only impose conditions which are necessary and proportionate for the promotion for licensing objectives'.

23. In addition to this it was stated that any condition attached to the licence should be an enforceable condition.

## **Right of Appeal**

20. There is a right of appeal to the Magistrates Court within 21 days of being notified in writing of the decision

## **Risk Management**

21. There is little risk associated with the decision at this time as the legislation allows a right of appeal to the Magistrates Court within a period of 21 days of being notified of the decision in writing.

## **Consultees**

22. All responsible authorities and members of the public living within Herefordshire.

## **Appendices**

- Appendix 1 Application for a variation of a premises licence
- Appendix 2 Current premise licence
- Appendix 3 Environmental protection representation
- Appendix 4 Trading standards representation
- Appendix 5-9 Public representations
- Appendix 10 Summary of current licensed hours v proposed.
- Appendix 11 Summary of proposed and existing conditions

## **Background Papers**

The Section 182 guidance and the council's statement of licensing policy.





**Herefordshire**  
**Application to vary a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@herefordshire.gov.uk](mailto:licensing@herefordshire.gov.uk)  
 Telephone: 01432 261761

\* required information

**Section 1 of 18**

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

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

Is the applicant's business registered in the UK with Companies House?  Yes  No

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

Registration number

Business name

If the applicant's business is registered, use its registered name.

VAT number

Put "none" if the applicant is not registered for VAT.

Legal status

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Agent Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

An agent that is a business or organisation, including a sole trader

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

A private individual acting as an agent

**Agent Business**

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

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

Is your business registered outside the UK?  Yes  No

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status



*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Business Address**

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 18**

**APPLICATION DETAILS**

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.**

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

\* Premises Licence Number

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

Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Premises Contact Details**

Telephone number

Continued from previous page...

Non-domestic rateable value of premises (£)

8,500

### Section 3 of 18

#### VARIATION

Do you want the proposed variation to have effect as soon as possible?

Yes

No

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?

Yes

No

You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

#### Describe Briefly The Nature Of The Proposed Variation

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.

This Application is to vary the premises licence by:

1. Removing pre-existing/historic public entertainment conditions and replace with conditions that reflect the business approach and will promote the licensing objectives.
  2. Amend existing licensable activities including operating and licensed hours.
  3. Extend the licensable area to the exterior of the premises to allow a maximum of 6 events for between 500 and 2000 people per calendar year.
- Consequently this variation is divided into STANDARD OPERATING (less than 500 persons) and NON-STANDARD OPERATING (500 to 2000 persons) conditions.

### Section 4 of 18

#### PROVISION OF PLAYS

See guidance on regulated entertainment

Will the schedule to provide plays be subject to change if this application to vary is successful?

Yes

No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

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

Continued from previous page...

TUESDAY

Start 08:00

End 00:00

Start

End

WEDNESDAY

Start 08:00

End 00:00

Start

End

THURSDAY

Start 08:00

End 00:00

Start

End

FRIDAY

Start 08:00

End 02:00

Start

End

SATURDAY

Start 08:00

End 02:00

Start

End

SUNDAY

Start 08:00

End 00:00

Start

End

Will the performance of a play take place indoors or outdoors or both?

- Indoors       Outdoors       Both

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

Provide further details here.

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

State any seasonal variations for performing plays.

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

*Continued from previous page...*

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed above, list below.

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

Sunday before Bank Holidays and all Bank Holidays (with the exception of Christmas Day) 08:00 - 02:00hrs.  
New Year's Eve - from the commencement of licensable hours on New Year's Eve to the conclusion of licensable hours on New Year's Day.

## Section 5 of 18

### PROVISION OF FILMS

See guidance on regulated entertainment

Will the schedule to provide films be subject to change if this application to vary is successful?

Yes  No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

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

- Indoors       Outdoors       Both

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

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

State any seasonal variations for the exhibition of film.

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

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

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

Sunday before Bank Holidays and all Bank Holidays (with the exception of Christmas Day) 08:00 - 02:00hrs.  
New Year's Eve - from the commencement of licensable hours on New Year's Eve to the conclusion of licensable hours on New Year's Day.

## Section 6 of 18

### PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

- Yes       No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

Continued from previous page...

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Start  End

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

State any seasonal variations for indoor sporting events.

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

Non-standard timings. Where the premises will be used for indoor sporting events at different times from those listed above, list below.

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

Sunday before Bank Holidays and all Bank Holidays (with the exception of Christmas Day) 08:00 - 02:00hrs.  
New Year's Eve - from the commencement of licensable hours on New Year's Eve to the conclusion of licensable hours on New Year's Day.

**Section 7 of 18**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

Continued from previous page...

See guidance on regulated entertainment

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

Yes  No

**Section 8 of 18**

**PROVISION OF LIVE MUSIC**

See guidance on regulated entertainment

Will the schedule to provide live music be subject to change if this application to vary is successful?

Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

Start

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Start

End

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

Indoors  Outdoors  Both

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

**Continued from previous page...**

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

Live Music is to be both amplified and unamplified.

State any seasonal variations for the performance of live music

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

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

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

Sunday before Bank Holidays and all Bank Holidays (with the exception of Christmas Day) 08:00 - 02:00hrs.  
New Year's Eve - from the commencement of licensable hours on New Year's Eve to the conclusion of licensable hours on New Year's Day.

**Section 9 of 18**

**PROVISION OF RECORDED MUSIC**

See guidance on regulated entertainment

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

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WEDNESDAY

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Continued from previous page...

THURSDAY

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FRIDAY

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Start  End

SATURDAY

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SUNDAY

Start  End

Start  End

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

- Indoors       Outdoors       Both

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

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

Recorded music is, by its very nature, amplified.

State any seasonal variations for playing recorded music.

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

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

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

Sunday before Bank Holidays and all Bank Holidays (with the exception of Christmas Day) 08:00 - 02:00hrs.  
New Year's Eve - from the commencement of licensable hours on New Year's Eve to the conclusion of licensable hours on New Year's Day.

**Section 10 of 18**

**PROVISION OF PERFORMANCES OF DANCE**

See guidance on regulated entertainment

Continued from previous page...

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

Yes  No

**Section 11 of 18**

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

See guidance on regulated entertainment

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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**Continued from previous page...**

Provide a description of the type of entertainment that will be provided.

Making Music as per pre-existing Premises Licence.

Will this entertainment take place indoors or outdoors or both?

Indoors                       Outdoors                       Both

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

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

State any seasonal variations for entertainment.

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

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

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

Sunday before Bank Holidays and all Bank Holidays (with the exception of Christmas Day) 08:00 - 02:00hrs.  
New Year's Eve - from the commencement of licensable hours on New Year's Eve to the conclusion of licensable hours on New Year's Day.

**Section 12 of 18**

**PROVISION OF LATE NIGHT REFRESHMENT**

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

Continued from previous page...

TUESDAY

Start  End

Start  End

WEDNESDAY

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THURSDAY

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Start  End

FRIDAY

Start  End

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SATURDAY

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SUNDAY

Start  End

Start  End

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors       Outdoors       Both

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

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

State any seasonal variations.

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

**Continued from previous page...**

Non standard timings. Where the premises will be used for the provision of late night refreshment at different times from those listed above, list below.

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

Sunday before Bank Holidays and all Bank Holidays (with the exception of Christmas Day) 08:00 - 02:00hrs.  
New Year's Eve - from the commencement of licensable hours on New Year's Eve to the conclusion of licensable hours on New Year's Day.

**Section 13 of 18**

**SUPPLY OF ALCOHOL**

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Continued from previous page...

Will the sale of alcohol be for consumption?

- On the premises       Off the premises       Both

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

State any seasonal variations.

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

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

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

Sunday before Bank Holidays and all Bank Holidays (with the exception of Christmas Day) 08:00 - 02:00hrs.  
New Year's Eve - from the commencement of licensable hours on New Year's Eve to the conclusion of licensable hours on New Year's Day.

**Section 14 of 18**

**ADULT ENTERTAINMENT**

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

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

**Section 15 of 18**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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

Continued from previous page...

WEDNESDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations.

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

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

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

Sunday before Bank Holidays and all Bank Holidays (with the exception of Christmas Day) 08:00 - 02:00hrs.  
New Year's Eve - from the commencement of licensable hours on New Year's Eve to the conclusion of licensable hours on New Year's Day.

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

Removal of ALL conditions under the headings of 'General, Prevention of Crime & Disorder, Public Safety & Agreed' Conditions.  
Replace with a substantial raft of conditions for both 'STANDARD OPERATING' and 'EVENTS of 500 PEOPLE OR MORE' modes.

I have enclosed the premises licence

*Continued from previous page...*

I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

**Section 16 of 18**

**LICENSING OBJECTIVES**

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

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

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

The Promotion of the Licensing Objectives in this Section is addressed in two modes i.e. STANDARD OPERATING and EVENTS of 500 PEOPLE OR MORE.

STANDARD OPERATING mode details the standards and activities to be undertaken whilst the premises is operating in its usual format as per the Model Pool of Conditions and are reproduced below.

EVENTS of 500 PEOPLE OR MORE mode details the standards and activities to be undertaken those occasions when the premises will be used by 500-2000 customers e.g. music weekends, hunt meetings, arts festivals, countryside shows, steam rallies, charitable fundraising balls and the like.

EVENTS of 500 PEOPLE OR MORE: The Premises Licence will allow a maximum of six events each calendar year where attendance is between 500 and 2000 persons. When calculating this number, it will include all staff (whether paid or otherwise) and performers.

The date of each event will be notified to the Safety Advisory Group (SAG) at least two (2) months prior to the event taking place or such lesser period as is agreed by the SAG.

The Premises Licence Holder or a nominated Deputy (in writing) must be on these licensed premises and available to the Responsible Authorities and the Licensing Authority at all times when licensable activities are taking place.

Details of the Premises Licence Holder or his Deputy who is on duty when licensable activities are undertaken shall be recorded, on these premises, at the time. These records shall be made available to the Licensing Authority or a Responsible Authority on demand. Such record shall be kept for a period of 12 months after the end of licensable activities. This information post event must be provided to the Licensing Authority or a Responsible Authority within 24 hours of the request.

At all times there shall be one personal licence holder on these premises for each 2 bars which are open for the sale and supply of alcohol.

A schedule will be provided of details of the personal licence holder who is on duty and their areas of responsibilities when licensable activities are undertaken on these premises at that time. This will be made available to the Licensing Authority and or other responsible authority during the period of the event on demand. Such record shall be kept for a period of 12 months after the end of licensable activities. This information must be provided to the Licensing Authority or a Responsible Authority within 24 hours of the request.

An Event Management Plan (EMP) will be prepared for the location where the event will take place. A draft of the EMP will be produced 2 months prior to the first day of the first event to take place each year and will be submitted to the Licensing Authority and all members of the Safety Advisory Group (SAG). Following consultation with the SAG, the Licensing Authority shall notify the premises licence holder in writing that the draft EMP is acceptable or unacceptable within one calendar month of receipt. Where notification is not received the draft EMP shall be deemed by the Premise Licence Holder



**Continued from previous page...**

to be agreed. The Event shall not take place until the draft Event Management Plan has been agreed by the Licensing Authority in consultation with the SAG. Once agreed no change shall be made to the draft EMP without the agreement of the Licensing Authority. This EMP will be the standard EMP for each event taking place at the site.

The final EMP for each year will be submitted to the Licensing Authority and all the SAG at least 14 days prior to the first day of the first event of each year. No further changes shall take place to this document without the agreement of the SAG.

For the first event of each year an EMP and updates must be provided to the SAG at the same time as they are provided to the responsible authorities and Licensing Authority. The EMP will be a working document providing details of how the Festival is to be conducted and how safety issues, identified in the event risk assessment, are to be addressed. The EMP will include an event risk assessment and provide specific details on the following areas - if assessed required - due to the proposed activities to take place:

- Health and Safety Responsibilities
- Venue and Site Design
- Fire Safety
- Major Incident Planning (Emergency planning)
- Communication
- Crowd Management (including steward and security numbers and their roles)
- Transport
- Management Structures
- Barriers
- Electrical Installations and Lighting
- Food and Alcohol
- Water
- Merchandising and Special Licensing
- Amusements,
- Attractions and Promotional displays
- Sanitary Facilities
- Waste Management
- Sound: Noise and Vibration
- Special Effects, Fireworks and Pyrotechnics
- Camping
- Facilities for People with disabilities
- Medical, Ambulance and First Aid Management
- Information and Welfare
- Children - including Lost Children's Policy
- Performers
- TV and Media

Each event must take place in accordance with the Final agreed EMP. Where subsequent events take place the EMP and where deemed necessary will be updated and provided to the Licensing Authority 14 days prior to the event to take place.

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

**STANDARD OPERATING:**

1. CCTV (IF FITTED) will be provided in the form of a recordable system, capable of providing pictures of EVIDENTIAL QUALITY in all lighting conditions particularly facial recognition.
  - a. Cameras shall encompass all ingress and egress to the premises, fire exits, outside areas, and all areas where the sale/ supply of alcohol occurs.
  - b. Equipment **MUST** be maintained in good working order, be correctly time and date stamped, recordings **MUST** be kept in date order, numbered sequentially and kept for a period of 31 days and handed to Police on demand.
  - c. The Premises Licence Holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in recordable media format, an authorised Herefordshire Trading Standards Officer or the Local Authority on demand.

*Continued from previous page...*

- d. The Recording equipment and tapes/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual. An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant, in the event of any failings actions taken are to be recorded.
  - e. In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Police on contact number '101' immediately.
2. The Premises Licence Holder or DPS or a person nominated by them in writing for the purpose will employ SIA door staff on a risk assessed basis. The risk assessment shall be in writing and shall be made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police.
3. All existing staff shall be trained within one month of the date this condition appears on this licence. All new staff shall be trained within one month of taking up employment. All existing staff to be trained within three months of this condition appearing on this licence. All staff shall be re-trained six monthly thereafter. The training shall include:
- a. Drugs Awareness
  - b. Conflict resolution
  - c. Selling to under age person
  - d. Selling to drunks
  - e. Training records shall be kept on the premises which shall show the area of training covered, the date of the training, the name of the person and shall be signed by the trainer and trainee. This shall be produced to the police, an authorised Herefordshire Trading Standards Officer or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) on demand.
4. A written or electronic register of refusals will be kept including a description of the people who have been unable to provide required identification to prove their age. Such records shall be kept for a period of 12 months. It will be collected and reviewed on a daily basis by the Designated Premises Supervisor and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.
5. An incident log must be kept at the premises. Incident log records will be retained for a period of 12 months from the date it occurred. It will be made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003), an authorised Herefordshire Trading Standards Officer or the Police, which must record the following:
- (a) all crimes (relevant to the licensing objectives) reported to the venue
  - (b) all ejections of patrons
  - (c) any complaints (relevant to the licensing objectives) received
  - (d) any incidents of disorder
  - (e) seizures of drugs or offensive weapons
  - (f) any faults in the CCTV (IF FITTED) system or searching equipment or scanning equipment.
  - (g) any visit by a relevant authority or emergency service
6. No open containers of alcohol will be removed from the licensable area of the premises.
7. When licensed to be open after midnight for licensable activities, there will be no new customer entry to the premises or re entry to the premises after midnight.

EVENTS of 500 PEOPLE OR MORE:

1. The Premises Licence Holder will employ Security Industry Authority (SIA) door supervisors for each event, unless they have recorded the reasons why they are not required through a risk assessment process. At all times the need to employ SIA door supervisors will be through a risk assessment process.

Numbers of Event Personnel:

2. The Premises Licence Holder or DPS or a person nominated by them in writing for the purpose, shall maintain a register of door supervisors which shall be kept on the premises showing the names and addresses of the door supervisors and their SIA badge numbers. The register shall be made available on demand for inspection by Police, Licensing Authority or an authorised officer of the Security Industries Authority.

**Continued from previous page...**

3. No person under the age of 18 years will be employed as stewarding personnel.

4. No person under the age of 21 years will be employed as SIA badged staff.

Security Uniforms and Security Logs:

5. All security and stewarding personnel (if employed) will be readily identifiable by means of a tabard bearing a job title.

6. No person shall perform the role of stewarding personnel without wearing a tabard.

7. No person shall perform the role of security personnel (apart from a plain-clothed team) without wearing a tabard. All plain clothes security personnel shall carry an identity badge issued by the Premises Licence Holder confirming that they are security personnel which shall be produced to a member of the Licensing Authority or Police on demand.

8. An incident log must be kept at the premises, and made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003), an authorised Herefordshire Trading Standards Officer or Police, which must record the following:

(a) all crimes reported to the venue (relevant to the licensing objectives).

(b) all ejections of patrons

(c) any complaints received (relevant to the licensing objectives)

(d) any incidents of disorder

(e) seizures of drugs or offensive weapons

(f) any visit by a relevant authority or emergency service

Incident log records will be retained for a period of 12 months from the date it occurred.

9. A generic Traffic Management Plan (TMP) will be drawn up for the first Event of each year and will be provided to relevant agencies no later than 28 days prior to the first day of the first Event of the year. Such plan shall be agreed by the Safety Advisory Group. The TMP will cover all aspects of vehicle and pedestrian access to and egress from the site during the 'load in and load out as well as for the Festival itself. The TMP will include arrangements for vehicle routes, emergency service routes, public transport, shuttle buses, taxis, pedestrian issues, a dispersal policy, car parking and a traffic signage plan. In addition, it will ensure that sufficient trained marshals are available for the management of public transport (for hire or reward) on site and in particular private hire or licensed taxis.

c) Public safety

STANDARD OPERATING:

1. All staff shall wear clothing which identifies them as members of staff of the premises.

2. A HSE Compliant Industrial High Response First Aid Kit for 21-50 people must be located within the licensable area of the premises and be readily available to all staff at all times. The kits will be inspected weekly and replenished where required, an endorsed log sheet will be contained in each kit. Such kit shall contain:

1 x Guidance Leaflet

60 x Washproof Plasters

6 x Eye Pads with Bandage

8 x Triangular Bandages

12 x Safety Pins

16 x Assorted Sterile Dressings

20 Moist Wipes

3 Pairs Disposable Gloves

Electrical & Gas Installations:

3. All electrical wiring and distribution systems shall be tested at least once a year and signed off by a competent person whose name is shown within the Local Authority Building Control Part P Competent Persons Register (<http://www.competentperson.co.uk/search.asp>). The 'sign off' certificate shall be produced to an 'authorised person' (as defined by

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Section 13 of the Licensing Act 2003) or Police on demand.

4. All portable electrical equipment shall be powered through a sensitive earth leakage protection system (residual current device) having a rated residual operating current not exceeding 30 milliamps and a maximum operating limit of 30 milliseconds.

5. Any and all gas appliances (except cellar gas) used in the premises must be tested at least once a year and signed off by a competent person whose name appears within the current Gas Safety register (GSR). The 'sign off' certificate shall be produced to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or Police on demand.

EVENTS of 500 PEOPLE OR MORE:

Event Safety Coordinator:

1. The Premises Licence Holder will appoint an Event Safety Coordinator to plan, coordinate and supervise safety measures.

2. The Event Safety Coordinator will be responsible for:

- Monitoring of contractors
- Liaison with contractors
- Checking of method statements and risk assessments
- Preparation and monitoring of site rules
- Safety inspections and audits
- Collection and checking of completion certificates
- Communication of safety information to contractors and employees
- Monitoring and coordinating safety performance
- Coordinating safety in response to a Major Incident
- Liaison with nominated officers from Herefordshire Council.

Electrical wiring and distribution systems:

3. Temporary electrical wiring and distribution systems shall be signed off by a competent person prior to any licensable activity taking place at the premises. The competent person must be a member of a recognised electrical association such as NICEIC, NAPIT, ECA or other association as agreed by the licensing authority. The sign-off certificates shall be available for inspection in the Licence Compliance Office located on the licensed premises.

4. Any additional electrical work required after the event has commenced shall be signed off by a competent person. The competent person must be a member of a recognised electrical association such as NICEIC, NAPIT, ECA or other association as agreed by the licensing authority. The sign off certificates shall be available for inspection in the Licence Compliance Office located on the licensed premises.

Structures:

5. The Premises Licence Holder will ensure that all temporary structures and any other elements of infrastructure or artistic installation have been inspected and signed off as being safe prior to the commencement of its use.

6. The premises licence holder must submit arrangements to the satisfaction of the Responsible Authorities on how such maximum occupancy capacities will be managed.

7. All enclosed structures that the public have entry to will have designated entry/exit points. The numbers of these entry/exit points will be determined by the occupancy capacity and will be listed in the Tent Exit Calculation document submitted in the EMP.

N.B. In this licence "enclosed structures" are classed as a structure whether tented or not, which has less than 25% of its sides open to the atmosphere (excluding entrances and exits) and which are accessible to the public when regulated entertainment is provided.

Special Effects:

8. The installation and use of laser beams, pyrotechnics or real flames, explosive or highly flammable or smoke/foam producing agent, for any purpose shall not be permitted without prior notification to the Licensing Authority. A detailed

**Continued from previous page...**

description of the method of use, shall be made to the Licensing Authority not less than 14 days prior to the day on which the above equipment is to be used.

**Lanterns:**

9. Paper lanterns will not be sold on site and will be listed within the ticketing terms and conditions as items that may not be brought to the venue.

**Sanitary Facilities:**

10. Sanitation Management Strategy will be provided to the satisfaction of Herefordshire Council's Environmental and Trading Standards Service at least 21 days prior to commencement of each Event.

**d) The prevention of public nuisance**

**STANDARD OPERATING:**

1. Noise or vibration shall not emanate from the premises so as to cause a nuisance.
2. The Premises Licence Holder or DPS or the responsible person must immediately comply with any request to adjust noise levels/ frequency spectra made by an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police. Live or Recorded music shall be restricted to the area marked on the premises plan
3. Any speaker within the premises shall be directed away from any residential property
4. 'Noise' from the premises must not be 'audible or discernible' within any occupied permanent structure where people normally reside or sleep, when assessed with windows and doors closed. 'In this condition; 'Noise' -is defined as sound which is created by entertainment consisting of either vocal (recorded or live) or instrumental music (recorded or live) or a combination of both. Audible or discernible' -is defined as 'noise' which is distinct above the general hubbub of activity on the site which can be identified by the human ear as originating from discrete sources from the licensed premises'.
5. No external area of the premises will be used for any form of regulated entertainment after midnight.
6. No external area at the premises shall be used for any customer activities after midnight save for customers smoking, where the purpose is to use a a designated smoking area purely for that purpose. No alcohol will be allowed in this area after this time.

**EVENTS of 500 PEOPLE OR MORE:**

1. A Noise Management strategy as approved by Herefordshire Council must be provided at least 21 days before the commencement of each event. The Premise Licence Holder must comply with the Noise Management Strategy.
2. Between 00:01 and 02:00hrs on all days of the event 'noise' from the event should not be 'audible or discernible' within any occupied permanent structure where people normally reside or sleep, when assessed with windows and doors closed. 'In these conditions; 'Noise' - is defined as sound which is created by entertainment consisting of either vocal (recorded or live) or instrumental music (recorded or live) or a combination of both. 'Audible or discernible' is defined as - noise which is distinct above the general hubbub of activity on the site which can be identified by the human ear as originating from discrete sources from the licensed site.
3. Any testing of sound equipment will not take place before 09.00hrs and will last for no more than 2 hours on anyone day.
4. Any stage shall cease all licensable activities at midnight on Sunday night/Monday morning.
5. The Premises License Holder will maintain a noise log and this will be kept in the Licensing Compliance Office and will be available at all times for inspection by Herefordshire Council.

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6. A noise "hot-line" will be installed and publicised so that local residents can report any noise issues directly to the Event Managers. All calls will be logged by time, location and contact number and address will be requested.

e) The protection of children from harm

STANDARD OPERATING:

1. No person under the age of 18 years shall be permitted to be on the premises after 2300 hours unless supervised by a person over the age of 18 years.
2. The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of an authorised person' (as defined by Section 13 of the Licensing Act 2003), an authorised Herefordshire Trading Standards Officer or the police. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least one location behind any bar advertising the scheme operated.
3. No adult entertainment or services or activities must take place at the premises (Adult Entertainment includes, but is not restricted to, such entertainment or services which would generally 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).

EVENTS of 500 PEOPLE OR MORE:

Under 16s:

1. Any unaccompanied person under the age of 16 years found on the Licensed Premises will be accompanied to the Welfare Tent. This task will be undertaken by at least 2 members of staff.
2. No unaccompanied person under the age of 16 years shall be permitted on the Licensed Premises.

Data Barring Service (DBS) Check:

3. Any personnel whose role involves the looking after of children or vulnerable adults shall have a current enhanced DBS (dated within the 9 month period preceding the first day of each Event).  
No person shall be involved in this role unless the enhanced DBS shows 'None Recorded' against the following categories:
  - a. Police Record of Convictions, Cautions, Reprimands and Warnings,
  - b. Information from the list held under Section 142 of the Education Act 2002,
  - c. ISA Children's Barred List Information
  - d. ISA Vulnerable Adults Barred List Information
  - e. Other relevant information disclosed at the Chief Police Officer(s) discretion

Lost Children Policy:

4. The goal of the Lost Children Policy is to reunite each lost child with its parents or guardians. However, if there is any evidence, concern or suspicion of abuse or neglect of children, then this must be reported to the appropriate authority.

Age Verification:

5. The premises shall operate a Challenge 21 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of the Licensing Authority, an authorised Herefordshire Trading Standards Officer or the Police. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least once every 5 metres behind any bar advertising the scheme operated.
6. In conjunction with the above, proof of the attainment of 21 years of age will be required through production of a PASS card, full or provisional photo card driving licence, or by a photo passport prior to any alcohol sale taking place or entry to age restricted areas.

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7. Bar staff must ask for proof of age ID whenever the customer appears to be under 21. If there is any doubt as to the age of the customer they will be refused service.
8. Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed stating that: It is an offence to purchase or attempt to purchase alcohol if you are under the age of 18 - Section 149 Licensing Act 2003.
9. The Designated Premises Supervisor will brief bar security staff in the arena and the bars that they should take reasonable steps to monitor the final destination of the drinks and where it would appear that supply is being made to a person under the age of 18 years take steps to prevent the consumption by that person.
10. No bar servers will be under 18.
11. The Designated Premises Supervisor, the bar manager and other bar supervisors will monitor the performance of the serving staff to ensure adherence to the licensing laws.
12. Any under-age persons who are found arriving at or on the Licensed Premises with alcohol will have the alcohol confiscated by staff. The Event Safety Coordinator will exercise due diligence in safeguarding and discharging any duty of care towards any under-age persons who attempt any unauthorised access to the event.
13. A bar manager will be appointed for every two bars utilised and this person under the direction of the Designated Premises Supervisor will be fully in control of the sale of alcohol from that bar.
14. All staff shall be trained prior to undertaking any sale of alcohol on the premises. The training shall included:
  - Drugs Awareness,
  - Conflict resolution,
  - Selling to under-age person,
  - Selling to drunks.Such training will be recorded and records shall be kept at the premises which will be produced to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or Police on demand.

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**NOTES ON REGULATED ENTERTAINMENT**

**Continued from previous page...**

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

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



**Continued from previous page...**

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

**Section 18 of 18**

**PAYMENT DETAILS**

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

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

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

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £87000	£315.00
Band D - £87001 to £125000	£450.00*
Band E - £125001 and over	£635.00*

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

Band D - £87001 to £125000	£900.00
Band E - £125001 and over	£1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39999	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00
Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

\* Fee amount (£)

190.00

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**

Continued from previous page...

**Address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

**DECLARATION**

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

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

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

* Full name	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

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

1. Save this form to your computer by clicking file/save as...
  2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/herefordshire/change-1> to upload this file and continue with your application.
- Don't forget to make sure you have all your supporting documentation to hand.

**IT IS AN OFFENCE, 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.**



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Location Plan 1:2500 @ A2

Site Plan 1:200 @ A2

**LEGEND:**

- Red line - Area of Licensable Activities
- Blue line - Area of Consumption
- △ Fire extinguisher - water
- △ Fire extinguisher - powder

<p><b>Client:</b> Radnor Hills Mineral Water Company Ltd  <b>Job:</b> The Lion Hotel, Leintwardine  <b>Title:</b> Site &amp; Location Plan  <b>Scale:</b> As Shown  <b>Date:</b> November 2017  <b>Drawing No:</b> 745/05</p>	<p><b>Bryan Thomas</b>  <b>Architectural Design Limited</b>  <b>The Malt House</b>  <b>Shobdon, Leominster</b>  <b>Tel/Fax 01568 708238</b></p>
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**LICENSING ACT 2003**  
**Part A - Premises Licence**

**Premises licence number - PR00743 (App to Vary Premises DPS)**

**Part 1 - Premises details**

Postal address of premises, or if none, ordnance survey map reference or description  <b>LION HOTEL</b> <b>Leintwardine</b> <b>Craven Arms</b> <b>SY7 0JZ</b>
Telephone number: <b>01547 540203</b>

Where the licence is time limited the dates:  <b>Not Applicable</b>
---

Licensable activities authorised by the licence  <b>Provision of regulated entertainment</b> 1. <b>An exhibition of a film (Indoors)</b> 2. <b>An indoor sporting event</b> 3. <b>A performance of live music (Indoors &amp; outdoors)</b> 4. <b>Any playing of recorded music (Indoors &amp; outdoors)</b> 5. <b>Other regulated entertainment (Indoors)</b> <b>Provision of entertainment facilities</b> 6. <b>Making music (Indoors &amp; outdoors)</b> <b>Provision of refreshment or alcohol</b> 7. <b>Provision of late night refreshment (Indoors)</b> 8. <b>Sale by retail of alcohol (For consumption both on and off the premises)</b>  Restrictions on Licensable Activities as Listed Above:  1. <b>Video entertainment on TV screens and amusement machines.</b> 2. <b>To permit pub games that attract an audience, whether by advertising or spontaneously.</b> 3. <b>Live and acoustic music and amplified voice to end at 23:00 except New Years Eve and Day.</b> 4. <b>Recorded music including karaoke with or without DJ during normal hours to end at 23:00 except New Years Eve and Day.</b> 5. <b>Comperes for quiz or similar. Speeches and similar in any case using voice amplification. All performances to finish at or before 23:00.</b> 6. <b>A stage area from time to time with microphone and amplifiers. Use as and when required during opening times up to 23:00.</b> 7. <b>Provision of hot drinks, meals and heated snacks. The sale of alcohol will not be ancillary to the sale of food at any time.</b>
--

The times the licence authorises the carrying out of licensable activities

**An exhibition of a film; An indoor sporting event**

**Monday-Sunday: 11:00 - 00:30**

**A performance of live music; Any playing of recorded music; Other regulated entertainment; Making music**

**Monday-Sunday: 11:00 - 23:00**

**Provision of late night refreshment**

**Monday-Sunday: 23:00 - 00:00**

**Sale by retail of alcohol**

**Monday-Sunday: 11:00 - 00:00**

Non standard timings:

**Sale by retail of alcohol; Provision of live and recorded music**

**11:00 New Year's Eve - 00:00 New Year's Day**

The opening hours of the premises

**Monday-Sunday: 11:00 - 00:30**

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

**Both on and off the premises**

## Part 2

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

**The Radnor Hills Mineral Water Co. Ltd.**

**Heartsease Farm**

**Knighton**

**Powys**

**LD7 1LU**

**Telephone: (Day-time) 01547 530220**

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

**3258542**

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

**William Walter Watkins**



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

**Licence Number –**  
**Issuing Authority –**



### **Annex 1 - Mandatory conditions**

#### **Mandatory conditions where licence authorises supply of alcohol**

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 personal licence is suspended.

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

#### **Additional mandatory conditions:**

The responsible person [as defined by Section 153(4) Licensing Act 2003] shall: -

- take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises
- ensure that no alcohol is dispensed directly by one person into the mouth of another
- ensure that free tap water is provided on request to customers where it is reasonably available.
- 

#### **Age verification**

- The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
- 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 a holographic mark.

#### **Smaller measures**

The responsible person shall 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: 1/2 pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures.

### **Mandatory condition: exhibition of films**

Admission of children to the exhibition of any film must be restricted in accordance with any recommendation made by the film classification body or that body specified in the licence unless

- (a) the film classification body is not specified in the licence, or
- (b) the relevant licensing authority has notified the holder of the 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

In this section-

"children" means persons aged under 18; and

"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).

## **Annex 2 - Conditions consistent with the operating Schedule**

### **Licensing conditions / objectives**

General:

The type of regulated entertainment proposed reinstate and enhance the previously unregulated entertainment and reduce the focus on alcohol. Staff will be trained on the new Licensing Act 2003 and given training in drug awareness and we are reviewing our risk assessment for the four licensing objectives.

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

Provide 30 minutes extension of opening hours at the end of alcohol sales so last drinks will be consumed less quickly.

Giving access to toilet facilities and serving non-alcohol refreshment.

All amenities will be well lit inside and out.

Not less than 5 working days before, give police written notice of any event days.

#### **Public Safety:**

All fire equipment is serviced and sited by a reputable contractor.

My risk assessment identifies no risk of over crowding.

All exits are clearly marked.

All staff are uniformed and easily identified.

### Additional Agreed Conditions

#### **GENERAL**

The designated premises supervisor shall retain control over all parts of the premises. Either the Licensee or the Duty Manager shall be in charge of and within the premises whenever the public are present.

Electrical installations in temporary structures should be adequately earthed in accordance with normal standards. Consideration should be given to the degree of exposure and likely risk of strike by lightning and where appropriate, the structure itself should be adequately bonded and earthed. Advice on earthing and lightning protection may also be sought from an electrical engineer.

1a) The Licensee shall take all reasonable precautions to ensure the safety of the public and performers on the premises.

b) In undertaking any or all of the conditions, the Licensee shall comply with all reasonable



requests of the Police, the Fire Authority and the Licensing Authority's Officers.

c) The approved arrangements, including the means of escape, the fire alarm and warning system, the fire fighting equipment, the electrical installations and mechanical equipment shall be maintained in good condition and full working order.

#### OVERCROWDING

2 Adequate systems shall be in place to control numbers of persons entering the premises to prevent over crowding and alleviate crowd control problems. During an event the maximum permitted numbers shall be set by the Fire Authority. However, if the maximum number is not set by the fire authority a fire risk assessment will be required to ascertain the appropriate capacity.

#### VENTILATION AND HEATING

3 Adequate means of ventilation and heating shall be provided at the premises whilst open to the public and shall be maintained in a proper working condition.

#### FIRST AID

4 The Licensee shall ensure that an adequate and appropriate supply of first aid equipment and material is available on the premises.

#### LIGHTING

5 All parts of the premises shall be provided with adequate illumination during the whole time the premises are being used for any licensable activities. All routes of escape and all parts of the premises to which the public have access shall be provided with adequate and assured lighting from two independent supplies and systems

#### ELECTRICAL INSTALLATION

6 A current inspection certificate shall be held for all electrical installations in accordance with BS 7671 and BS5266-1

#### FIRE SAFETY

7a) The Licensee shall ensure that a fire risk assessment is carried out for the whole premises. He/she shall also ensure that all fire risks are minimised in accordance with current industry good practice and a full copy of this risk assessment is made available for inspection on request by an authorised officer.

b) The fire risk assessment shall cover the following areas;

- a. Means of escape
- b. Exit routes and exit notices
- c. Exit doors
- d. Disabled access and escape
- e. Reporting of Fires
- f. Fire Procedure
- g. Fire Logbook
- h. Access for Fire Appliances
- i. Fire Fighting Equipment
- j. Fire Resistant Furniture and Fittings
- k. Smoking
- l. Explosive and Flammable Substances

c) The Licensee is responsible at all times for ensuring the safety of public in attendance in the event of fire or other such emergency.

#### GAS INSTALLATIONS

8 The gas installation shall hold a current safety certificate signed by, a member of the Council for Registered Gas Installers (CORGI).

#### OPEN CONTAINERS

9 No open containers to be removed from the premises except for consumption in any external area provided for that purpose.

#### **Prevention of Public Nuisance:**

All entertainment will cease at or before 23:00.

A notice will be placed at all exits asking customer

All windows will be closed at 23:00.

All kitchen extractor filters will be kept clean to minimise food and cooking smells.

### Additional Agreed Conditions

1. The licensee shall ensure that noise and vibration does not emanate from the premises so as to cause a public nuisance.
2. The licensee shall be responsible for ensuring the local area is assessed, from time to time, for noise breakout from the premises during performances.
3. The outside area shall not be used for the consumption of alcohol after 23:30hrs or licensable activities after 23:00hrs on any day.
4. Prominent, clear and legible notices shall be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

Prevention of Public Nuisance:

#### **Protection of Children from Harm:**

The restrictions set out in the Licensing Act 2003 will apply.

No unusual risks to children have been identified.

Children are only allowed on the premises when supervised by a responsible adult.

### Additional Agreed Conditions

1. All staff should be aware of proof of age regulations and Proof of Age Cards and/or Citizen Cards should be displayed on the premises.
2. Associated notices indicating restrictions on access by children shall be conspicuously displayed throughout the premises
3. Proven methods shall be employed for the prevention of unlawful supply, consumption and use of alcohol, drugs and other products, which is illegal to sell to children.

Protection of Children:

No adult entertainment or services or activities must take place at the premises

(Adult Entertainment includes, but is not restricted to, such entertainment or services which would generally 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).

### **Annex 3 - Conditions attached after a hearing by the licensing authority**

Not Applicable

### **Annex 4 - Plans**

As attached

**LICENSING ACT 2003**  
**Part B - Premises licence summary**

**Premises licence number - PR00743 (App to Vary Premises DPS)**

**Premises details**

Postal address of premises, or if none, ordnance survey map reference or description

**LION HOTEL**  
**Leintwardine**  
**Craven Arms**  
**SY7 0JZ**

Telephone number: **01547 540203**

Where the licence is time limited the dates

**Not Applicable**

Licensable activities authorised by the licence

**Provision of regulated entertainment**

1. **An exhibition of a film (Indoors)**
2. **An indoor sporting event**
3. **A performance of live music (Indoors & outdoors)**
4. **Any playing of recorded music (Indoors & outdoors)**
5. **Other regulated entertainment (Indoors)**

**Provision of entertainment facilities**

6. **Making music (Indoors & outdoors)**

**Provision of refreshment or alcohol**

7. **Provision of late night refreshment (Indoors)**
8. **Sale by retail of alcohol (For consumption both on and off the premises)**

Restrictions on Licensable Activities as Listed Above:

1. **Video entertainment on TV screens and amusement machines.**
2. **To permit pub games that attract an audience, whether by advertising or spontaneously.**
3. **Live and acoustic music and amplified voice to end at 23:00 except New Years Eve and Day.**
4. **Recorded music including karaoke with or without DJ during normal hours to end at 23:00 except New Years Eve and Day.**
5. **Comperes for quiz or similar. Speeches and similar in any case using voice amplification. All performances to finish at or before 23:00.**
6. **A stage area from time to time with microphone and amplifiers. Use as and when required during opening times up to 23:00.**
7. **Provision of hot drinks, meals and heated snacks. The sale of alcohol will not be ancillary to the sale of food at any time.**

The times the licence authorises the carrying out of licensable activities

**An exhibition of a film; An indoor sporting event**

**Monday-Sunday: 11:00 - 00:30**

**A performance of live music; Any playing of recorded music; Other regulated entertainment; Making music**

**Monday-Sunday: 11:00 - 23:00**

**Provision of late night refreshment**

**Monday-Sunday: 23:00 - 00:00**

**Sale by retail of alcohol**

**Monday-Sunday: 11:00 - 00:00**

Non standard timings:

**Sale by retail of alcohol; Provision of live and recorded music**

**11:00 New Year's Eve - 00:00 New Year's Day**

The opening hours of the premises

**Monday-Sunday: 11:00 - 00:30**

Name, (registered) address of holder of premises licence

**The Radnor Hills Mineral Water Co. Ltd.**

**Heartsease Farm**

**Knighton**

**Powys**

**LD7 1LU**

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

**Both on and off the premises**

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

**3258542**

Name of designated premises supervisor where the premises licence authorises the supply of alcohol

**William Walter Watkins**

State whether access to the premises by children is restricted or prohibited

**Licensing Conditions/ Objectives:**

**The restrictions set out in the Licensing Act 2003 will apply.**

**No unusual risks to children have been identified.**

**Children are only allowed on the premises when supervised by a responsible adult.**

**All staff should be aware of proof of age regulations and Proof of Age Cards and/or Citizen Cards should be displayed on the premises.**

**Associated notices indicating restrictions on access by children shall be conspicuously displayed throughout the premises**

**Proven methods shall be employed for the prevention of unlawful supply, consumption and use of alcohol, drugs and other products, which is illegal to sell to children.**

**No adult entertainment or services or activities must take place at the premises**

## MEMORANDUM

**To : LICENSING OFFICER**  
**From : Aris Trezins**  
**Tel : 01432 261761**                      **My Ref : ATR/244458/**  
**Date : 13 December 2017**              **Your Ref :**

**LICENSING ACT 2003**  
**APPLICATION FOR NEW OR VARIATION OF PREMISES LICENCE**  
**THE LION HOTEL Lion Hotel, High Street, Leintwardine, Herefordshire, SY7 0JZ**

Having assessed the above application, I would like to make the following representation:

Representation	Industry Guidance
PREVENTION OF CRIME & DISORDER	
PUBLIC SAFETY	
<p><b>PREVENTION OF PUBLIC NUISANCE</b></p> <p>I have concerns about the proposed extension of operational hours and the potential adverse impact this has on public nuisance due to noise and disturbance from both the activities on the premises e.g. music and also noise from customers etc. and disturbance caused in the neighbourhood by patrons going to and leaving the premises. In particular I have concerns about the proposal to have a maximum of 6 events each calendar year for an attendance of 500 to 2000 persons.</p> <p>The Council's Environmental Protection Team has in the past been made aware of neighbour concerns as regards noise from amplified music associated with larger events such as the annual Lion Fest and also due to noise associated with other events such as wedding receptions held in marquees on these premises.</p> <p>I would recommend that the premises license should restrict the hours the premises are open to the public as requested in the application.i.e Monday to Thursday 08.00 to 00.00hrs, Friday and Saturday 08.00to 02.00hrs , Sunday 08.00 to 00.00hrs</p> <p>The exceptions being the Sundays before Bank Holidays, (with the exception of Christmas day ), 08.00 to 02.00hrs. New Years Eve –from the commencement of opening hours on New Year's Eve to the conclusion of opening hours on New Years Day.</p> <p>All licensable activities shall cease 30 minutes before the above end of opening times</p>	T

<p>In addition to those indicated on the application I would request the following conditions to be attached to the license for both standard operating and events of 500 people or more:-</p> <p>Noise or vibration shall not emanate from the premises so as to cause a nuisance.</p> <p>The Premises Licence Holder or DPS must immediately comply with any request to adjust noise levels/ frequency spectra made by an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police.</p> <p>As regards standard operating – The Prevention of Public Nuisance, No external areas, including marquees, will be used for regulated entertainment after 23.00hrs.</p> <p>For events of over 500 people the proposed condition 2 should be amended to reflect the licensable activity 'finishing times' indicated above. (Playing of music should finish by 01.30 , therefore should not be ;audible or discernible' 00.01 to 01.30hrs.)</p> <p>I recommend that the larger events are restricted as requested to 6 but that an event would constitute any activity within any 24hour period, i.e. each event would not last longer than one day. To clarify the noise management plan must be agreed in writing with the Licensing Authority 21 days before each event.</p>	

**REFERENCES**

Please Reference the industry guidance from which your representation has been sourced.

**ARIS TREZINS  
ENVIRONMENTAL HEALTH OFFICER  
HEREFORDSHIRE COUNCIL**

## Appendix 4 Trading Standards Representation

**From:** Nick Semper  
**Sent:** 29 November 2017 18:50  
**To:** Wilson, Leah  
**Subject:** RE: {Disarmed} RE: Licence Variation - The Lion Hotel

Hi Leah,  
Sorry that I didn't reply earlier – have been delivering training all day today.  
Yes. If we are agreed on refresher training after 12 months, then it is all agreed.  
Many thanks,  
Nick S.

**From:** Wilson, Leah  
**Sent:** Wednesday, November 29, 2017 11:37 AM  
**To:** Nick Semper  
**Cc:** Licensing  
**Subject:** RE: {Disarmed} RE: Licence Variation - The Lion Hotel

Dear Nick

Trading Standards agrees to the amendment in condition 1. Does your client agree to the proposals?

Kind regards

Leah

**From:** Nick Semper  
**Sent:** 28 November 2017 10:33  
**To:** Wilson, Leah  
**Subject:** {Disarmed} RE: Licence Variation - The Lion Hotel

Dear Leah,  
Please see our suggested amendment to Condition 1. We believe that this is more proportionate to the type of establishment, taking into account that there is no history of underage sales.  
Many thanks,

Nick SEMPER  
Semper Fidelis Consultancy

STANDARD OPERATION:

1. All staff engaged in the sale of alcohol to be trained in responsible alcohol retailing to the minimum standard of BIIAB level 1 or any equivalent training course within 1 month of commencing employment at the premises. Where there are existing staff this training shall be completed within 3 months of the date that this condition first appears on the licence. No person shall be authorised to sell or supply alcohol until this training is completed. Refresher training will be conducted **every twelve months**. Training records shall be kept on the premises and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.

2. A written or electronic register of refusals will be kept including a description of the people who have been unable to provide required identification to prove their age. Such records shall be kept for a period of 12 months. It will be collected and reviewed on a weekly basis by the Designated Premises Supervisor and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.

3. The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of the Police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least one location behind any sale area advertising the scheme operated.

4. No person under the age of 18 years shall be permitted on the premises after 2100hrs unless supervised by a person over the age of 18 years.

5. Written authorisation from nominated personal licence holder or DPS for all sales of alcohol to be on the premises and produced on demand of the Police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council.

#### EVENTS OF 500 PEOPLE OR MORE:

2. A written or electronic register of refusals will be kept including a description of the people who have been unable to provide required identification to prove their age. Such records shall be kept for a period of 12 months. It will be collected and reviewed following the event or more frequently if necessary by the Designated Premises Supervisor and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.

4. The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of the Police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least one location behind any sale area advertising the scheme operated.

**From:** Wilson, Leah

**Sent:** 20 November 2017 11:32

**To:** Nick Semper

**Cc:** Licensing

**Subject:** Licence Variation - The Lion Hotel

Good morning Nick

**RE: Radnor Hills Mineral Water Co Ltd – Variation application**



Please see Trading Standard's representation and recommendations below for The Lion Hotel, High Street, Leintwardine, Craven Arms, Herefordshire, SY70JZ.

#### STANDARD OPERATION:

1. All staff engaged in the sale of alcohol to be trained in responsible alcohol retailing to the minimum standard of BIIAB level 1 or any equivalent training course within 1 month of commencing employment at the premises. Where there are existing staff this training shall be completed within 3 months of the date that this condition first appears on the licence. No person shall be authorised to sell or supply alcohol until this training is completed. Refresher training will be conducted at 6 monthly intervals. Training records shall be kept on the premises and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.
2. A written or electronic register of refusals will be kept including a description of the people who have been unable to provide required identification to prove their age. Such records shall be kept for a period of 12 months. It will be collected and reviewed on a weekly basis by the Designated Premises Supervisor and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.
3. The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of the Police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least one location behind any sale area advertising the scheme operated.
4. No person under the age of 18 years shall be permitted on the premises after 2100hrs unless supervised by a person over the age of 18 years.
5. Written authorisation from nominated personal licence holder or DPS for all sales of alcohol to be on the premises and produced on demand of the Police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council.

#### EVENTS OF 500 PEOPLE OR MORE:

2. A written or electronic register of refusals will be kept including a description of the people who have been unable to provide required identification to prove their age. Such records shall be kept for a period of 12 months. It will be collected and reviewed following the event or more frequently if necessary by the Designated Premises Supervisor and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.

4. The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of the Police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least one location behind any sale area advertising the scheme operated.

These shall be in conjunction to those proposed on the application, with the slight amendment of the training condition and keeping the challenge 25 policy for the events also. If your client has any queries please do reply email, we would be happy to discuss them. If your client agrees please could you reply email and cc licensing also.

Kind regards

Leah Wilson  
Trading Standards Officer  
Environmental Health and Trading Standards  
Economy, Communities and Corporate  
Directorate  
Hereford Council  
01432 260163  
[lwilson@herefordshire.gov.uk](mailto:lwilson@herefordshire.gov.uk)  
[lwilson@herefordshire.gcsx.gov.uk](mailto:lwilson@herefordshire.gcsx.gov.uk)

8 St Owens Street  
Hereford  
HR12PJ

12/12/17

**HEREFORDSHIRE COUNCIL  
Licensing Act 2003**

**REPRESENTATION FORM – INTERESTED  
PARTIES**

On making your representation please have regard to the 'Making Representations Guidance Notes' which further explains the process and the information that can be considered by the licensing authority.

**When completing this form please print clearly and legibly.**

Please return this form, and any additional information within the statutory period to:  
**The Licensing Section,  
Herefordshire Council,  
8 St Owen Street,  
Hereford,  
HR1 2PJ  
licensing@herefordshire.gov.uk**

<b>Your Name:</b> [REDACTED]	<b>Contact Telephone No.</b> [REDACTED]
<b>Address:</b> [REDACTED]	<b>E-mail address:</b> [REDACTED]
	<b>Please state your interest in the premises you are making a representation about:</b> Local resident [REDACTED]
<b>Name &amp; Address of premises you are making a representation about:</b> The Lion Hotel, High Street, Leintwardine, Craven Arms, Shropshire, SY7 OJZ (Radnor Hills Mineral Water Company).	

**DATA PROTECTION ACT 1998.** Please indicate by ticking here ✓ if you are not content for your personal details to be circulated as necessary prior to any hearing .

A representation must reflect one or more of the licensing objectives, therefore please write the details of your representation in the relevant boxes below:

**To Prevent Crime & Disorder**

Excessive late night opening within a rural village, and running very large scale public events (between 500-2000) people, will increase the likelihood of crime and disorder within this village. How will the Lion ensure that all attendees leave the area immediately after an event and do not loiter within the village. Many of the local properties are situated behind high hedges/walls, it would be very easy for an individual to very quickly enter a garden unseen. CCTV cameras installed at the Lion premises will only cover the immediate vicinity. There will be increased opportunities for sale of drugs/other substances, and for discarding of rubbish. These do not appear to have been addressed in the application.

**Public Safety**

Excessive late night opening within a rural village, and running very large scale public events (between 500-2000) people on premises adjacent to a main highway, will increase the threat to public safety within this village.

The majority of the outdoor area of the Lion is immediately adjacent to a large river (Teme), the only form of barrier is a fence composed of wooden posts with rope strung between at a low level. I am concerned that this will endanger public safety as this will not be safe when the area is full (if up to 2000 attendees are allowed) and attendees have consumed significant quantities of alcohol?

I also note that on the plan drawn on the application there is a red line showing the Area of Licensable Activities and a Blue line showing Area of Consumption. I note that when the Lion have run events previously (such as LionStock, the annual music festival) these areas have both extended significantly over these boundaries, to the edge of the public green space and river edge adjacent to the bridge, so much further than indicated.

**To Prevent Public Nuisance**

Excessive late night opening within a rural village, and running very large scale public events (between 500-2000) people on premises adjacent to a main highway, with attendees leaving via village roads, main road and local minor roads will increase the public nuisance (excessive noise, rubbish, ASB) incidents within the village and area.

There is a proposal to extend the provision for plays, films, sporting events, adult entertainment etc, and live music until midnight, 12.30am or 2am depending on the day, but no mention made within their application of how the increase in noise at all these will be minimised and reduced for the neighbourhood. How will this be at all possible when the events are planned to take place outside. [redacted] Lion Hotel and have already been frequently disturbed well after midnight (and sometimes up to 2.30am) by people leaving the venue, on both normal week nights, weekends and during special events that have been held at the premises, as have many other local residents. The applicant has NOT stated whether music at plays, films, sporting events will be amplified or not amplified. I note that both live music and recorded music will be amplified, but the applicant has not stated what they will be doing to ensure that any noise disturbance is kept to a minimum. If the events are held outside as planned, within a tent, it will be impossible to reduce the noise.

Noise and vibration already emanates from the premises and causes a nuisance when there are late night parties/events running. We understand that the Lion is operating as a business, and do not object to occasional disturbance such as this, but the proposed change to the opening hours and size of events planned will have a major and detrimental impact on ourselves as local neighbours and the village as a whole.

As have other local individuals we have reported our previous concerns to the Council regarding the noise nuisance caused by customers leaving the Lion and loud music playing late into the night.

<p><b>To Protect Children from Harm</b></p> <p>Running very large scale public events (between 500-2000 attendees) with attendees coming from a wide area and on up to 6 occasions per year, could significantly increase the prevalence of drugs/ drug paraphernalia being discarded and available to local children.</p> <p>Please also see above statement regarding proximity to the River Teme.</p>

Signed: [REDACTED]  
 Date: 11/12/2017



If you have any queries about this form or are unsure of when the statutory period ends please contact the Licensing Helpline on 01432 260105

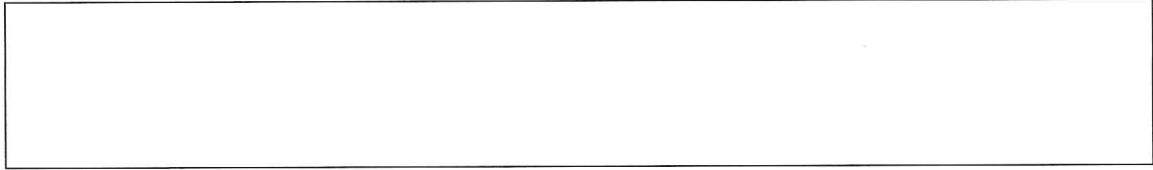
**Representation Form –  
 Interested Parties  
 Suggested Conditions**

**Premise:** \_\_\_\_\_ **Your name:** \_\_\_\_\_

It would help us with this application if you could suggest conditions you would be happy for the premise to operate under to rectify the problems you are experiencing.

All suggested conditions shall be considered in line with the Herefordshire Council Licensing Policy, the Licensing Act 2003 and the Licensing Objectives.

<p><b>To Prevent Crime and Disorder</b></p>
<p><b>Public Safety</b></p>
<p><b>Prevent Public Nuisance</b></p>
<p><b>Protect Children from Harm</b></p>



Date: 11/12/2017

oab  
12/12/17



Please return this form, and any additional information within the statutory period to:  
**The Licensing Section,  
Herefordshire Council,  
8 St Owen Street,  
Hereford,  
HR1 2PJ**  
licensing@herefordshire.gov.uk

**HEREFORDSHIRE COUNCIL  
Licensing Act 2003**

**REPRESENTATION FORM – INTERESTED PARTIES**

On making your representation please have regard to the 'Making Representations Guidance Notes' which further explains the process and the information that can be considered by the licensing authority.

**When completing this form please print clearly and legibly.**

<b>Your Name:</b> [REDACTED]	<b>Contact Telephone No.</b> [REDACTED]
<b>Address:</b> [REDACTED]	<b>E-mail address:</b> [REDACTED]
<b>Please state your interest in the premises you are making a representation about:</b> eg local resident / local business resident	
<b>Name &amp; Address of premises you are making a representation about:</b> THE LION HOTEL, HIGH STREET, CEINTWARDINE (REF NS24/17) CRAVEN ARMS, HEREFORDSHIRE, SY7 0LW	

**DATA PROTECTION ACT 1998.** Please indicate by ticking here ..... if you are not content for your personal details to be circulated as necessary prior to any hearing .

A representation must reflect one or more of the licensing objectives, therefore please write the details of your representation in the relevant boxes below:

<b>To Prevent Crime &amp; Disorder</b> THERE HAS BEEN PUBLIC DISORDER, FIGHTING AT LIONSTOCK EVENT, AND NOISE FROM DRUNKEN VISITORS TO THE VILLAGE.
<b>Public Safety</b> NOT ADEQUATE PARKING IN VILLAGE FOR 500-2000 PEOPLE ATTENDING EVENTS, CAUSING DANGEROUS SITUATION AT ROAD JUNCTIONS AND OBSTRUCTING FIRE STATION.

**To Prevent Public Nuisance** NOISE VIBRATING THROUGH LOCAL PROPERTIES AND DRUNKEN PEOPLE SHOUTING IN STREET SURROUNDING PUB/HOTEL. HAD MEETING WITH MANAGER AT VILLAGE HALL AND TOLD IT WAS THE FAULT ON DJ PLAYING MUSIC TOO LOUD, BUT MANAGER DIDN'T SEEM ABLE TO CONTROL EVENTS PROPERLY.

**To Protect Children from Harm** WHAT DOES ADULT ENTERTAINMENT CONSTITUTE? PROBLEMS WITH TRAFFIC SPEED ON RESIDENTIAL ROADS & PARKING, PLUS VISITORS CAUSING PROBLEMS IN LOCAL SHOPS.



HEREFORDSHIRE  
COUNCIL

**Representation Form – Interested Parties**  
**Suggested Conditions**

**Premise:** NOISE PUBLIC DISORDER **Your name:** [REDACTED]

It would help us with this application if you could suggest conditions you would be happy for the premise to operate under to rectify the problems you are experiencing.

All suggested conditions shall be considered in line with the Herefordshire Council Licensing Policy, the Licensing Act 2003 and the Licensing Objectives.

**To Prevent Crime and Disorder** EMPLOY SECURITY STOP SERVING ALCOHOL TO DRUNKEN PEOPLE.  
STOP SERVING ALCOHOL AT 23:00 HRS  
MONITOR SOUND LEVELS. CLOSE PREMISES AT 23:30

**Public Safety** LIMIT NUMBERS TO 200 AND PROVIDE PARKING IN SAFE PLACES.  
BE RESPECTFUL OF LOCAL RESIDENTS AND OTHER BUSINESSES BY MEETING WITH THEM AND ADDRESSING CONCERNS.



**HEREFORDSHIRE COUNCIL  
Licensing Act 2003**

**REPRESENTATION FORM – INTERESTED  
PARTIES**

On making your representation please have regard to the 'Making Representations Guidance Notes' which further explains the process and the information that can be considered by the licensing authority.

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Herefordshire Council,  
8 St Owen Street,  
Hereford,  
HR1 2PJ  
licensing@herefordshire.gov.uk**

<b>Your Name:</b> [REDACTED]	<b>Contact Telephone No.</b> [REDACTED]
<b>Address:</b> [REDACTED]	<b>E-mail address:</b> [REDACTED]
	<b>Please state your interest in the premises you are making a representation about:</b> Local resident
<b>Name &amp; Address of premises you are making a representation about:</b> Lion Hotel, High Street, Leintwardine, Craven Arms, SY7 0JZ	

**DATA PROTECTION ACT 1998. Please indicate by ticking here ..... if you are not content for your personal details to be circulated as necessary prior to any hearing .**

A representation must reflect one or more of the licensing objectives, therefore please write the details of your representation in the relevant boxes below:

<b>To Prevent Crime &amp; Disorder</b> Public drunkenness Anti-social behaviour
<b>Public Safety</b>
<b>To Prevent Public Nuisance</b> Noise nuisance Lack of notice Parking
<b>To Protect Children from Harm</b>

Signed:  
Date: 12/12/17



If you have any queries about this form or are unsure of when the statutory period ends please contact the Licensing Helpline on 01432 260105

**Representation Form –  
Interested Parties**  
**HEREFORDSHIRE  
COUNCIL**  
**Suggested Conditions**

Premise: Lion Hotel Your name: [REDACTED]

It would help us with this application if you could suggest conditions you would be happy for the premise to operate under to rectify the problems you are experiencing.

All suggested conditions shall be considered in line with the Herefordshire Council Licensing Policy, the Licensing Act 2003 and the Licensing Objectives.

**To Prevent Crime and Disorder**

During events in the past, customers who have attended the Lion have, after closing, moved to Brockley meadow to continue their evening. This causes us further disruption and we would like for the Lion to consider keeping security staff on premises for a period after events to manage anti-social behaviour and public drunkenness as it spreads around the village. This behaviour has on occasion even spread up Mill Lane where individuals have vomited and urinated [REDACTED]

**Public Safety**

**Prevent Public Nuisance**

We are concerned about the potential for excess noise affecting our lives. [REDACTED] and providing more information on how noise nuisance will be managed. We would like to be told when late night events, especially ones which will be held outdoors will take place.

Given the impact on our home by noise nuisance in the past, we would like to request that noise monitoring equipment is placed by the applicant during outdoor events to record sound specifically affecting our home. We feel it is unfair to expect us to incur the cost of such equipment, or otherwise place the burden on the councils Environmental Health Team given this change in circumstances is being brought about by the applicant.

Customers for events and occasions at the Lion have previously parked on Mill Lane to attend the premises. [REDACTED] We would like to hear from the applicant how they will responsibly manage this problem which will likely be made worse in the event they hold more and larger public events.

**Protect Children from Harm**

Signed: [REDACTED]

Date: 12/12/17

If you have any queries about this form or are unsure of when the statutory period ends please contact the Licensing Helpline on 01432 260105

HEREFORDSHIRE COUNCIL  
Licensing Act 2003

REPRESENTATION FORM – INTERESTED  
PARTIES

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Hereford,  
HR1 2PJ  
licensing@herefordshire.gov.uk**

On making your representation please have regard to the 'Making Representations Guidance Notes' which further explains the process and the information that can be considered by the licensing authority.

When completing this form please print clearly and legibly.

Your Name: [REDACTED]	Contact Telephone No. [REDACTED]
Address: [REDACTED]	E-mail address: [REDACTED]
	Please state your interest in the premises you are making a representation about: local resident [REDACTED]
Name & Address of premises you are making a representation about: Lion Hotel, High Street, Leintwardine, Craven Arms, SY7 0JZ	

**DATA PROTECTION ACT 1998. Please indicate by ticking here ..... if you are not content for your personal details to be circulated as necessary prior to any hearing .**

A representation must reflect one or more of the licensing objectives, therefore please write the details of your representation in the relevant boxes below:

<p><b>To Prevent Crime &amp; Disorder</b></p> <ol style="list-style-type: none"> <li>1. Large scale events in the past have caused considerable levels of public drunkenness in the immediate area. This has included public urination and other anti-social behaviour moving up the High Street past Acorns.</li> <li>2. CCTV coverage of the venue and external areas is welcomed; however it is unclear what "(IF FITTED)" means – is there CCTV coverage at the required standard of the mentioned areas or not?</li> </ol>
<p><b>Public Safety</b></p> <ol style="list-style-type: none"> <li>1. The provision of an EMP is welcome, however given the considerable difference between an event of 501 and an event of 2,000, notwithstanding the potential for significant difference in challenges depending on the nature of the event, it is unreasonable to suggest the drafting of just one fit-all EMP for the year. It is noted that the EMP will be updated "where deemed necessary", this requirement is not sufficiently clear.</li> <li>2. The circumstances in which a risk assessment will be undertaken to judge whether SIA accredited staff will be employed is not sufficiently clear.</li> <li>3. This is not isolated to the application in question, but it's unclear to me, even after some searching, who makes up the Safety Advisory Group. I would hope that this group includes a representative of my local Parish Council.</li> </ol>
<p><b>To Prevent Public Nuisance</b></p> <ol style="list-style-type: none"> <li>1. Parking supply is limited and what on-street availability there is, if used causes considerable disruption to traffic without proper management. The provision of a TMP is welcome, however the conditions do not require this TMP to be updated to take into account any change in nature/circumstances for the event. It is noted that whilst the EMP as currently proposed will be updated where deemed necessary, there is no such suggestion for the TMP. One generic TMP cannot be expected to effectively cater for the different demands of up to six different events of 500-2000 people.</li> </ol>

2. There is a considerable increase in hours where the premises could be in use, whilst I well understand the applicant wishes to have commercial flexibility, the cumulative impact of these extended hours until 2.00am on Friday and Saturday nights all year on the enjoyment my family can take from our home will be significant.
3. The potential for the premises to open until 2.00am throughout a bank holiday weekend from Friday through to Sunday is particularly unwelcome.
4. Anti-social driving and behaviour is a common problem following the closure of the premises. This can include loud (exacerbated somewhat by alcohol) conversations, car revving and over-acceleration. Dwelling in the area is encouraged by the existence of lighting which is continually on. This occurs fairly frequently and given the extension of licensing hours proposed, this problem will be pushed further into anti-social hours.
5. [REDACTED] Preparations for large events can be disruptive and I am concerned that the nature of some events proposed will mean noise and disruption is brought closer to our home (such as steam rallies and hunt meetings which are often as noisy as they are fun for all involved).
6. The area of consumption fails to account for the covered area near the rear patron exit which is used as a smoking area. Customers have previously tended to congregate in this area to smoke and talk, the requirement that no open drinks containers be taken outside would appear to be loosely enforced on 'standard days'. [REDACTED]
7. Communication with neighbours regarding late night events and music is currently poor. Being able to anticipate and plan around events, particularly outdoor events with music goes some considerable way to making the disruption more bearable. The first I knew of a recent outdoor event was the marquees being put up and the sound checks being undertaken. On this occasion and to the credit of the premises everything seemed to go smoothly. I am however, enormously frustrated that this license will currently require the premises to notify various council officers of various considerations, but that I [REDACTED] will not, it appears, receive any such notification.
8. The proposal as it appears to me, that the premises may open on at 8.00am on New Years Eve and remain open until the conclusion of licensable hours on New Years Day (some 28/30 hours in total) would seem excessive.
9. The direction and positioning of the stage appears thought out, though I would prefer to see it orientated further towards the bridge and Brockley meadow, [REDACTED] The retaining wall has done much to muffle sound in the past, I am concerned that speakers set too high will prevent this positive effect.
10. It is unclear whether the hotline proposed (which is welcomed) will be manned during events or whether it will be a voicemail.

**To Protect Children from Harm**

1. I have no evidenced objections in this area, but I would like to request that a number of proposed conditions be strengthened / included on what I hope are considered logical grounds.

Signed: [REDACTED]

Date: 12/12/17

**Representation Form – Interested Parties**

**Suggested Conditions**



**HEREFORDSHIRE COUNCIL**

**Premise: Lion Leintwardine Your name: [REDACTED]**

If you have any queries about this form or are unsure of when the statutory period ends please contact the Licensing Helpline on 01432 260105

It would help us with this application if you could suggest conditions you would be happy for the premise to operate under to rectify the problems you are experiencing.

**HEREFORDSHIRE COUNCIL**  
Licensing Act 2003

**REPRESENTATION FORM – INTERESTED PARTIES**

Please return this form, and any additional information within the statutory period to:  
**The Licensing Section,**  
**Herefordshire Council,**  
**8 St Owen Street,**  
**Hereford,**  
**HR1 2PJ**  
licensing@herefordshire.gov.uk

On making your representation please have regard to the 'Making Representations Guidance Notes' which further explains the process and the information that can be considered by the licensing authority.

When completing this form please print clearly and legibly.

<b>Your Name:</b> [REDACTED]	<b>Contact Telephone No.</b> [REDACTED]
<b>Address:</b> [REDACTED] [REDACTED]	<b>E-mail address:</b> [REDACTED]
	<b>Please state your interest in the premises you are making a representation about:</b> [REDACTED]
<b>Name &amp; Address of premises you are making a representation about:</b> Lion Hotel, High Street, Leintwardine, Craven Arms, SY7 0JZ	

**DATA PROTECTION ACT 1998.** Please indicate by ticking here .... if you are not content for your personal details to be circulated as necessary prior to any hearing .

A representation must reflect one or more of the licensing objectives, therefore please write the details of your representation in the relevant boxes below:

<p><b>To Prevent Crime &amp; Disorder</b></p> <p>1. During large events of the last few years public drunkenness which originates at the Lion has been a problem within [REDACTED] [REDACTED] have been abused and there has been a repeated problem with public urination and other activities more usually undertaken indoors.</p>
<p><b>Public Safety</b></p>
<p><b>To Prevent Public Nuisance</b></p> <p>1. The apparent failure of the neighbouring premises to provide an appropriate means for patrons to obtain cash has in the past caused considerable disruption to our cash reserves.</p> <p>2. Disruption of through traffic and anti-social parking in the vicinity causes disruption to our trade, potential for disruption should be managed pro-actively and appropriately.</p>
<p><b>To Protect Children from Harm</b></p>

Signed: ag  
Date: 12/12/17



If you have any queries about this form or are unsure of when the statutory period ends please contact the Licensing Helpline on 01432 260105

**Representation Form – Interested Parties**  
**HEREFORDSHIRE COUNCIL**  
**Suggested Conditions**

Premise:     Lion Hotel     Your name:     [REDACTED]

It would help us with this application if you could suggest conditions you would be happy for the premise to operate under to rectify the problems you are experiencing.

All suggested conditions shall be considered in line with the Herefordshire Council Licensing Policy, the Licensing Act 2003 and the Licensing Objectives.

**To Prevent Crime and Disorder**


1. That door staff and stewards are made responsible for ensuring that customers are not leaving the venue and causing disorder in the wider area.
2. That a more appropriate level of public facilities is provided for customers.

**Public Safety**

**Prevent Public Nuisance**

1. That appropriate cash machine coverage is sought and obtained for large events.
2. That a TMP is tailored for all large events and occasions where parking is likely to exceed the stated amount of spaces at the Lion.
3. That the Lion is required to notify Griffiths Garage 21 days in advance, in writing, detailing the nature and size of any large events of between 500-2000 persons and the steps being taken to manage traffic and disruption to trade.

**Protect Children from Harm**

Signed: 

Date: 12/12/17

If you have any queries about this form or are unsure of when the statutory period ends please contact the **Licensing Helpline** on **01432 260105**

All suggested conditions shall be considered in line with the Herefordshire Council Licensing Policy, the Licensing Act 2003 and the Licensing Objectives.

<p><b>To Prevent Crime and Disorder</b></p> <ol style="list-style-type: none"> <li>1. The strengthening of conditions related to temporary conveniences and a requirement for security and stewards to properly manage customers in the immediate local area.</li> <li>2. Clarification of whether CCTV is fitted and covers the licensable area, if CCTV does not cover the licensable area, there should be clear justification of why. It is not possible to judge the coverage of CCTV from the information provided, I hope that more information is provided to the council.</li> </ol>
<p><b>Public Safety</b></p> <ol style="list-style-type: none"> <li>1. The requirement that the EMP be updated for each large event where the number of expected attendees or the nature of the event differs sufficiently to warrant it.</li> <li>2. The circumstances where a risk assessment for door staff should be undertaken to be made clearer within the licensing.</li> <li>3. Hopefully a member of my Parish Council will be invited to represent the local community on the SAG.</li> </ol>
<p><b>Prevent Public Nuisance</b></p> <ol style="list-style-type: none"> <li>1. The requirement that the TMP be updated for each large event, that no on-street parking may be used on the High Street or Mill Lane.</li> <li>2. An appropriate ceiling in the number of times the premises may use the extended hours (until 2.00am) in a set period of time. (such as two weekends a month) to provide a fair balance between the enjoyment of the area by the premises and residential neighbours.</li> <li>3. Where the premises intends to open until 2.00am on a Bank Holiday Sunday, then the premises should not open until 2.00am on either the preceding Friday or Saturday to allow neighbours one evening free of late night hubbub.</li> <li>4. The coverage of the parking area in full by sound recording CCTV if not already and the proper stewardship of the space during opening times. Night time lighting should be replaced with a motion sensitive model at an appropriately low wattage to discourage dwelling.</li> <li>5. I would further like to request that the car parking area should not be used as an extension of outdoor space and should not be used for any purpose related to the functioning of the premises other than car parking or fire assembly. If this is considered unreasonable, I would like to request that preparations and set downs for events and the like should not take place prior to 8am weekdays and Saturdays, with no noisy works on Sundays and bank holidays. I mean that, whilst a steam rally in Leintwardine as mentioned as a possibility would be fantastic, a steam engine shouldn't show up outside our home at 6am.</li> <li>6. The requirement that smoking be prevented at the rear patrons door to prevent nuisance to neighbours, that the requirement preventing uncovered drinks outside be more robustly enforced and that lighting in this area be replaced with motion sensitive models to discourage dwelling.</li> <li>7. That the venue be required through condition to inform neighbours within an appropriate radius of upcoming events, their size and their nature with an appropriate notice period (such as the 21 days). That record of notifications should be kept and provided to an appropriate council officer on demand.</li> <li>8. The ability to serve alcohol for such a prolonged period seems to me on duration alone to be inappropriate in the setting we find ourselves in, notwithstanding the fact that outdoor music may be played throughout much of this period.</li> <li>9. I would like to request that the height of speakers be conditioned so that they do not exceed the height of the retaining wall.</li> <li>10. It is preferable that the applicant be required to ensure the line is manned throughout the hours the premises is in operation to allow organisers to any respond to problems in real time.</li> </ol>
<p><b>Protect Children from Harm</b></p> <ol style="list-style-type: none"> <li>1. The rationale for operating a challenge 21 policy for large events and a challenge 25 policy in standard hours is unclear to me. The applicant may be able to explain this difference, in the absence of a reasonable explanation I would prefer to see a challenge</li> </ol>

21 policy in operation whenever alcohol is being served.

2. The proposed condition relating to lost children does not appear to provide staff with any appropriate level of training to recognise abuse or neglect. This policy should be reworded to reflect this, or such training should be provided to staff.
3. As a condition of license, the venue should be explicitly required to employ at least two members of staff with enhanced DBS for each large event in order to comply with proposed condition e3 (large events)
4. The applicant has noted that no adult entertainment will be held during standard hours. Adult entertainment could include but is not limited to: topless bar staff, strip tease, lap-table, pole dancing, performances including feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language. This condition appears to have been omitted from the conditions proposed on large events, I hope due to an oversight. Could it be added?

Signed: 

Date: 12/12/17

If you have any queries about this form or are unsure of when the statutory period ends please contact the **Licensing Helpline on 01432 260105**



Appendix 10

Current Licence Hours v Proposed Licensed Hours - The Lion, Leintwardine

Current Licence				Application			
Licensable Activity	Hours	Days	Indoor(I), Outdoor(O), Both (B)	Licensable Activity	Hours	Days	Indoor(I), Outdoor(O), Both (B)
Plays	N/A			Plays	0800 - 0000	All	B
Films	1100 - 0030	All	I	Films	0800 - 0030	All	B
Indoor Sport			N/A	Indoor Sport	0800 - 0030	All	N/A
Live Music	1100 - 2300	All	B	Live Music	0800 - 0000 0800 - 0200	Sun - Thurs Fri & Sat	B B
Recorded Music	1100 - 2300	All	B	Recorded Music	0800 - 0000 0800 - 0200	Sun - Thurs Fri & Sat	B B
Similar to Live/ Recorded Music	1100 -2300	All	I	Similar to Live/ Recorded Music	0800 - 0000 0800 - 0200	Sun - Thurs Fri & Sat	B B
Late Night Refreshment	2300 - 0000	All	I	Late Night Refreshment	0800 - 0000 0800 - 0200	Sun - Thurs Fri & Sat	B B
Sale of Alcohol	1100 -0000	All	On/Off	Sale of Alcohol	0800 - 0000 0800 - 0200	Sun - Thurs Fri & Sat	On/Off On/Off

All licensable activities	0800 - 0200	Sun before BH & BH	B
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**The Lion Hotel, Leintwardine**

**Current Licence Conditions and Proposed Licence Conditions**

**Current Licence Conditions**

**General:**

The type of regulated entertainment proposed reinstate and enhance the previously unregulated entertainment and reduce the focus on alcohol. Staff will be trained on the new Licensing Act 2003 and given training in drug awareness and we are reviewing our risk assessment for the four licensing objectives.

**Prevention of Crime and Disorder:**

Provide 30 minutes extension of opening hours at the end of alcohol sales so last drinks will be consumed less quickly.

Giving access to toilet facilities and serving non-alcohol refreshment.

All amenities will be well lit inside and out.

Not less than 5 working days before, give police written notice of any event days.

**Public Safety:**

All fire equipment is serviced and sited by a reputable contractor.

My risk assessment identifies no risk of over crowding.

All exits are clearly marked.

All staff are uniformed and easily identified.

**Additional Agreed Conditions**

**GENERAL**

The designated premises supervisor shall retain control over all parts of the premises. Either the Licensee or the Duty Manager shall be in charge of and within the premises whenever the public are present.

Electrical installations in temporary structures should be adequately earthed in accordance with normal standards. Consideration should be given to the degree of exposure and likely risk of strike by lightning and where appropriate, the structure itself should be adequately bonded and earthed. Advice on earthing and lightning protection may also be sought from an electrical engineer.

- 1a) The Licensee shall take all reasonable precautions to ensure the safety of the public and performers on the premises.
- b) In undertaking any or all of the conditions, the Licensee shall comply with all reasonable requests of the Police, the Fire Authority and the Licensing Authority's Officers.
- c) The approved arrangements, including the means of escape, the fire alarm and warning system, the fire fighting equipment, the electrical installations and mechanical equipment shall be

maintained in good condition and full working order.

#### OVERCROWDING

2 Adequate systems shall be in place to control numbers of persons entering the premises to prevent over crowding and alleviate crowd control problems. During an event the maximum permitted numbers shall be set by the Fire Authority. However, if the maximum number is not set by the fire authority a fire risk assessment will be required to ascertain the appropriate capacity.

#### VENTILATION AND HEATING

3 Adequate means of ventilation and heating shall be provided at the premises whilst open to the public and shall be maintained in a proper working condition.

#### FIRST AID

4 The Licensee shall ensure that an adequate and appropriate supply of first aid equipment and material is available on the premises.

#### LIGHTING

5 All parts of the premises shall be provided with adequate illumination during the whole time the premises are being used for any licensable activities. All routes of escape and all parts of the premises to which the public have access shall be provided with adequate and assured lighting from two independent supplies and systems

#### ELECTRICAL INSTALLATION

6 A current inspection certificate shall be held for all electrical installations in accordance with BS 7671 and BS5266-1

#### FIRE SAFETY

7a) The Licensee shall ensure that a fire risk assessment is carried out for the whole premises. He/she shall also ensure that all fire risks are minimised in accordance with current industry good practice and a full copy of this risk assessment is made available for inspection on request by an authorised officer.

- b) The fire risk assessment shall cover the following areas;
- a. Means of escape
  - b. Exit routes and exit notices
  - c. Exit doors
  - d. Disabled access and escape
  - e. Reporting of Fires
  - f. Fire Procedure
  - g. Fire Logbook
  - h. Access for Fire Appliances
  - i. Fire Fighting Equipment
  - j. Fire Resistant Furniture and Fittings
  - k. Smoking
  - l. Explosive and Flammable Substances

c) The Licensee is responsible at all times for ensuring the safety of public in attendance in the event of fire or other such emergency.

#### GAS INSTALLATIONS

8 The gas installation shall hold a current safety certificate signed by, a member of the Council for Registered Gas Installers (CORGI).

#### OPEN CONTAINERS

9 No open containers to be removed from the premises except for consumption in any external area provided for that purpose.

#### **Prevention of Public Nuisance:**

All entertainment will cease at or before 23:00.

A notice will be placed at all exits asking customer

All windows will be closed at 23:00.

All kitchen extractor filters will be kept clean to minimise food and cooking smells.

#### Additional Agreed Conditions

1. The licensee shall ensure that noise and vibration does not emanate from the premises so as to cause a public nuisance.
2. The licensee shall be responsible for ensuring the local area is assessed, from time to time, for noise breakout from the premises during performances.
3. The outside area shall not be used for the consumption of alcohol after 23:30hrs or licensable activities after 23:00hrs on any day.
4. Prominent, clear and legible notices shall be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

#### **Protection of Children from Harm:**

The restrictions set out in the Licensing Act 2003 will apply.

No unusual risks to children have been identified.

Children are only allowed on the premises when supervised by a responsible adult.

#### Additional Agreed Conditions

1. All staff should be aware of proof of age regulations and Proof of Age Cards and/or Citizen Cards should be displayed on the premises.
2. Associated notices indicating restrictions on access by children shall be conspicuously displayed throughout the premises
3. Proven methods shall be employed for the prevention of unlawful supply, consumption and use of alcohol, drugs and other products, which is illegal to sell to children.

No adult entertainment or services or activities must take place at the premises

(Adult Entertainment includes, but is not restricted to, such entertainment or services which would generally 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).

### **Proposed New Conditions offered for normal day to day operation and for events of 500 people**

#### **Prevention of Crime**

1. CCTV (IF FITTED) will be provided in the form of a recordable system, capable of providing pictures of EVIDENTIAL QUALITY in all lighting conditions particularly facial recognition.
  - a. Cameras shall encompass all ingress and egress to the premises, fire exits, outside areas, and all areas where the sale/supply of alcohol occurs.
  - b. Equipment MUST be maintained in good working order, be correctly time and date stamped, recordings MUST be kept in date order, numbered sequentially and kept for a period of 31 days and handed to Police on demand.
  - c. The Premises Licence Holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in recordable media format, an authorised Herefordshire Trading Standards Officer or the Local Authority on demand to be agreed.
  - d. The Recording equipment and tapes/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual. An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant, in the event of any failings actions taken are to be recorded.
  - e. In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Police on contact number '101' immediately.
2. The Premises Licence Holder or DPS or a person nominated by them in writing for the purpose will employ SIA door staff on a risk assessed basis. The risk assessment shall be in writing and shall be made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police.
3. All existing staff shall be trained within one month of the date this condition appears on this licence. All new staff shall be trained within one month of taking up employment. All existing staff to be trained within three months of this condition appearing on this licence. All staff shall be re-trained six monthly thereafter. The training shall include:
  - a. Drugs Awareness
  - b. Conflict resolution
  - c. Selling to under age person
  - d. Selling to drunks
  - e. Training records shall be kept on the premises which shall show the area of training covered, the date of the training, the name of the person and shall be signed by the trainer and trainee. This shall be produced to the police, an authorised Herefordshire Trading Standards Officer or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) on demand.

4. A written or electronic register of refusals will be kept including a description of the people who have been unable to provide required identification to prove their age. Such records shall be kept for a period of 12 months. It will be collected and reviewed on a daily basis by the Designated Premises Supervisor and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.
5. An incident log must be kept at the premises. Incident log records will be retained for a period of 12 months from the date it occurred. It will be made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003), an authorised Herefordshire Trading Standards Officer or the Police, which must record the following:
  - (a) all crimes (relevant to the licensing objectives) reported to the venue
  - (b) all ejections of patrons
  - (c) any complaints (relevant to the licensing objectives) received
  - (d) any incidents of disorder
  - (e) seizures of drugs or offensive weapons
  - (f) any faults in the CCTV(IF FITTED) system or searching equipment or scanning equipment.
  - (g) any visit by a relevant authority or emergency service
6. No open containers of alcohol will be removed from the licensable area of the premises.
7. When licensed to be open after midnight for licensable activities, there will be no new customer entry to the premises or re-entry to the premises after midnight.

### **Public Safety**

1. All staff shall wear clothing which identifies them as members of staff of the premises.
2. A HSE Compliant Industrial High Response First Aid Kit for 21 -50 people must be located within the licensable area of the premises and be readily available to all staff at all times. The kits will be inspected weekly and replenished where required, an endorsed log sheet will be contained in each kit. Such kit shall contain:
  - 1 x Guidance Leaflet
  - 60 x Washproof Plasters
  - 6 x Eye Pads with Bandage
  - 8 x Triangular Bandages
  - 12 x Safety Pins
  - 16 x Assorted Sterile Dressings
  - 20 Moist Wipes
  - 3 Pairs Disposable Gloves

### **Electrical & Gas Installations:**

3. All electrical wiring and distribution systems shall be tested at least once a year and signed off by a competent person whose name is shown within the Local Authority Building Control Part P Competent Persons Register (<http://www.competentperson.co.uk/search.asp>). The 'sign off

certificate shall be produced to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or Police on demand.

4. All portable electrical equipment shall be powered through a sensitive earth leakage protection system (residual current device] having a rated residual operating current not exceeding 30 milliamps and a maximum operating limit of 30 milliseconds.
5. Any and all gas appliances (except cellar gas) used in the premises must be tested at least once a year and signed off by a competent person whose name appears within the current Gas Safety register (GSR). The 'sign off' certificate shall be produced to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or Police on demand.

### **The prevention of public nuisance**

1. Noise or vibration shall not emanate from the premises so as to cause a nuisance.
2. The Premises Licence Holder or DPS or the responsible person must immediately comply with any request to adjust noise levels/frequency spectra made by an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police. Live or Recorded music shall be restricted to the area marked on the premises plan.
3. Any speaker within the premises shall be directed away from any residential property
4. 'Noise' from the premises must not be 'audible or discernible' within any occupied permanent structure where people normally reside or sleep, when assessed with windows and doors closed. 'In this condition; 'Noise' is defined as sound which is created by entertainment consisting of either vocal (recorded or live) or instrumental music (recorded or live) or a combination of both. Audible or discernible -is defined as 'noise' which is distinct above the general hubbub of activity on the site which can be identified by the human ear as originating from discrete sources from the licensed premises'.
5. No external area of the premises will be used for any form of regulated entertainment after midnight.
6. No external area at the premises shall be used for any customer activities after midnight save for customers smoking, where the purpose is to use a a designated smoking area purely for that purpose. No alcohol will be allowed in this area after this time.

### **Protection of Children from Harm**

1. No person under the age of 18 years shall be permitted to be on the premises after 2300hours unless supervised by a person over the age of 18 years.
2. The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of an authorised person' (as defined by Section 13 of the Licensing Act2003), an authorised Herefordshire Trading Standards Officer or the police. Prominent, clear and legible signage (in not less than 32 font bold) shall also be



displayed at all entrances to the premises as well as at, at least one location behind any bar advertising the scheme operated.

3. No adult entertainment or services or activities must take place at the premises (Adult Entertainment includes, but is not restricted to, such entertainment or services which would generally 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).

### **Proposed Conditions offered for events of more than 500 people**

#### **General**

1. The Premises Licence will allow a maximum of six events each calendar year where attendance is between 500 and 2000 persons. When calculating this number, it will include all staff (whether paid or otherwise) and performers.
2. The date of each event will be notified to the Safety Advisory Group (SAG) at least two (2) months prior to the event taking place or such lesser period as is agreed by the SAG.
3. The Premises Licence Holder or a nominated Deputy (in writing) must be on these licensed premises and available to the Responsible Authorities and the Licensing Authority at all times when licensable activities are taking place.
4. Details of the Premises Licence Holder or his Deputy who is on duty when licensable activities are undertaken shall be recorded, on these premises, at the time. These records shall be made available to the Licensing Authority or a Responsible Authority on demand. Such record shall be kept for a period of 12 months after the end of licensable activities. This information post event must be provided to the Licensing Authority or a Responsible Authority within 24 hours of the request.
5. At all times there shall be one personal licence holder on these premises for each 2 bars which are open for the sale and supply of alcohol.
6. A schedule will be provided of details of the personal licence holder who is on duty and their areas of responsibilities when licensable activities are undertaken on these premises at that time. This will be made available to the Licensing Authority and or other responsible authority during the period of the event on demand. Such record shall be kept for a period of 12 months after the end of licensable activities. This information must be provided to the Licensing Authority or a Responsible Authority within 24 hours of the request.
7. An Event Management Plan (EMP) will be prepared for the location where the event will take place. A draft of the EMP will be produced 2 months prior to the first day of the first event to take place each year and will be submitted to the Licensing Authority and all members of the

Safety Advisory Group (SAG). Following consultation with the SAG, the Licensing Authority shall notify the premises licence holder in writing that the draft EMP is acceptable or unacceptable within one calendar month of receipt. Where notification is not received the draft EMP shall be deemed by the Premise Licence Holder to be agreed. The Event shall not take place until The Draft Event Management Plan has been agreed by the Licensing Authority in consultation with the SAG. Once agreed no change shall be made to the draft EMP without the agreement of the Licensing Authority. This EMP will be the standard EMP for each event taking place at the site.

8. The final EMP for each year will be submitted to the Licensing Authority and all the SAG at least 14 days prior to the first day of the first event of each year. No further changes shall take place to this document without the agreement of the SAG.

9. For the first event of each year an EMP and updates must be provided to the SAG at the same time as they are provided to the responsible authorities and Licensing Authority. The EMP will be a working document providing details of how the Festival is to be conducted and how safety issues, identified in the event risk assessment, are to be addressed. The EMP will include an event risk assessment and provide specific details on the following areas - if assessed required — due to the proposed activities to take place:

- Health and Safety Responsibilities
- Venue and Site Design
- Fire Safety
- Major Incident Planning (Emergency planning)
- Communication
- Crowd Management (including steward and security numbers and their roles)
- Transport
- Management Structures
- Barriers
- Electrical Installations and Lighting
- Food and Alcohol
- Water
- Merchandising and Special Licensing
- Amusements,
- Attractions and Promotional displays
- Sanitary Facilities
- Waste Management
- Sound: Noise and Vibration
- Special Effects, Fireworks and Pyrotechnics
- Camping
- Facilities for People with disabilities
- Medical, Ambulance and First Aid Management
- Information and Welfare
- Children - including Lost Children's Policy
- Performers
- TV and Media

Each event must take place in accordance with the Final agreed EMP. Where subsequent events take place the EMP and where deemed necessary will be updated and provided to the Licensing Authority 14 days prior to the event to take place.

### **Prevention of crime and disorder**

1. The Premises Licence Holder will employ Security industry Authority (SIA) door supervisors for each event, unless they have recorded the reasons why they are not required through a risk assessment process. At all times the need to employ SIA door supervisors will be through a risk assessment process.

Numbers of Event Personnel:

2. The Premises Licence Holder or DPS or a person nominated by them in writing for the purpose, shall maintain a register of door supervisors which shall be kept on the premises showing the names and addresses of the door supervisors and their SIA badge numbers. The register shall be made available on demand for inspection by Police, Licensing Authority or an authorised officer of the Security Industries Authority.
3. No person under the age of 18 years will be employed as stewarding personnel.
4. No person under the age of 21 years will be employed as SIA badged staff.

Security Uniforms and Security Logs:

5. All security and stewarding personnel (if employed) will be readily identifiable by means of a tabard bearing a job title.
6. No person shall perform the role of stewarding personnel without wearing a tabard.
7. No person shall perform the role of security personnel (apart from a plain-clothed team) without wearing a tabard. All plain clothes security personnel shall carry an identity badge issued by the Premises Licence Holder confirming that they are security personnel which shall be produced to a member of the Licensing Authority or Police on demand.
8. An incident log must be kept at the premises, and made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003), an authorised Herefordshire Trading Standards Officer or Police, which must record the following:
  - (a) all crimes reported to the venue (relevant to the licensing objectives).
  - (b) all ejections of patrons
  - (c) any complaints received (relevant to the licensing objectives)
  - (d) any incidents of disorder
  - (e) seizures of drugs or offensive weapons
  - (f) any visit by a relevant authority or emergency serviceIncident log records will be retained for a period of 12 months from the date it occurred.

9. A generic Traffic Management Plan (TMP) will be drawn up for the first Event of each year and will be provided to relevant agencies no later than 28 days prior to the first day of the first Event of the year. Such plan shall be agreed by the Safety Advisory Group. The TMP will cover all aspects of vehicle and pedestrian access to and egress from the site during the load in and load out as well as for the Festival itself. The TMP will include arrangements for vehicle routes, emergency service routes, public transport, shuttle buses, taxis, pedestrian issues, a dispersal policy, car parking and a traffic signage plan. In addition, it will ensure that sufficient trained marshals are available for the management of public transport (for hire or reward) on site and in particular private hire or licensed taxis.

### **Public safety**

Event Safety Coordinator:

1. The Premises Licence Holder will appoint an Event Safety Coordinator to plan, coordinate and supervise safety measures.
2. The Event Safety Coordinator will be responsible for:
  - Monitoring of contractors
  - Liaison with contractors
  - Checking of method statements and risk assessments
  - Preparation and monitoring of site rules
  - Safety inspections and audits
  - Collection and checking of completion certificates
  - Communication of safety information to contractors and employees
  - Monitoring and coordinating safety performance
  - Coordinating safety in response to a Major incident
  - Liaison with nominated officers from Herefordshire Council.

Electrical wiring and distribution systems:

3. Temporary electrical wiring and distribution systems shall be signed off by a competent person prior to any licensable activity taking place at the premises. The competent person must be a member of a recognised electrical association such as NICEIC, NAPIT, ECA or other association as agreed by the licensing authority. The sign-off certificates shall be available for inspection in the Licence Compliance Office located on the licensed premises.
4. Any additional electrical work required after the event has commenced shall be signed off by a competent person. The competent person must be a member of a recognised electrical association such as NICEIC, NAPIT, ECA or other association as agreed by the licensing authority. The sign off certificates shall be available for inspection in the Licence Compliance Office located on the licensed premises.

Structures:

5. The Premises Licence Holder will ensure that all temporary structures and any other elements of infrastructure or artistic installation have been inspected and signed off as being safe prior to the commencement of its use.

6. The premises licence holder must submit arrangements to the satisfaction of the Responsible Authorities on how such maximum occupancy capacities will be managed.
7. All enclosed structures that the public have entry to will have designated entry/exit points. The numbers of these entry/exit points will be determined by the occupancy capacity and will be listed in the Tent Exit Calculation document submitted in the EMP.  
N.B. In this licence "enclosed structures" are classed as a structure whether tented or not, which has less than 25% of its sides open to the atmosphere (excluding entrances and exits) and which are accessible to the public when regulated entertainment is provided.

Special Effects:

8. The installation and use of laser beams, pyrotechnics or real flames, explosive or highly flammable or smoke/foam producing agent, for any purpose shall not be permitted without prior notification to the Licensing Authority. A detailed description of the method of use, shall be made to the Licensing Authority not less than 14 days prior to the day on which the above equipment is to be used.

Lanterns:

9. Paper lanterns will not be sold on site and will be listed within the ticketing terms and conditions as items that may not be brought to the venue.

Sanitary Facilities:

10. Sanitation Management Strategy will be provided to the satisfaction of Herefordshire Council's Environmental and Trading Standards Service at least 21 days prior to commencement of each Event.

### **Prevention of Public Nuisance**

1. A Noise Management strategy as approved by Herefordshire Council must be provided at least 21 days before the commencement of each event. The Premise Licence Holder must comply with the Noise Management Strategy.
2. Between 00:01 and 02:00hrs on all days of the event 'noise' from the event should not be 'audible or discernible' within any occupied permanent structure where people normally reside or sleep, when assessed with windows and doors closed. 'In these conditions; 'Noise' - is defined as sound which is created by entertainment consisting of either vocal (recorded or live) or instrumental music (recorded or live) or a combination of both. 'Audible or discernible' is defined as - noise which is distinct above the general hubbub of activity on the site which can be identified by the human ear as originating from discrete sources from the licensed site.
3. Any testing of sound equipment will not take place before 09.00hrs and will last for no more than 2 hours on anyone day
4. Any stage shall cease all licensable activities at midnight on Sunday night/Monday morning.

5. The Premises License Holder will maintain a noise log and this will be kept in the Licensing Compliance Office and will be available at all times for inspection by Herefordshire Council.
6. A noise "'hot-line' will be installed and publicised so that local residents can report any noise issues directly to the Event Managers. All calls will be logged by time, location and contact number and address will be requested.

### **The protection of children from harm**

Under 16s:

1. Any unaccompanied person under the age of 16 years found on the Licensed Premises will be accompanied to the Welfare Tent. This task will be undertaken by at least 2 members of staff.
2. No unaccompanied person under the age of 16 years shall be permitted on the Licensed Premises.

Data Barring Service (DBS) Check:

3. Any personnel whose role involves the looking after of children or vulnerable adults shall have a current enhanced DBS (dated within the 9 month period preceding the first day of each event). No person shall be involved in this role unless the enhanced DBS shows 'None Recorded' against the following categories:
  - a. Police Record of Convictions, Cautions, Reprimands and Warnings,
  - b. Information from the list held under Section 142 of the Education Act 2002,
  - c. ISA Children's Barred List Information
  - d. ISA Vulnerable Adults Barred List Information
  - e. Other relevant information disclosed at the Chief Police Officer(s) discretion

Lost Children Policy:

4. The goal of the Lost Children Policy is to reunite each lost child with its parents or guardians. However, if there is any evidence, concern or suspicion of abuse or neglect of children, then this must be reported to the appropriate authority.

Age Verification:

5. The premises shall operate a Challenge 21 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of the Licensing Authority, an authorised Herefordshire Trading Standards Officer or the Police. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least once every 5 metres behind any bar advertising the scheme operated.
6. In conjunction with the above, proof of the attainment of 21 years of age will be required through production of a PASS card, full or provisional photo card driving licence, or by a photo passport prior to any alcohol sale taking place or entry to age restricted areas.

7. Bar staff must ask for proof of age ID whenever the customer appears to be under 21. If there is any doubt as to the age of the customer they will be refused service.
8. Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed stating that: It is an offence to purchase or attempt to purchase alcohol if you are under the age of 18 - Section 149 Licensing Act 2003.
9. The Designated Premises Supervisor will brief bar security staff in the arena and the bars that they should take reasonable steps to monitor the final destination of the drinks and where it would appear that supply is being made to a person under the age of 18 years take steps to prevent the consumption by that person.
10. No bar servers will be under 18.
11. The Designated Premises Supervisor, the bar manager and other bar supervisors will monitor the performance of the serving staff to ensure adherence to the licensing laws.
12. Any under-age persons who are found arriving at or on the Licensed Premises with alcohol will have the alcohol confiscated by staff. The Event Safety Coordinator will exercise due diligence in safeguarding and discharging any duty of care towards any under-age persons who attempt any unauthorised access to the event.
13. A bar manager will be appointed for every two bars utilised and this person under the direction of the Designated Premises Supervisor will be fully in control of the sale of alcohol from that bar.
14. All staff shall be trained prior to undertaking any sale of alcohol on the premises. The training shall included:
  - Drugs Awareness,
  - Conflict resolution,
  - Selling to under-age person,
  - Selling to drunks.Such training will be recorded and records shall be kept at the premises which will be produced to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or Police on demand.

