

# Agenda

## Licensing sub-committee

Date: **Thursday 17 March 2022**

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Time: **10.00 am**

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Place: **Online Meeting**

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

For any further information please contact:

**James Vickery**

Tel: 01432260835

Email: [james.vickery@herefordshire.gov.uk](mailto:james.vickery@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 James Vickery on 01432260835 or e-mail [james.vickery@herefordshire.gov.uk](mailto:james.vickery@herefordshire.gov.uk) in advance of the meeting.

# **Agenda for the Meeting of the Licensing sub-committee**

## **Membership**

Councillor Paul Andrews  
Councillor Polly Andrews  
Councillor Tony Johnson

## Agenda

	Pages
<b>PUBLIC INFORMATION</b>	
<b>THE NOLAN PRINCIPLES</b>	
<b>1. ELECTION OF CHAIRPERSON</b>	
To elect a chairperson for the meeting	
<b>2. APOLOGIES FOR ABSENCE</b>	
To receive apologies for absence.	
<b>3. 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>4. DECLARATIONS OF INTEREST</b>	
To receive declarations of interests in respect of Schedule 1, Schedule 2 or Other Interests from members of the committee in respect of items on the agenda.	
<b>5. APPLICATION FOR AN OCCASIONAL GRANT OF A PREMISES LICENCE IN RESPECT OF 'HOW THE LIGHT GETS IN FESTIVAL 2022– LICENSING ACT 2003</b>	11 - 74
To consider an application for an occasional grant of a premises licence in respect of 'How the Light Gets In Festival 2022– Licensing Act 2003	



# **The Public's Rights to Information and Attendance at Meetings**

## **YOU HAVE A RIGHT TO: -**

- Attend all Council, Cabinet, Committee and Sub-Committee meetings unless the business to be transacted would disclose 'confidential' or 'exempt' information.
- 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.
- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title.
- Copy any of the documents mentioned above to which you have a right of access, subject to a reasonable charge (20p per sheet subject to a maximum of £5.00 per agenda plus a nominal fee of £1.50 for postage).
- Access to this summary of your rights as members of the public to attend meetings of the Council, Cabinet, Committees and Sub-Committees and to inspect and copy documents.

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Please note that the council will be making a recording of this public meeting. These recordings form part of the public record of the meeting and are made available for members of the public via the council's website.

To ensure that recording quality is maintained, could members and any attending members of the public speak as clearly as possible and keep background noise to a minimum while recording is in operation.

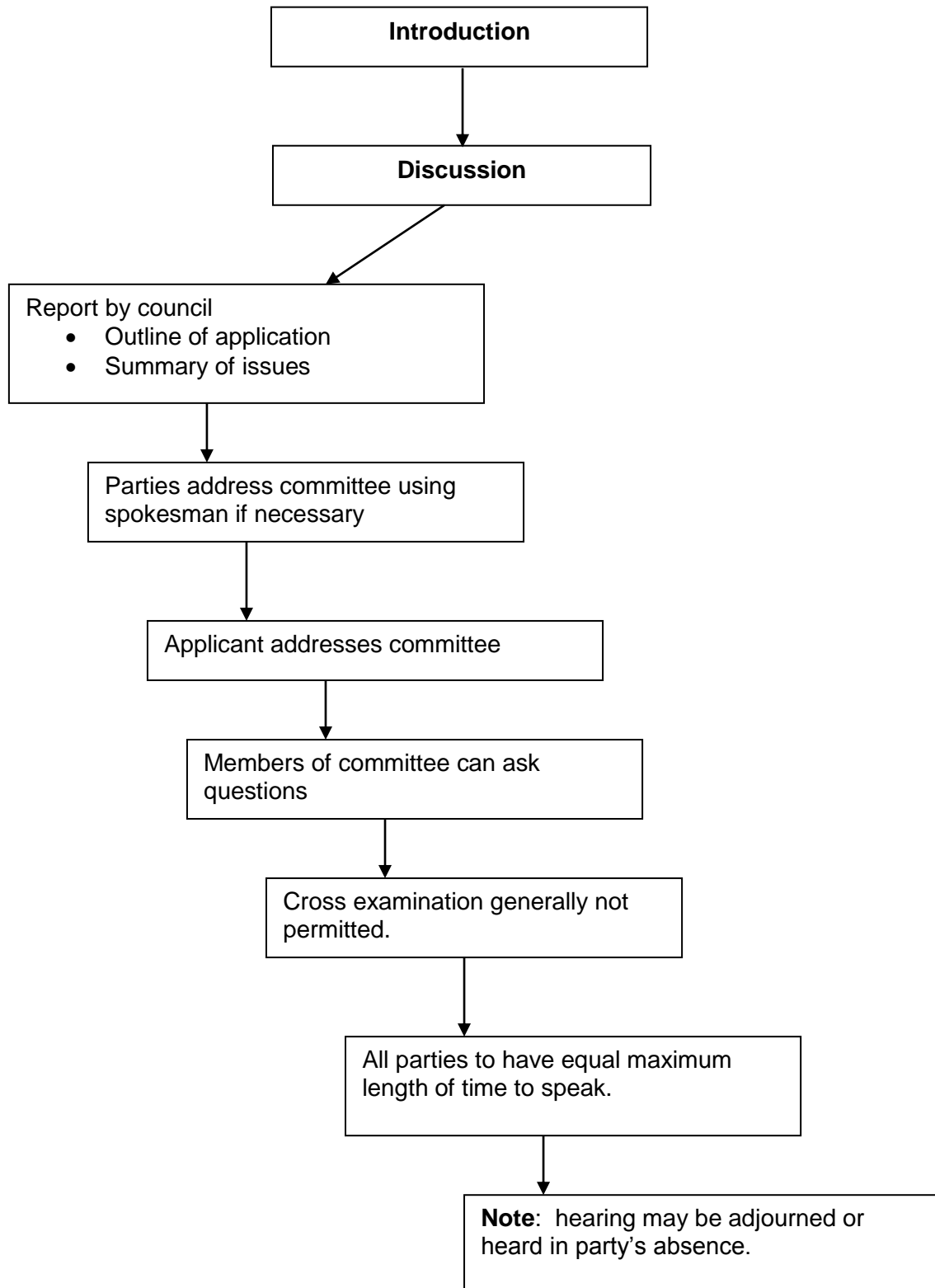
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If you do not wish to be filmed or photographed, please identify yourself so that anyone who intends to record the meeting can be made aware.

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The reporting of meetings is subject to the law and it is the responsibility of those doing the reporting to ensure that they comply.

## Licensing Hearing Flowchart







**The Seven Principles of Public Life  
(Nolan Principles)**

**1. Selflessness**

Holders of public office should act solely in terms of the public interest.

**2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**6. Honesty**

Holders of public office should be truthful.

**7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.





## **Application for an occasional grant of a premises licence in respect of 'How the Light Gets In Festival 2022– Licensing Act 2003**

**Meeting: Licensing sub-committee**

**Meeting date: Thursday 17 March 2022 at 10:00am**

**Report by: Senior Licensing Technical Officer**

### **Classification**

Open

### **Decision type**

This is not an executive decision

### **Reason Key**

Notice has been served in accordance with Part 3, Section 9 (Publicity in Connection with Key Decisions) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

## **Wards affected**

Golden Valley North

## **Purpose**

To consider an application for a grant of an occasional premises licence in respect of How the Light Gets In Festival 2022 under the Licensing Act 2003.

## **Recommendation(s)**

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:

- a) The steps that are appropriate to promote the licensing objectives,
- b) The representations (including supporting information) presented by all parties,
- c) The guidance issued to local authorities under Section 182 of the Licensing Act 2003, and
- d) The Herefordshire Council Statement of Licensing Policy 2020 – 2025.

## **Reasons for Recommendations**

Ensures compliance with the Licensing Act 2003

## **Alternative options**

1. There are a number of options open to the sub-committee:
  - a) Grant the licence subject to conditions that are consistent with the operating schedule accompanying the application and the mandatory conditions set out in the Licensing Act 2003,
  - b) Grant the licence subject to modified conditions to that of the operating schedule where the sub-committee considers it appropriate for the promotion of the licensing objectives and add mandatory conditions set out in the Licensing Act 2003,
  - c) To exclude from the scope of the licence any of the licensable activities to which the application relates
  - d) To refuse to specify a person in the licence as the premise supervisor, or
  - e) To refuse the application

## Key considerations

### Licence Application

2. The application for the grant of a premises licence has received relevant representations and is therefore brought before the sub-committee for determination.
3. Herefordshire Council Statement of Licensing Policy 2020 to 2025 states “All representation must be ‘relevant’, for example they must be about the likely effect of the grant of the application”. This followed paragraph 8.57 in the s182 Guidance which uses the same wording.
4. The details of the application are:

Applicant	Amanda Houghton	
Agent	Not Applicable	
Type of application: Grant	Date received: 26 <sup>th</sup> January 2022  28 day consultation started: 27 <sup>th</sup> January 2022	28 Days consultation ended:  23 <sup>rd</sup> February 2022

### Summary of Application

5. The application (appendix 1) requests the grant of a premises licence to allow the following licensable activities, during the hours shown, as follows:

Thursday 02.06.2022 to Sunday 05.06.2022

Films (Indoors), Live Music (Indoors/Outdoors), Anything Similar to Live Music, Recorded Music & Performance of Dance (Indoors)

Thursday 15:00 – 01:00

Friday/Sat 09:00 – 01:00

Sunday 09:00 – 17:00

Recorded Music (Indoors)

Thursday 12:00 – 01:00

Friday/Sat 09:00 – 01:00

Sunday 09:00 – 17:00

Late Night Refreshment  
(Indoors/Outdoors)  
Thurs/Sat 23:00 – 01:00

Supply of Alcohol (for consumption on the premises)  
Thursday - Saturday 12:00 – 00:45  
Sunday 12:00 – 16:45

### **Summary of Representations**

6. One (1) representation has been received from a responsible authority (West Mercia Police) (appendix 2) and the conditions have been agreed by the applicant.
7. Five (5) relevant representation have been received from members of the public in line with the licensing objective Prevention of Public Nuisance that the licensing authority have accepted as being relevant. (Appendix 3).
8. A number of relevant public representations highlighted concerns about the increased traffic, though these cannot be considered in determining the application in accordance with the Licensing Act 2003.
9. The Licensing Authority shared with those making public representations, a copy of the licence conditions that the applicant has agreed to adhere to. These conditions do not address the concerns of the members of public who have made representations.

### **History**

10. In 2018, the festival was run on temporary event notices. In 2019 and 2020 the festival was licenced under an occasional premises licence, although, due to the COVID pandemic, the 2020 festival was cancelled.
11. The application in 2019 received public representation and was therefore brought before the licensing sub-committee, where the decision was made to grant the licence subject to the inclusion of added conditions in relation to a Prevention of Public Nuisance and Protection of Children from Harm.
12. The application in 2020 received an objection from a responsible authority but the hearing was cancelled due to the applicant agreeing to proposed conditions under the four licensing objectives.

### **Community impact**

13. Any decision may have an impact on the local community.

## **Environmental Impact**

14. This report is in relation to a premises license under the Licensing Act 2003 and as such there are minimal environmental impacts for the council.

## **Equality duty**

15. Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to –

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
  - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
  - c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
16. There are no equality issues in relation to the content of this report.
17. 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.
18. 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.

## **Resource implications**

19. This report is in relation to a premises license under the Licensing Act 2003 and as such there are minimal resource implications for the council.

## **Financial implications**

20. There are unlikely to be any financial implications for the council as licensing authority at this time.

## Legal implications

21. As relevant representations have been received, the sub committee must determine the application under Section 3.5.7 (c) of the Herefordshire Council constitution. The representations must relate to the licensing objectives and the sub committee must determine the likely effect of the grant of the premises licences on the promotion of the licensing objectives.
22. 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. The options available to the licensing authority are set out in section 1 of this report.
23. The sub committee should be aware of a number of stated cases which have appeared before the Administrative Court and are binding on the Licensing Authority.
24. 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. In this case it was summed up that: -
25. 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.
26. 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.
27. 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'*.
28. In addition to this it was stated that any condition attached to the licence should be an enforceable condition.

## Right of Appeal

29. Schedule 5 of the Licensing Act 2003 gives a right of appeal which states:  
Decision to grant premises licence or impose conditions etc.
  - (1) This paragraph applies where a licensing authority grants a premises licence under section 18.
  - (2) The holder of the licence may appeal against any decision—
    - (a) to impose conditions on the licence under subsection (2)(a) or (3)(b) of that section, or
    - (b) to take any step mentioned in subsection (4)(b) or (c) of that section (exclusion of licensable activity or refusal to specify person as premises supervisor).



- (3) Where a person who made relevant representations in relation to the application desires to contend—
  - (a) that the licence ought not to have been granted, or
  - (b) that, on granting the licence, the licensing authority ought to have imposed different or additional conditions, or to have taken a step mentioned in subsection (4)(b) or (c) of that section, he may appeal against the decision.
- (4) In sub-paragraph (3) “relevant representations” has the meaning given in section 18(6).

30.. Appeals should be made to the Magistrates Court and must be made within 21 days beginning with the day on which the appellant was notified by the licensing authority of the decision appealed against

## **Risk management**

31. 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**

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

## **Appendices**

Appendix 1 - Application Form  
Appendix 2 – West Mercia Police representation  
Appendix 3 – Public Representations

## **Background papers**

None Identified

**Please include a glossary of terms, abbreviations and acronyms used in this report.**



\* required information

### Section 1 of 21

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

System reference	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text"/>	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?	<input type="radio"/> Yes <input checked="" type="radio"/> 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	<input type="text" value="Amanda"/>	
* Family name	<input type="text" value="Houghton"/>	
* E-mail	<input type="text"/>	
Main telephone number	<input type="text"/>	Include country code.
Other telephone number	<input type="text"/>	
<input type="checkbox"/>	Indicate here if you would prefer not to be contacted by telephone	

Are you:

- 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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

Is your business registered in the UK with Companies House?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note: completing the Applicant Business section is optional in this form.
Registration number	<input type="text" value="09180976"/>	
Business name	<input type="text" value="TVF LTD - INS OF ART"/>	If your business is registered, use its registered name.
VAT number	<input type="text" value="-"/> <input type="text" value="115126651"/>	Put "none" if you are not registered for VAT.
Legal status	<input type="text" value="Private Limited Company"/>	

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

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

**Premises Address**

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

- Address     OS map reference     Description

**Address Description**

The land is designated by OS map references SO 2243, SO 2343, SO 2242 and SO 2342 and is a green field site lying to the South of the Welsh Water filtration plant in Hay-on-Wye. It lies along the bank of the River Wye, behind Huws Gray and the Coop on Newport Street.

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

### Section 3 of 21

#### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

#### Confirm The Following

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

### Section 4 of 21

#### INDIVIDUAL APPLICANT DETAILS

##### Applicant Name

Is the name the same as (or similar to) the details given in section one?

- Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Amanda

Family name

Houghton

Is the applicant 18 years of age or older?

- Yes  No

Continued from previous page...

### Current Residential Address

Is the address the same as (or similar to) the address given in section one?

- Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

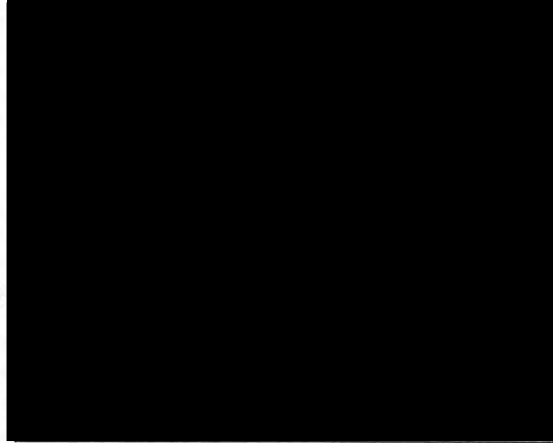
District

City or town

County or administrative area

Postcode

Country



### Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

- Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

\* Date of birth



dd mm yyyy

\* Nationality

British

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

Add another applicant

## Section 5 of 21

### OPERATING SCHEDULE

When do you want the premises licence to start?

/  /   
dd mm yyyy

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

/  /   
dd mm yyyy

Provide a general description of the premises

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

The event will take place on the grounds situated between the industrial buildings (Huws Gray/Coop/Hay and Brecon

**Continued from previous page...**

Farmers) on Newport Street and the River Wye. There is a site map and plan included in our application.

We are proposing to bring our established philosophy festival, HowTheLightGetsIn, back to Hay-on-Wye this year following successful events in both Powys and Hereford since 2008. The site is located away from any residential properties in town, and provides a beautiful site which highlights the beauty of Hay and the local landscape.

We have for the last 10 years curated and produced this event, which features world-leading thinkers on Philosophy, art, science and every subject in between. Speakers engage in talks and debates on the topics that bring these issues to the forefront of public discussion. We have been described by Total Politics as "Europe's answer to TED" and in a Guardian Editorial as "bringing Britain back to big thinking". For this year's event we are planning to host a long weekend of talks and debates solely on this field which we name the 'Riverside Field'.

Alongside our primary output of talks and debates, we create a unique festival atmosphere of collectivity and understanding by integrating live music along with our events. Our venues are enclosed tents, provided by suppliers we have known and relied on for excellent service for the past 10 years. Our timetable of events across the weekend will be begin no earlier than 9am and end at 1am at latest. We have taken the decision to end the event one hour earlier in the evening than our previous events as we recognized that a 2am finish was of concern to some of the town residents.

The capacity for the event for 2022 is expected to be between 2500 and 3000. However for the purposes of the premises license the capacity will be 4999. We have extensive experience in managing events of this number. Our ticketing matrix allows us to make precise predictions about the number of patrons who will attend, and we have outlined the steps we will undertake to ensure the safety of all our attendees at the festival.

We expect our demographics to be as follows based on data capture from previous events:

57 % Female, 43% Male,  
28% under 30  
38% from education/arts/media backgrounds

We look forward to bringing our diverse and eclectic event back to Hay-on-Wye, promoting the area as part of a vibrant artist and tourist community, and working together with Hereford council on this.

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

#### Section 6 of 21

##### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

Yes  No

#### Section 7 of 21

##### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

Yes  No

##### Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

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

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start 15:00

End 01:00

Start

End

FRIDAY

Start 09:00

End 01:00

Start

End

SATURDAY

Start 09:00

End 01:00

Start

End

SUNDAY

Start 09:00

End 17:00

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 tick as appropriate. Indoors may include a tent.

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

Our festival involves the screening of documentary films for educational and entertainment purposes as part of the larger programme. These films are chosen to fit with the wider themes and issues with which we are seeking to engage our audience.

Any age restricted films are clearly indicated in the festival programme, website and signs outside the venue.

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.



Continued from previous page...

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

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

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes                       No

**Section 9 of 21**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes                       No

**Section 10 of 21**

**PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

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

Continued from previous page...

THURSDAY

Start  End   
Start  End

FRIDAY

Start  End   
Start  End

SATURDAY

Start  End   
Start  End

SUNDAY

Start  End   
Start  End

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

- Indoors       Outdoors       Both

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

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

Live music will be performed as part of the wider festival programme. There will be live music performed alongside our debates and talks during the day. We do this in order to soften the atmosphere and increase conversation. Our music is therefore never at a level that interferes with our spoken events and is therefore low-key in nature. Our music and musicians are chosen to fit the style and feel of the event, and tend to be of a similar genre, typically involving folk, blues and jazz influences. After our talk events are over at around 19:00, we hold music events in four venues to allow for relaxation in the evening.

All amplified music is played in enclosed tents rather than open air stages. For the location of live amplified music please see the attached site plan.

We are aware of the need for sound control, and have undertaken noise management assessments, background noise tests, sound checks and control regimes previously. A noise management plan will be in place for this event.

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 in the column on the left, list below

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

Continued from previous page...

**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

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

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

Indoors  Outdoors  Both

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

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

Recorded music will be played around the festival site. This consists of light background music played in the Waterfront

Continued from previous page...

Cafe, and in our bar areas. This will be played at a level as not to disrupt our talks and events.

We will also have some DJ sets throughout the festival and these are covered by our live music notes previous, and subject to our noise management plan.

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 in the column on the left, list below

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

**Section 12 of 21**

**PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes                       No

**Section 13 of 21**

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

[See guidance on regulated entertainment](#)

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

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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

Continued from previous page...

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

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

Talks, Debates, Comedy and Cabaret.

Will this entertainment take place indoors or outdoors or both?

Indoors  Outdoors  Both

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

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

We will primarily be producing talks and debates on philosophy, politics, art and science. These events form the basis of our primary output of our organisation. According to our impact statement, the production of debates in a democratic space helps engender a spirit of creative and intellectual discussion in line with our broader aims. We are seeking to give philosophy and ideas a central role in public life, and the festival will be one way in which we intend to achieve this aim.

We will also be programming some comedy and cabaret. Any age restricted content will be marketed and sign-posted as sign, and restricted entry procedures will be in place.

These talks, debates, comedy and cabaret events will take place across the weekend in enclosed tent structures. Speakers' voices will be amplified through the use of radio microphones. The purpose of amplification is to ensure that they can be heard clearly by attendees and so that the events can be filmed for webcasting. All amplification will be at a limited volume.

State any seasonal variations for entertainment

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 entertainment at different times from those listed in the column on the left, list below

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

**Section 14 of 21**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

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

Continued from previous page...

SUNDAY

Start

End

Start

End

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

- Indoors                       Outdoors                       Both

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

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

Provision of Alcohol from 11 pm:

We operate a Challenge 25 policy across all of our bar and café areas. Signage at all bars will clearly state our Challenge 25 policy. All our staff are trained in the policy and our site is supervised by a personal license holder. The assistant festival managers regularly check the sale of alcohol from the bars does not contravene the terms of our license.

All bars where alcohol is served will provide DPS details to the licensee prior to the event. For the locations of these please see attached site plan showing the venues which include alcohol sale. All bars will close no later than 15 mins prior to the final event finish.

To mitigate the risk of unruly attendees, the terms and conditions of ticket sale for the event clearly state that any such behavior will lead to ejection from the site. Similarly anyone found in possession or under the influence of illegal substances will be ejected from the festival site and reported to the police. We have been running the event for eight years and have not had a problem on either of these fronts.

Provision of Food from 11 pm:

We will also have some food traders and vendors that will open later than 11 pm. All of these will be pre-agreed and subject to the terms of the Event Safety Management Plan.

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 late night refreshments at different times from those listed in the column on the left, list below

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

Continued from previous page...

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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.



Continued from previous page...

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

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

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

**Name**

First name

Family name

Date of birth

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

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

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

*Continued from previous page...*

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

**Section 16 of 21**

**ADULT ENTERTAINMENT**

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

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

N/A

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

*Continued from previous page...*

SUNDAY

Start

End

Start

End

State any seasonal variations

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

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

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

**Section 18 of 21**

**LICENSING OBJECTIVES**

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

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

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

Please see our attached event safety management plan

b) The prevention of crime and disorder

Please see our attached event safety management plan

c) Public safety

Please see our attached event safety management plan

d) The prevention of public nuisance

Please see our attached event safety management plan

*Continued from previous page...*

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e) The protection of children from harm

Please see our attached event safety management plan
--

**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

*Continued from previous page...*

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

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

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

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

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

#### **Documents which demonstrate entitlement to work in the UK**

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

*Continued from previous page...*

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

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

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

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

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

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

## Section 20 of 21

### NOTES ON REGULATED ENTERTAINMENT

*Continued from previous page...*

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

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

**Continued from previous page...**

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

**Section 21 of 21**

**PAYMENT DETAILS**

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

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

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

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

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

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

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

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £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 (£)

100.00

**DECLARATION**

1



**Continued from previous page...**

\* 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.

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

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

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

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

\* Full name   
\* Capacity   
\* Date  /  /   
dd mm yyyy

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

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

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

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

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

**OFFICE USE ONLY**

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

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

\* required information

### Section 1 of 3

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

System reference

Not Currently In Use

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

Your reference

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

#### Name

First name

Family name

#### Contact Details

E-mail

Telephone number

Fax number

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

Is the applicant's business registered outside the UK?

- Yes  No

**Continued from previous page...**

Commercial register

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

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**User Profile**

**Name**

First name

Family name

Continued from previous page...

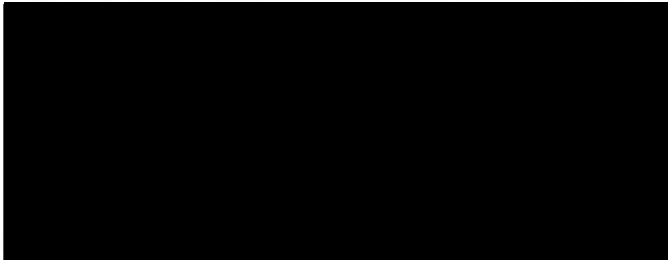
**Contact Details**

E-mail

Telephone number

Fax number

Other telephone number



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

Are you:

- 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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

**Your Business**

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

Is your business registered outside the UK?  Yes  No

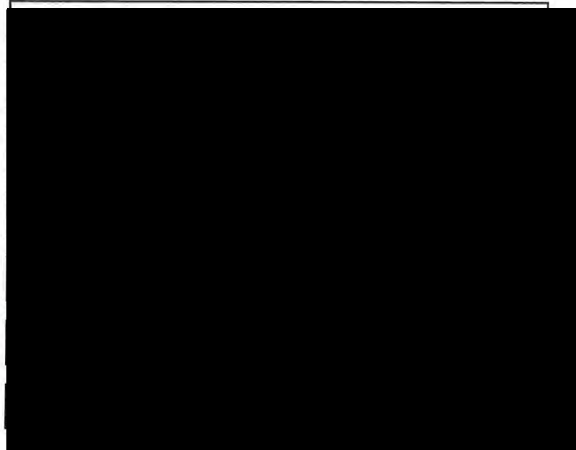
Commercial register	<input type="text"/>	The entity with which your business is registered, for example "Amsterdam Chamber of Commerce".
Registration number	<input type="text"/>	
Business name	<input type="text"/>	If your business is registered, use its registered name.
VAT number	<input type="text"/> - <input type="text"/>	Put "none" if you are not registered for VAT.
Legal status	<input type="text" value="Please select..."/>	
Your position in the business	<input type="text"/>	
Home country	<input type="text" value="United Kingdom"/>	The country where the headquarters of your business is located.

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"/>

**Address**

Building number or name	
Street	
District	
City or town	
County or administrative area	
Postcode	
Country	

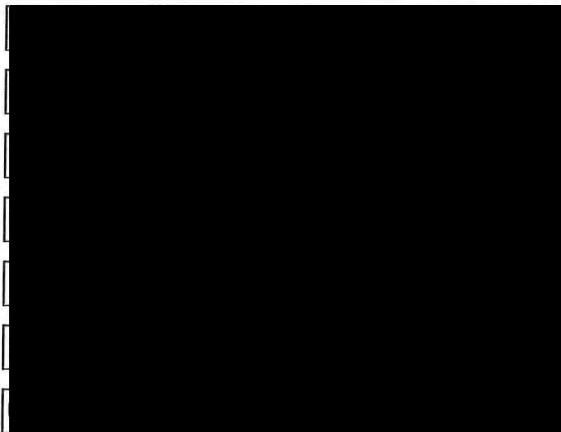
**Section 2 of 3**

**CONSENT**

**Name**

First name	<input type="text" value="Amanda"/>
Family name	<input type="text" value="Houghton"/>

**Address**

Building number or name	
Street	
District	
City or town	
County or administrative area	
Postcode	
Country	

**Continued from previous page...**

I hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the following application, and any premises licence to be granted or varied in respect of this application concerning the supply of alcohol at the premises

Type of application  For instance 'Application for a premises licence' or 'Variation of a premises licence'

Is the application or variation that this consent is being submitted in connection with being supplied electronically to the authority

Yes  No  Don't know

Reference number of electronic application (if known)  If the application or variation form is already submitted, ask its applicant for the form's 'system reference' or 'your reference'.

**Premises Licence Holder**

Name

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Premises**

Premise licence number

Name of premises

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below

Personal licence number

Personal licence issuing authority name

Continued from previous page...

**Address**

Building number or name	County Hall
Street	
District	Llandrindod Wells
City or town	
County or administrative area	Powys
Postcode	LD1 5LG
Country	United Kingdom

**Contact Details**

E-mail	
Telephone number	01597827460
Fax number	
Other telephone number	

**Section 3 of 3**

**DECLARATION**

\* I confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I have set out in this form.

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	Amanda Jane Houghton
Capacity	Festival manager
Date	13 / 01 / 2022 dd mm yyyy
	<input type="button" value="Remove this signatory"/>

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 to upload this file and continue with your application.
- Don't forget to make sure you have all your supporting documentation to hand.

< Previous 1 2 3 Next >

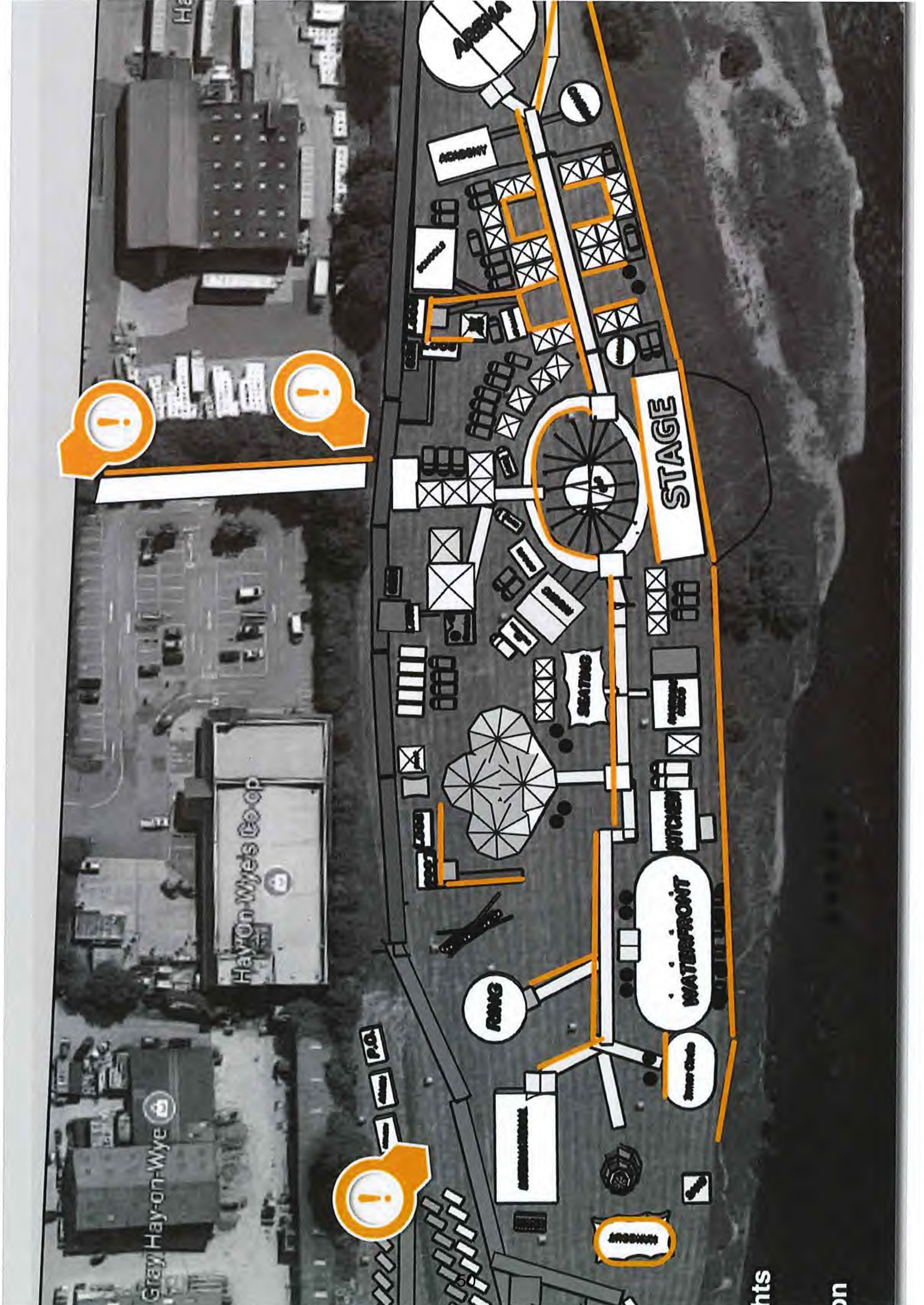


**OFFICE USE ONLY**

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

**Digital Signature Information**

Signer's name	<input type="text"/>
Signer's contact information	<input type="text"/>
Signing time	<input type="text"/>
Signer status	<input type="text"/>
Signature status	<input type="text"/>
Certificate issuer	<input type="text"/>



Hay

ARCADE

ACADEMY

STAGE

Hay-on-Wyels Coop

Gray Hay-on-Wye

P.O.

FUNG

WATERFRONT

KITCHEN

SEATING

RESTROOMS

RESTROOMS

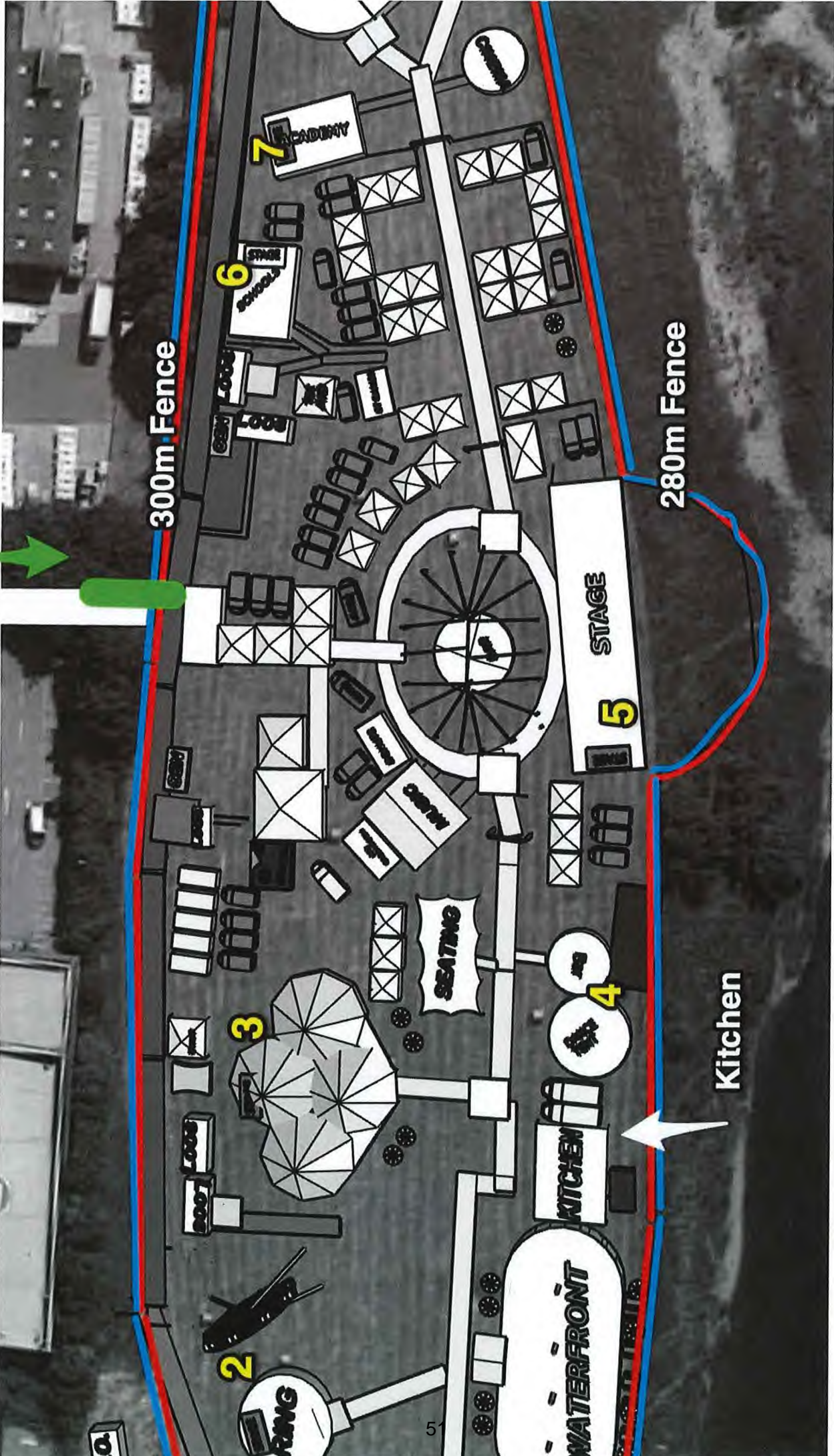
hts  
on

**Pedestrian Entrance**

**300m Fence**

**280m Fence**

**Kitchen**





## **West Mercia Police Rep – How the Light Gets In Festival 16.02.2022**

I am an officer authorised under the Licensing Act 2003.

I refer to the application made for a review of a premise licence in respect of 'How the Light Gets In 2022, Hay-on-Wye

Having looked at the application in further detail, West Mercia Police notes that some conditions offered appear in the EMP but for clarity seek the below conditions to be added to the premises licence.

The conditions being sought are replicated from the licence grant of 2020.

If the applicant agrees to the above conditions being put onto the premises licence, West Mercia Police will withdraw their objection

### **General**

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.

The name and contact details of the Premises Licence Holder's deputy(s) will be provided to the Safety Advisory Group in writing no later than 7 days prior to the first date of the festival.

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.

The names and contact details of the personal licence holders will be provided to the Safety Advisory Group no later than 7 days prior to the first day of the festival.

The draft of the Event Management Plan (EMP) will be produced at least 2 months prior to the first day of the Festival and will be submitted to the Licensing Authority and all the 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 month of receipt. Where notification is not received the draft EMP shall be deemed by the Premise Licence Holder to be agreed. The festival 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.

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

EMP and updates must be provided to the Safety Advisory Group 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 (where applicable):

- 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

The Festival must take place in accordance with the Final agreed EMP produced for the Festival following approval by the Licensing Authority.

A written schedule shall be provided at least 1 month prior to the start of the event, of the number and position of SIA Security personnel to be employed on site by hour of day, during the period the premises is licensed for licensable activities. Such schedule must be agreed by the event operational commander of West Mercia Police at least 14 days prior to the first day of the festival.

A written schedule shall be provided at least 3 months to the start of the event, of the number and position of personnel to be employed as Stewards on site by hour of day during the period the premises is licensed for licensable activities. Such schedule must be agreed by the event operational commander of West Mercia Police at least 14 days prior to the first day of the festival.

The security contractor shall maintain a register of door supervisors at the event which shall be kept on the premises showing the names of the door supervisors and their 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. Should further details be required in the event of an investigation, then they can be requested by the investigating police officer through the security contractor who will hold this information as part of their vetting process in line with BS7858: 2019

No person under the age of 18 years will be employed as SIA badged staff.

No security staff or stewards are to consume or be under the influence of alcohol or drugs whilst working. They shall be fit to carry out the duties required of them.

All security SIA staff will wear a clearly identifiable uniform which includes orange high viz with logo and security written on it and their badge with their unique personal identification number. All stewards wear uniform bearing the wording steward. Stewards in key positions will also wear high viz

with steward on it. We give more prominence to the latter and feel this is more effective in highlighting their station on site.

A Traffic Management Plan (TMP) will be drawn up for the Festival and will be provided to relevant agencies no later than 28 days prior to the festival. 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

### **The Prevention of Crime and Disorder**

A personal licence holder will be on site at all times

All staff engaged in the sale of alcohol will be trained according to the guidelines set out in BIIAB level 1 Manual. No person shall be authorised to sell or supply alcohol until this training is completed. 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.

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) or the Police, which must record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received
- (d) any incidents of disorder
- (e) seizures of drugs or offensive weapons
- (f) any refusal of the sale of alcohol
- (g) any visit by a relevant authority or emergency service

### **Public Safety**

A First Aid Kit capable of treating for 21-50 people shall be kept fully stocked at the premises and kept behind the bar. 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

The Premises Licence Holder will appoint an Event Safety Co-ordinator who will be able to authorise and supervise safety measures. The Event Safety Co-ordinator 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.

The name and contact details of the Event Safety Co-ordinator will be supplied via the Safety Advisory Group no later than 14 days prior to the start of the event.

The premises licence holder will employ sufficient experience stewards in line with the risk assessment.

The premises licence holder shall have available for inspection at the premises a detailed emergency plan.

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 kept on the site during the event and shall be produced for inspection on demand of an 'authorised person' (as defined by Section 13 of the Licensing Act 2003).

The Premises Licence Holder will ensure that all temporary structures have been inspected and signed off as being safe prior to the commencement of their use. A copy of each safety sign off certificate shall be kept on the site during the event and shall be produced for inspection on demand of an 'authorised person' (as defined by Section 13 of the Licensing Act 2003). In this condition the term temporary means any structure which could cause injury to someone if it collapsed.

The maximum permitted numbers of persons in the premises including staff shall not exceed the numbers set within the fire risk assessment for the site.

The maximum permitted numbers in each enclosed structure where regulated entertainment activities are to be provided will be submitted and agreed by the Responsible Authorities prior to the commencement of the event.

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

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. 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.

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.

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.

A Sanitation Management Strategy will be provided to the satisfaction of Herefordshire Council's Environmental and Trading Standards Service at least 60 days prior to commencement of the event. Once agreed, the strategy will be implemented throughout the event.

A Water Management Strategy for the provision of drinking water will be provided to the satisfaction of Herefordshire Council's Environmental and Trading Standards Service at least 60 days prior to commencement of the event. Once agreed, the strategy will be followed throughout the event. No significant changes will be made without consultation with Herefordshire Council.

### **Prevention of Public Nuisance**

Noise or vibration shall not emanate from the festival site so as to cause a nuisance.

A draft Noise Management Plan will be produced 2 months prior to the first day of the Festival and will be submitted to the Herefordshire Council - Environmental Health (EH) who shall notify the premises licence holder (within one calendar month of receipt) in writing whether it is acceptable or unacceptable. The final plan shall be submitted to EH at least 14 days prior to the event for approval.



The event shall not take place until EH has agreed the plan. Once agreed no change shall be made to the plan without the agreement of EH and the event must comply with the agreed plan.

Irrespective of noise levels prescribed in the Noise Management Strategy, The Premises Licence Holder or DPS or any person who has been nominated as their deputy 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) .

The Noise Levels are to be checked at the intervals and locations as agreed within the Noise Management Strategy.

Any testing of sound equipment will not take place before 09.00hrs and will last for no more than 2 hours on any one day.

The person responsible for noise management (or noise consultant) shall be available for daily meetings with Environmental Health Officers from Herefordshire Council, if required.

The Premises License Holder will maintain a noise log which will be available at all times for inspection by Herefordshire Council.

A noise hotline will be installed and publicised so that local residents can report any noise issues directly to the Festival. All calls will be logged by time, location and contact number and address will be requested. The log will be kept on site and be readily available at the request of a duly authorised Council officer.

The noise hotline number will be operational throughout the hours of regulated entertainment.

If requested by a duly authorised Council officer, all calls received by the noise hotline will be reported immediately to the on duty representative from the Council.

Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed at all exits to the premises requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

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

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) or the police 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 bar advertising the scheme operated.

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 and will be collected 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.

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).

#### **Lost Children Policy:**

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

Under 16s:

Any unaccompanied person under the age of 16 years found on the Licensed Premises will be accompanied to the Production Office. This task will be undertaken by at least 2 members of staff.

Disclosure barring Service (DBS) Check

Any personnel whose role involves the looking after of children or vulnerable adults shall have a current DBS (CRB where available) (dated within the 24 month period preceding the first day of the Festival).

No person shall be involved in this role unless the DBS shows 'None Recorded' against the following categories: Police Record of Convictions, Cautions, Reprimands and Warning, Information from the list held under Section 142 of the Education Act 2002, ISA Children's Barred List Information, ISA Vulnerable Adults Barred List Information, Other relevant information disclosed at the Chief Police Officer(s) discretion

The name, date of birth and address together with a copy of the DBS or CRB shall be supplied to the Licensing Authority prior to the first day of the festival if requested. Records of DBS or CRB Checks will be held of all persons looking after children or vulnerable adults for examination by the licensing authority on request.

Regards

MATES/Licensing/Dedicated Football Officer/Covid Bronze Officer  
Harm Hub Hereford Police Station

**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
<b>Name &amp; Address of premises you are making a representation about:</b> How The Light Gets In Festival, organised by Amanda Houghton of TVF LTD – Institute of Art on land bordering the River Wye, behind Hay and Brecon Farmers, Co-Op and Huws Gray in Newport Street, Cusop, Hay-on-Wye, HR3 5BZ The land is designated by OS map references SO 2243, SO 2343, SO 2242 and SO 2342.	

**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>We have concerns about antisocial behaviour and noise by late night revellers leaving the site in the early hours of the morning and believe a police presence is required to deter this kind of behaviour.</p> <p>An earlier finish to licenced events and bars would help in this matter.</p>
<p><b>Public Safety</b></p> <p>Newport Street is a busy road and has a narrow pavement on one side of the road only. This is poorly lit at night. The majority of festival-goers will have to use this pavement for access to and from the festival. We have concerns for the safety of festival-goers, who may have been drinking alcohol, walking or falling into the road in front of passing vehicles. A temporary reduced speed limit may help to reduce accidents. It may help to put in place a shuttle bus service from Co-Op car park to the main car park in Hay to reduce pedestrian traffic along the narrow pavement in Newport Street.</p> <p>There is no mention of dedicated parking for this festival in the licence application, although it is mentioned on the festival website. The parking of vehicles in Newport Street, Bookers Edge and the wider sections of Nantyglassdwr Lane would lead to restricted visibility for drivers and pedestrians and obstructed access for emergency vehicles. For improved safety, all of these roads should be lined with "No Waiting/Parking" cones and this restriction enforced.</p>

**To Prevent Public Nuisance**

In the "Application for a premises licence" form, it is stated that "The site is located away from any residential properties in town" In fact there are now 25 new residential properties in Bookers Edge, Newport Street opposite the pedestrian entrance to the festival site. The majority of these properties were still being constructed and not occupied the last time the festival was run on the site in 2019. Fifteen of these homes closely border Newport Street and will be seriously affected by noise from the festival events and by people entering or leaving the festival late at night. They are all within about 100m of the festival entrance, some little more than 30m away. These are homes for local working people and their families. They do not need disturbance to their sleep. The other 10 homes are within 250m of the festival site and will also be affected by noise.

I request the licence should be amended to close down all events, bars and food outlets earlier in the evening, maybe in line with the main Hay Festival timings and certainly no later than 11pm to allow site clearance before midnight to reduce disturbance to residents.

I also believe noise levels should be constantly monitored every night as we have concerns about the noise levels from amplified music, both live and recorded, being played late into the night.

We also have concerns about antisocial behaviour and noise by late night revellers leaving the site late at night and believe a police presence is required to eliminate this kind of behaviour.

The provision of a dedicated parking area for the event and cones to prevent parking in Newport Street, Bookers Edge and Nantylglasdwr Lane should help to ease the nuisance of illegal and inconsiderate parking in residential roads in the vicinity.

**To Protect Children from Harm**

Signed

Date:



18/12/2022

If you have any queries about this form or are unsure of when the statutory period ends please contact the Licensing Helpline on 01432 261761

**Representation Form – Interested Parties  
Suggested Conditions**

**Premise:** How The Light Gets In Festival

**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.

**To Prevent Crime and Disorder**

A frequent or full-time police presence at the event and in Newport Street in the evenings until the site has closed. This would help to deter antisocial behaviour and crime against property.

**Public Safety**

Put in place a temporary 20mph speed limit in Newport Street.

Line Newport Street, Bookers Edge and the wider parts of Nantyglassdwr Lane with “No Waiting/Parking” cones and maintain a police or traffic warden presence to ensure these restrictions are enforced.

Put in place a shuttle bus service from Co-Op car park to the main car park in Hay and maybe other stops to reduce pedestrian traffic along the narrow pavement in Newport Street.

**Prevent Public Nuisance**

The licence should be amended to close all events, bars and food outlets earlier in the evening, maybe in line with the main Hay Festival timings and certainly no later than 11pm to allow site clearance before midnight to reduce disturbance to residents.

Noise should be constantly monitored to keep noise levels down for residents in Newport Street and Bookers Edge.

Ensure “No Parking” cones are present on both sides of the road in Newport Street, Bookers Edge and the wider parts of Nantyglassdwr Lane and provide enforcement of no parking restrictions. Ensure that event car park is properly signposted and provided with adequate space at reasonable cost.

**Protect Children from Harm**

Signed: 

Date: 18/2/2022

If you have any queries about this form or are unsure of when the statutory period ends please contact the  
**Licensing Helpline on 01432 261761**

**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:</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>  <b>Local Resident</b>
<b>Name &amp; Address of premises you are making a representation about:</b>  <b>HowTheLightGetsInFestival 2022 Newport Street Hay-on-Wye Herefordshire</b>	

**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

### Public Safety

There is no mention of an Impact Assessment and Traffic Management Plan in the application, as recommended in the Herefordshire Council Guidance Notes for Events on or by the Highway. There has been no consultation with the local community about the impact of the festival, or to pick up on issues arising from previous festivals at the same location, the last of which was held in 2019.

The anticipated 2,500 to 3,000 visitors, with a maximum cap of 4,999 visitors, is considered as a Large Scale Event and as such is going to generate a lot of additional traffic and requirement for parking in the area, at what is already a busy time with the Hay Festival of Literature also on at the same time, just over the border in Hay-on-Wye.

Added to these anticipated 2,500 to 3,000 visitors there is also the additional traffic generated from the Festivals own staff, volunteers, speakers, performers, traders, vendors and suppliers etc.

The event is being held over the 4 day long bank-holiday weekend which in itself always attracts a large number of other visitors to the immediate area.

At the last Festival in 2019 there were numerous issues with Festival visitors and staff etc. inappropriately parking on the B4350 Newport Street and surrounding area. Any on street parking along B4350 Newport Street, causes considerable traffic congestion problems, reducing the road to a single carriageway. The road is in constant use by large farm traffic and large number of HGV's for access to the many businesses along the road, as well as for access to the Co-op Supermarket, and for local residents.

Both the HowTheLightGetsInFestival and the Hay Festival of Literature generate a lot of foot traffic along the B4350 Newport Street between Hay-on-Wye, across the County Boundary, to and from the Co-op Supermarket in Cusop, along a very narrow, inadequate and dangerous pavement.

We have experienced increasing issues with public safety, parking and speeding on the B4350 Newport Street at busy times throughout 2020 and 2021, despite the pandemic, without the additional pressure of a 4 day Large Scale Event.

There has been a lot of discussion recently between local residents, Cusop Parish Council, Herefordshire County Councillors and Officers and the Police about general ongoing issues and concerns regarding public safety, parking and speeding on the B4350 Newport Street at all times, from the County Boundary at the junction with Nantyglassdwr Lane to past the proposed main public entrance to past the Festival site at the Co-op, and how this can be better managed. Plans are currently being developed between all parties to mitigate these issues, but will not be finalised and actioned before the HowTheLightGetsInFestival 2022 event.

The advertising for the festival is promoting "Our camping ground is in a brilliant location immediately opposite the festival site". There is no mention of this in the application and how this will be suitably monitored and managed, or if it is licensed.

There is no mention in the application of an impact assessment on the River Wye SAC (Special Area of Conservation), which borders the Festival site, with particular regard to

Phosphates, or for the camping ground.

I also note that the applicant, The Globe/TVF-Institute of Art , is also hosting another festival, Wild World Festival, on 27-29 May 2022, just 150m over the County Boundary in Hay-on-Wye, on the B4350 at The Globe, and lot of these same comments equally apply about Traffic Management on the B4350 Newport Street for this event as well.

**To Prevent Public Nuisance**

Since the last Festival in 2019 the area has become increasingly residential, the Bookers Edge residential development, immediately opposite the Festival site, has now been completed and is now fully occupied by a mixture of young families and elderly residents. There are now three times the numbers of residents living opposite the festival site, compared to when the last festival was held in 2019.

At the last Festival in 2019 there were numerous issues with loud noise from within the festival and anti-social behaviour from visitors leaving the festival late at night. Large, noisy, groups of visitors were congregating along Newport Street up until 4am in the morning, having left the HowTheLightGetsInFestival, keeping local residents awake, and urinating in public.

The advertising for the event is promoting "Our camping ground is in a brilliant location immediately opposite the festival site". There is no mention of this in the application and how this will be suitably monitored and managed, or if it is licensed.

**To Protect Children from Harm**



Date: 21 February 2022

If you have any queries about this form or are unsure of when the statutory period ends please contact the Licensing Helpline on 01432 261761





## Representation Form – Interested Parties Suggested Conditions

Premise: HowTheLightGetsInFestival 2022 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

#### Public Safety

A full Impact Assessment and Traffic Management Plan covering both the area local to the HowTheLightGetsInFestival, and the wider area of both Cusop and Hay-on-Wye, detailing the general provision and control of traffic and parking for the HowTheLightGetsInFestival event visitors and staff etc. In consultation with Cusop Parish Council, Herefordshire County Council, and as part of the wider picture with Hay-on-Wye Town Council, Powys County Council, and the Hay Festival of Literature.

The licence application to include the camping ground.

The adequate provision of sufficient, suitable, all weather off-road parking, a park & ride scheme, clear signposting of all visitors and staff to suitable off-road parking both before and during the event, provision of enhanced public transport.

A strictly enforced temporary no-parking restriction along the length of the B4350 Newport Street, from the County Boundary at the junction with Nantyglassdwr Lane to past the HowTheLightGetsInFestival site behind the Co-op Supermarket, as well as in the surrounding residential streets and areas, in the run up to, during, and after the HowTheLightGetsInFestival 2022 event.

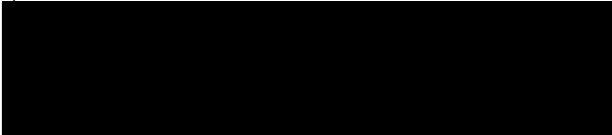
A temporary 20mph speed restriction along the length of the B4350 Newport Street from the County Boundary at the junction with Nantyglassdwr Lane to beyond the HowTheLightGetsInFestival site behind the Co-op Supermarket.

#### Prevent Public Nuisance

11pm curfew on events and noise, with marshals to ensure that there is no anti-social behaviour from visitors leaving the site, walking to the camping ground or into Hay-on-Wye. 24 hour contact point for concerned local residents to report any issues.

#### Protect Children from Harm

[Redacted]



Date: 21<sup>st</sup> February 2022

If you have any queries about this form or are unsure of when the statutory period ends please contact the **Licensing Helpline on 01432 261761**

RECEIVED

HEREFORDSHIRE COUNCIL  
Licensing Act 2003

18 FEB 2022

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**

**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	
<b>Name &amp; Address of premises you are making a representation about:</b> HOW "THE LIGHT GETS IN" FESTIVAL 2022, HAY ON WYE	

**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>  /
<b>Public Safety</b> Residents of Bakers Edge and Newport Street have been in on-going discussions with Herefordshire Council over traffic hazards along Newport Street. This large event, including the provision of alcohol, will considerably exacerbate safety concerns. I can find no traffic management plan or recognition of the danger of reacting large numbers of pedestrians
<b>To Prevent Public Nuisance</b> along the narrow pavement along one side of Newport Street. Also, as in previous years, participants' parking along Newport street will cause an additional nuisance and hazard to residents of Bakers Edge and Newport Street
<b>To Protect Children from Harm</b>  /

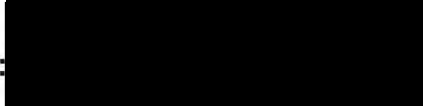
Signed: [REDACTED]  
Date: [REDACTED]

If you have any queries about this form or are unsure of when the statutory period ends please contact the **Licensing Helpline on 01432 261761**

**Representation Form – Interested Parties**

**Suggested Conditions**

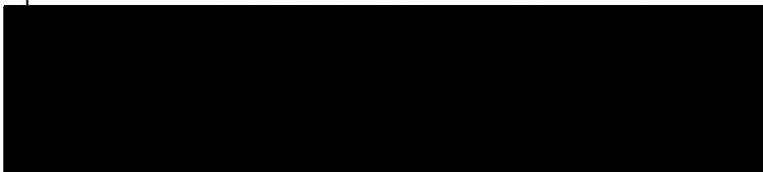
HOW THE LIGHT  
GETS IN FESTIVAL 2022

Premise: Hay-on-Wye 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> A comprehensive traffic management plan to prevent dangerous parking in the vicinity of the event, combined with measures to ensure the safety of residents (and event-goers) using the narrow pavements and</p>
<p><b>Prevent Public Nuisance</b> footpaths along Newport Street</p>
<p><b>Protect Children from Harm</b></p>



If you have any queries about this form or are unsure when the statutory period ends please contact the Licensing Helpline on 01432 261761

**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] [REDACTED] [REDACTED] [REDACTED]	<b>E-mail address:</b> [REDACTED] <b>Please state your interest in the premises you are making a representation about:</b> eg Local Residents
<b>Name &amp; Address of premises you are making a representation about:</b> How The Light Gets In Festival, organised by Amanda Houghton of TVF LTD – Institute of Art on land bordering the River Wye, behind Hay and Brecon Farmers, Co-Op and Huws Gray in Newport Street, Cusop, Hay-on-Wye, HR3 5BZ The land is designated by OS map references SO 2243, SO 2343, SO 2242 and SO 2342	

**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> Over the weekend alcohol will be served for over 12 hours. We have concerns over drunkenness, noise and criminal behaviour, especially late at night. The event should end much earlier than 1am.
<b>Public Safety</b> Newport Street is hazardous at the best of times, with a very narrow pavement, speeding traffic, parking reducing visibility etc. With so many people using it for access to and from the event there will be a real risk to public safety. It appears that there is no dedicated parking site and this could prove a massive problem to local residents and general road use.
<b>To Prevent Public Nuisance</b> Contrary to what the application states, the venue is very close to a large number of recently built and occupied residential properties. We know from residents' accounts of the last festival that the noise will be loud and long. These houses, many with young children, are all within 100 metres of the site. There will be prolonged and distressing noise nuisance for all local residents. Personally we feel that this is now an unsuitable venue for such a noisy event and that the application should be rejected in full. At the very least it should be curtailed and controlled.

<b>To Protect Children from Harm</b>

Signed:  
Date:



If you have any queries about this form or are unsure of when the statutory period ends please contact the Licensing Helpline on 01432 261761

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

**Premise:How the Light Gets in Festival\_\_ Your name:** [REDACTED]

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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**

A frequent or full-time police presence at the event and in Newport Street in the evenings until the site has closed. This would help to deter antisocial behaviour and crime against property.

**Public Safety**

Put in place a temporary 20mph speed limit in Newport Street.  
Line Newport Street, Bookers Edge and the wider parts of Nantyglassdwr Lane with “No Waiting/Parking” cones and maintain a police or traffic warden presence to ensure these restrictions are enforced.  
Put in place a shuttle bus service from Co-Op car park to the main car park in Hay to reduce pedestrian traffic along the narrow pavement in Newport Street.

**Prevent Public Nuisance**

The licence should be amended to close all events, bars and food outlets earlier in the evening, maybe in line with the main Hay Festival timings and certainly no later than 11pm to allow site clearance before midnight to reduce disturbance to residents. Noise should be constantly monitored to keep noise levels down for residents in Newport Street and Bookers Edge.  
Ensure “No Parking” cones are present on both sides of the road in Newport Street, Bookers Edge and the wider parts of Nantyglassdwr Lane and provide enforcement of no parking restrictions.

**Protect Children from Harm**

Signed: 

Date: 21/2/2022

If you have any queries about this form or are unsure of when the statutory period ends please contact the **Licensing Helpline** on **01432 261761**

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

**RECEIVED**  
 23 FEB 2022  
 BY: \_\_\_\_\_

**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> Local resident <input type="checkbox"/> local resident/local business <input type="checkbox"/>

**Name & Address of premises you are making a representation about:** How The Light Gets In Festival, Applicant - Amanda Houghton, TVF Ltd, Institute of Art - located on land bordering the River Wye, located behind Hay & Brecon Farmers, the Co-op and Huws Gray, Newport Street, Cusop, Hay-on-Wye, HR3 5BZ. Land designated by OS map references SO 2243, SO 2343, SO 2242 and SO 2342

**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** - The HTLGI festival took place on this site in 2018 and 2019. At this time, the residents consisted of 6 houses directly on Newport Street with more houses leading into Nantygiasdwr Lane and then on to fully occupied homes on both sides of the road on the Powys side of the border. In both years, there was deep concern with regard to the late finish of the events with alcohol being consumed late into the night. Obviously, in many instances, large volumes of alcohol had already been consumed in Hay before going to the event. This lead to instances of, strolling in the middle of the road, urination in the street, loud and sometimes aggressive behaviour, revellers stepping inside residents boundaries, a proliferation of litter on the street, in the Dulas Brook and inside people's gardens. There are now 25 more houses (fully occupied) on the street. The application states that the site is well away from residential properties but this is simply not the case. If the licence application is granted, it should be on the condition that the event finishes by 23:00 and the site should be emptied by 00:00 latest to lessen the impact on residents.



**Public Safety** - The road leading to the event (Newport Street) is a very busy road, already the subject of ongoing discussions between the Cusop Speed Awareness Group and representatives of Herefordshire Council with a Traffic Management Plan at the core of the discussions. The speed limit of 30mph is very rarely acknowledged causing perpetual anxiety to the residents of the street and also to pedestrians using the very narrow pavement which is on the Hay & Brecon Farmers side of the road. In previous years, the increased volume of pedestrians drastically affects the attempted use of the pavement meaning a spillage into the road on an ongoing basis. This is additionally affected by the random parking of cars by individuals who visit this site, and also attending the Hay Festival site at the other end of town (which has always happened in previous years) and, for 2022, there will be additional events taking place due to the Platinum Anniversary of our Queen Elizabeth II. Public safety is not already an issue on an everyday basis so the additional pressure of increased volume of pedestrians, the inevitable influence of excess alcohol must surely be something to be seriously considered.

**To Prevent Public Nuisance** - The fact that there are now 25 additional houses on Newport Street than there were in 2018 and 2019, with residents ranging from young families in the homes on the front of the development to more mature couples and individuals in the homes at the rear will cause an inevitable public nuisance to not only them but also to the other homes on the street and leading up to Nantyglassdwr Lane and further over the Powys border. The fact that there is music being played all day and night, whether it is within the tents (which give little or no noise buffering) or in the open air, it is inevitable that there will be a noise nuisance from this music and the accompanying exhilarations of the audiences. This has been very evident at previous festivals. The measuring of the noise levels is something that has been indicated to be managed but reality has shown that these noise levels are high and when they go on until so late into the night, there is little or no chance of avoiding public nuisance. In addition, as stated before, the public nuisance caused by late night revellers (urinating, strolling in the road, wandering into residents boundaries/gardens, dropping litter, etc) into the early hours of the morning cannot be ignored.

**To Protect Children from Harm** - There are several young families living in the homes directly opposite to the site to which the constant noise from morning until late night will cause disturbance as well to some of the more mature individuals who do not always enjoy the best of health.



## Representation Form – Interested Parties Suggested Conditions

Premise: HOW THE LIGHT GETS IN FESTIVAL 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 -**

Extremely effective teams of stewards to

- (a) manage the attendance of the festival by late revellers who have been filling up on alcohol in Hay before attending the festival.
- (b) manage the noise levels to ensure they are kept to an acceptable level from all events during the festival itself.
- (c) manage the exiting of the site at the end of each night (proposed shut down of events by 23:00, licence of alcohol sales to 23:00, licence for food outlets to 23:00. Exiting of site itself by 00:00 latest.
- (d) frequent police presence with clear responsibilities for Powys and Golden Valley Police
- (e) provision of contact telephone numbers to all surrounding residents so that they can summon help from police or HTLGI festival organisers should this be necessary during the course of the festival.

**Public Safety -**

- (a) Placing of No Parking bollards/cones on both sides of the road (Newport Street) in liaison with Powys Police and Golden Valley police cross-border.
- (b) No Parking bollards/cones to be placed up Nantylglasdwr Lane too to prevent random parking as has been the case in previous years.
- (c) Pedestrian signage with regard to adhering to walking on the pavement and not spilling into the road.

**Prevent Public Nuisance -**

- (a) Alcohol license to be allowable until 23:00 for all bars, food outlets and all events, locations. This would allow for closing of the event and vacating of the site by 00:00 latest in order to prevent/reduce disturbance.
- (b) Constant monitoring of noise levels emanating from all areas of the site.
- (c) No Parking cones/bollards to be sited all along the road on both sides and into Nantylglasdwr Lane by Golden Valley Police and along the Powys border into Newport Street by Powys Police.

**Protect Children from Harm -**

All as above to ensure minimum impact on young children living in very close proximity, directly opposite to the HTLGI Festival.

Date: 20 February 2022

If you have any queries about this form or are unsure of when the statutory period ends please contact the Licensing Helpline on 01432 261761