Herefordshire Council

Agenda

Licensing sub-committee

Date:	**Wednesday 19 April 2023**
Time:	**10.30 am**
Place:	**Online Meeting**
Notes:	Please note the time, date and venue of the meeting. For any further information please contact: **Sarah Buffrey** Tel: 01432260176 Email: sarah.buffrey@herefordshire.gov.uk

If you would like help to understand this document, or would like it in another format, please call Sarah Buffrey on 01432260176 or e-mail sarah.buffrey@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 John Hardwick

Agenda

		Pages
PUBLIC INFORMATION		
THE NOLAN PRINCIPLES		
1.	**APOLOGIES FOR ABSENCE** To receive apologies for absence.	
2.	**NAMED SUBSTITUTES (IF ANY)** To receive any details of Members nominated to attend the meeting in place of a Member of the committee.	
3.	**DECLARATIONS OF INTEREST** 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.	
4.	**APPLICATION FOR AN OCCASIONAL GRANT OF A PREMISES LICENCE IN RESPECT OF 'HOW THE LIGHT GETS IN FESTIVAL 2023' - LICENSING ACT 2003** 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.	11 - 70

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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.
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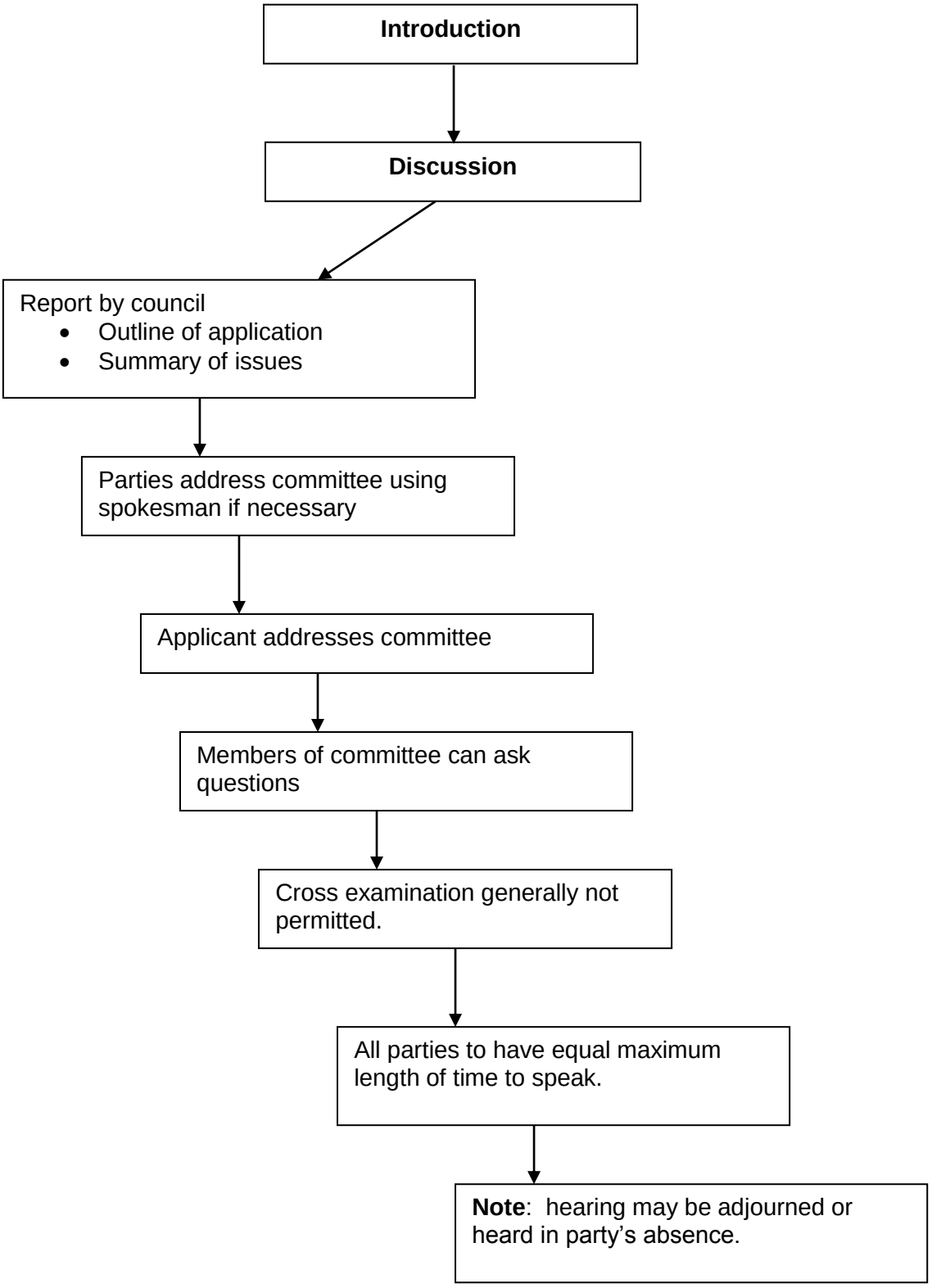
Licensing Hearing Flowchart



Herefordshire Council

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.

Herefordshire Council

Application for an occasional grant of a premises licence in respect of 'How the Light Gets In Festival 2023– Licensing Act 2003

Meeting: Licensing sub-committee

Meeting date: Wednesday 19 April 2023 at 10:30am

Report by: Senior Licensing Technical Officer

Classification

Open

Decision type

This is not an executive decision

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

Further information on the subject of this report is available from
Senior Licensing Technical Officer, 01432 261761, email: licensing@herefordshire.gov.uk

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 an occasional 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: 6 March 2023 28 day consultation started: 7 March 2023	28 Days consultation ended: 3 April 2023

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:

Friday 26 May 2023 to Monday 29 May 2023

Films (Indoors), Live Music (Indoors), Recorded Music (Indoors), Performance of Dance (Indoors), Anything Similar (Indoors)
Friday 13:00 – 01:00
Saturday & Sunday 09:00 – 01:00
Monday 09:00 – 17:00

Late Night Refreshment (Indoors/Outdoors)
Friday – Sunday 23:00 – 01:00

Sale/Supply of Alcohol (consumption on and off the premises)
Friday 13:00 – 00:45
Saturday & Sunday 11:00 – 00:45
Monday 11:00 – 16:45

Summary of Representations

6. No representation has been received from any of the responsible authorities

7. Four (4) 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 2).

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. Seven (7) letters of support were received from members of the public during the consultation period mainly stating that they have not experienced any noise nuisance in the past (appendix 3).

10. Before submitting the application, the premises licence holder sent a letter to local residents outlining details of the event (appendix 4).

History

11. 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.

12. 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.

13. 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.

14. The application in 2022 received one (1) representation from a responsible authority (West Mercia Police) and the conditions have been agreed by the applicant. Five (5) relevant representations were received from members of the public in line with the licensing objective Prevention of Public. The Sub-Committee's decision was to grant the licence as applied for.

Community impact

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

Environmental Impact

16. 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

17. 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.

18. There are no equality issues in relation to the content of this report.

19. 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.

20. 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

21. 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

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

Legal implications

23. 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.

24. 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.

25. 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.

26. 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: -

27. 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.

28. 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.

29. 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'.

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

Right of Appeal

31. 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).

32. 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

33. 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

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

Appendices

Appendix 1 - Application Form
Appendix 2 – Public Representations
Appendix 3 – Letters of Support
Appendix 4 – Letter to Residents

Background papers

None Identified

* required information

Section 1 of 21

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

System reference: Not Currently In Use

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

Your reference:

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

Are you an agent acting on behalf of the applicant?

○ Yes ◉ No

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

Applicant Details

* First name: Amanda
* Family name: Houghton
* E-mail: [redacted]

[redacted] [redacted] [redacted]

[redacted] [redacted]

☐ 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? ◉ Yes ○ No

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

Registration number: 09180976

Business name: TVF LTD - INS OF ART

If your business is registered, use its registered name.

VAT number: - 115126651

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

Legal status: Public Limited Company

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Your position in the business	General Manager - the globe	
Home country	United Kingdom	The country where the headquarters of your business is located.
Registered Address		Address registered with Companies House.
Building number or name	375	
Street	City Road	
District		
City or town	London	
County or administrative area		
Postcode	EC1V 1NB	
Country	United Kingdom	

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 (£)	

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21

NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name: TVF LTD

Details

Registered number (where applicable): 02830019

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

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Limited Company

Address

Building number or name	375
Street	City Road
District	
City or town	London
County or administrative area	
Postcode	EC1V 1NB
Country	United Kingdom

Contact Details

E-mail	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted] / [redacted] / [redacted] (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? 26 / 05 / 2023 (dd mm yyyy)

If you wish the licence to be valid only for a limited period, when do you want it to end 29 / 05 / 2023 (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 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 focal landscape.

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We have for the last 11 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.
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 since we first started our event. Our timetable of events across the weekend will be begin no earlier than 9am and end at 1 am at latest.
The capacity for the event for 2023 is expected to be between 2500 and 3500. 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 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

MONDAY

Start	00:00	End	01:00
Start	09:00	End	17:00

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	

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FRIDAY

Start		End	
Start	13:00	End	00:00

SATURDAY

Start	00:00	End	01:00
Start	09:00	End	00:00

SUNDAY

Start	00:00	End	01:00
Start	09:00	End	00:00

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

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

- (●) Indoors
- ( ) Outdoors
- ( ) Both

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.

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.

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

- ( ) Yes
- (●) No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

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Continued from previous page...

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

○ Yes ◉ No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

◉ Yes ○ No

Standard Days And Timings

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.

MONDAY

Start	00:00	End	01:00
Start	09:00	End	17:00

TUESDAY

Start		End	
Start		End	

WEDNESDAY

Start		End	
Start		End	

THURSDAY

Start		End	
Start		End	

FRIDAY

Start		End	
Start	13:00	End	00:00

SATURDAY

Start	00:00	End	01:00
Start	09:00	End	00:00

SUNDAY

Start	00:00	End	01:00
Start	09:00	End	00:00

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

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

◉ Indoors ○ Outdoors ○ Both

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.

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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, world, pop, and additionally electronic and DJ evening slots. After out 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 our noise management plan reflects our intention to manage the festival in such a way that disruption to any of our neighbours in minimise as much as possible.

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.

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	00:00	End	01:00
Start	09:00	End	17:00

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	

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Continued from previous page...

THURSDAY

Start		End	
Start		End	

FRIDAY

Start		End	
Start	13:00	End	00:00

SATURDAY

Start	00:00	End	01:00
Start	09:00	End	00:00

SUNDAY

Start	00:00	End	01:00
Start	09:00	End	00:00

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

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

- (●) Indoors
- ( ) Outdoors
- ( ) Both

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 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.

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PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

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Continued from previous page...

Will you be providing performances of dance?

(●) Yes ( ) No

Standard Days And Timings

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.

MONDAY

Start	00:00	End	01:00
Start	09:00	End	17:00

TUESDAY

Start		End	
Start		End	

WEDNESDAY

Start		End	
Start		End	

THURSDAY

Start		End	
Start		End	

FRIDAY

Start		End	
Start	13:00	End	00:00

SATURDAY

Start	00:00	End	01:00
Start	09:00	End	00:00

SUNDAY

Start	00:00	End	01:00
Start	09:00	End	00:00

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

(●) Indoors ( ) Outdoors ( ) Both

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

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

State any seasonal variations for the performance of dance

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

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

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

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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

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.

MONDAY	Start	00:00	End	01:00
	Start	09:00	End	17:00
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start	13:00	End	00:00

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SATURDAY

Start	00:00	End	01:00
Start	09:00	End	00:00

SUNDAY

Start	00:00	End	01:00
Start	09:00	End	00:00

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

Talks, debates, comedy, cabaret

Will this entertainment take place indoors or outdoors or both?

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

- (●) Indoors
- ( ) Outdoors
- ( ) Both

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.

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.

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LATE NIGHT REFRESHMENT

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Will you be providing late night refreshment?

(●) Yes ( ) No

Standard Days And Timings

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.

MONDAY	Start	00:00	End	01:00
	Start		End	
TUESDAY	Start		End	
	Start		End	
WEDNESDAY	Start		End	
	Start		End	
THURSDAY	Start		End	
	Start		End	
FRIDAY	Start		End	
	Start	23:00	End	00:00
SATURDAY	Start	00:00	End	01:00
	Start	23:00	End	00:00
SUNDAY	Start	00:00	End	01:00
	Start	23:00	End	00:00

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 cafe 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.

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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 eleven 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.

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

(•) Yes ( ) No

Standard Days And Timings

MONDAY

Start	00:00	End	00:45
Start	11:00	End	16:45

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	

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THURSDAY

Start		End	
Start		End	

FRIDAY

Start		End	
Start	13:00	End	00:00

SATURDAY

Start	00:00	End	00:45
Start	11:00	End	00:00

SUNDAY

Start	00:00	End	00:45
Start	11:00	End	00:00

Will the sale of alcohol be for consumption:

- ○ On the premises
- ○ Off the premises
- ◉ Both

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

State any seasonal variations

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

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed 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	Amanda
Family name	Houghton

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Date of birth [redacted] dd [redacted] mm [redacted] yyyy

Enter the contact's address

Building number or name [redacted]

[redacted] [redacted]

[redacted]

[redacted] [redacted]

[redacted]

[redacted] [redacted]

[redacted] [redacted]

Personal Licence number (if known) 00NN/B/000134

Issuing licensing authority (if known) Powys

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)

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

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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

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

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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.

MONDAY

Start	00:00	End	01:30
Start	08:30	End	17:30

TUESDAY

Start		End	
Start		End	

WEDNESDAY

Start		End	
Start		End	

THURSDAY

Start		End	
Start		End	

FRIDAY

Start		End	
Start	13:00	End	00:00

SATURDAY

Start	00:00	End	01:30
Start	08:30	End	00:00

SUNDAY

Start	00:00	End	01:30
Start	08:30	End	00:00

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.

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LICENSING OBJECTIVES

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

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

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

The 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 vent Management Plan (MP) 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

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• 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.

b) 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
(bl all ejections of patrons
(cl any complaints received
(d) any incidents of disorder
(el seizures of drugs or offensive weapons
(fl any refusal of the sale of alcohol
(g) any visit by a relevant authority or emergency service

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c) 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 tor: 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

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d) The 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.

e) 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).

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

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

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

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

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

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

Documents which demonstrate entitlement to work in the UK

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

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

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

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

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

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Continued from previous page...

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

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

Home Office online right to work checking service

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

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

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

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

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

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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:
  - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

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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:
  - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

PAYMENT DETAILS

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

Premises Licence Fees are determined by the non domestic rateable value of the premises.
To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm
Band A - No RV to £4300 £100.00
Band B - £4301 to £33000 £190.00
Band C - £33001 to £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

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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	Amanda Jane Houghton
* Capacity	Festival manager and personal licence holder
* Date	24 / 02 / 2023 (dd mm yyyy)

Add another 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 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

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Herefordshire Council

Consent of individual to being specified as premises supervisor

I Amanda Jane Houghton

[full name of prospective premises supervisor]

of

[redacted]

[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

HowTheLightGetsIn Festival 2020 -26/05/23-29/05/23

[type of application]

by

Amanda Houghton

[name of applicant]

relating to a premises licence

[number of existing licence, if any]

for

HowTheLightGetsIn Festival site
Newport Street
Hay on Wye
HR3 5EW

[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

Amanda Houghton

[name of applicant]

concerning the supply of alcohol at

HowTheLightGetsIn Festival site
Newport Street
Hay on Wye
HR3 5EW

[name and address of premises to which application relates]

I also 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 set out below.

Personal licence number

00NN/B/000134

[insert personal licence number, if any]

Personal licence issuing authority

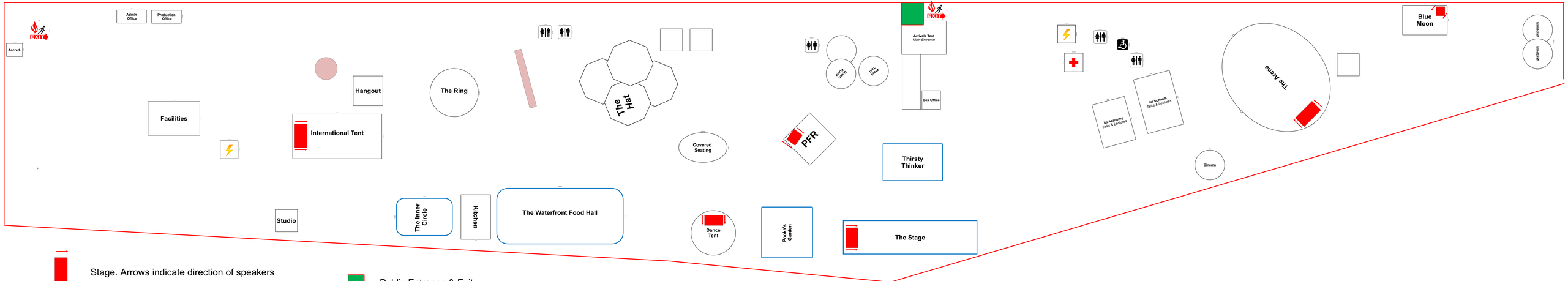
Powys County Council

[insert name and address and telephone number of personal licence issuing authority, if any]

Signed [redacted]

Name (please print) Amanda Houghton

Date 28/02/23



Stage. Arrows indicate direction of speakers

Fire Exit from site

areas for provision of licensable activities

Public Entrance & Exit

Toilets

Generator

Area where alcohol is consumed

HEREFORDSHIRE COUNCIL
Licensing Act 2003

REPRESENTATION FORM – INTERESTED PARTIES

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

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

Your Name: [redacted]	**Contact Telephone No.** [redacted]
Address: [redacted]	**E-mail address:** [redacted]
	Please state your interest in the premises you are making a representation about: Local resident
Name & Address of premises you are making a representation about: 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:

To Prevent Crime & Disorder

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.

An earlier finish to licenced events and bars would help with this.

Public Safety

Newport Street is a busy road and has a narrow pavement on one side of the road only (see image below).

Photo 1. View North along Newport Street from entrance to Hay & Brecon Farmers showing narrow pavement

The majority of festival-goers will have to use this pavement for access to and from the festival. It has only one streetlight in the photo near the entrance to the Co-Op. 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. Last year (2022), it was in the event plan to have a 20mph speed limit along the stretch of Newport Street from the bridge over Dulas Brook to beyond the Co-Op entrance. This did not happen. The 20mph limit was only very local around the temporary pedestrian crossing near the Co-Op entrance.

It may also 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.

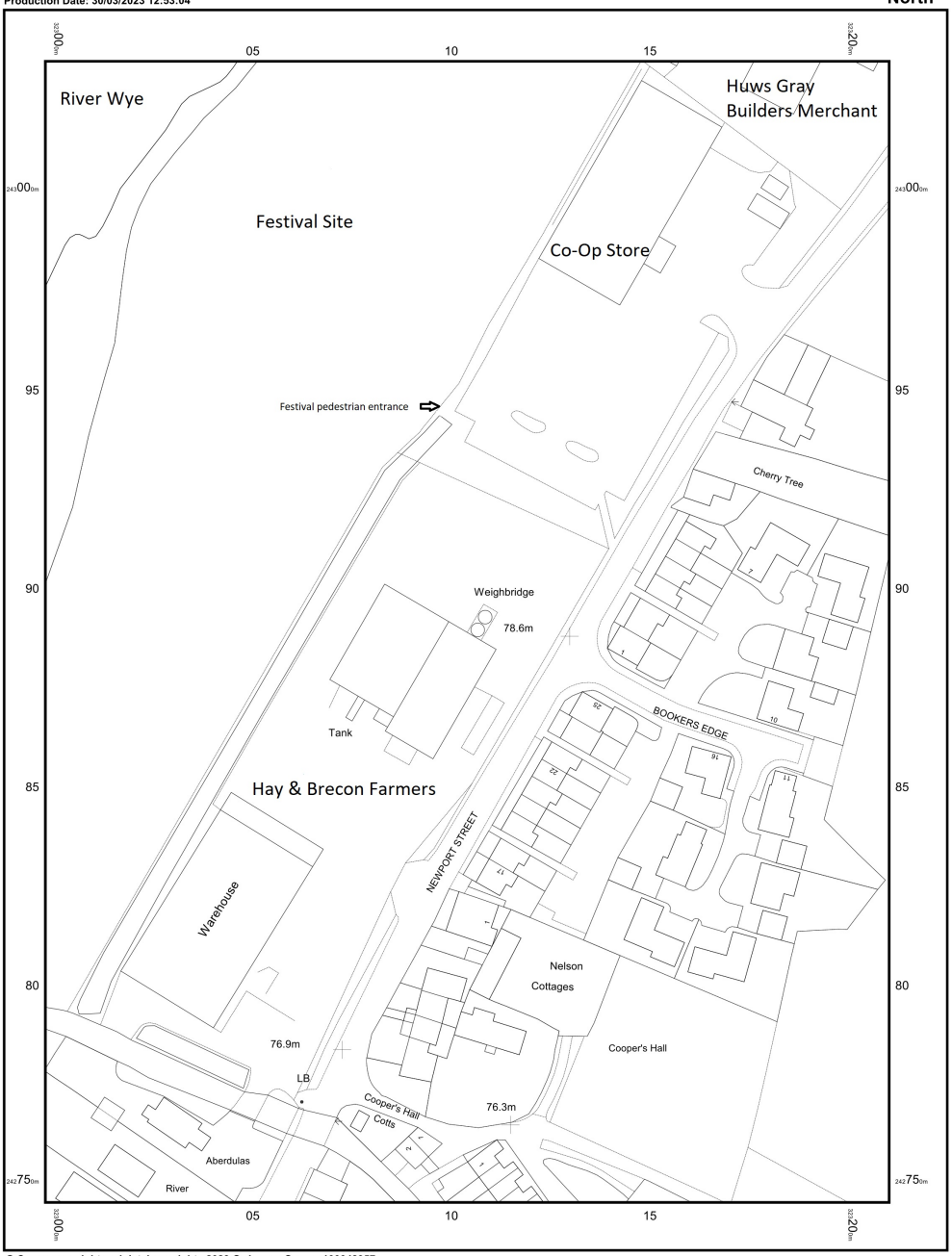
There is no mention of dedicated parking for this festival in the licence application, although it is mentioned on the festival website. The parking of vehicles in Newport Street, Bookers Edge and the wider sections of Nantyglasdwr Lane would lead to restricted visibility for drivers and pedestrians 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.

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”. This is misleading and frankly untrue.

There are many existing homes in Newport Street and Nantyglasdwr Lane and 25 recently-built residential properties in Bookers Edge, Newport Street opposite the pedestrian entrance to the festival site (See map and photos below). The majority of these properties have been occupied since only late 2019. All of these recently-built homes are within 60m to 200m of the festival site.

Newport Street, Cusop
Supplied by: www.ukmapcentre.com
Serial No:261143
Centre Coordinates:323104,242889
Production Date: 30/03/2023 12:53:04



© Crown copyright and database rights 2023 Ordnance Survey 100048957.
The representation of road, track or path is no evidence of a boundary or right of way. The representation of features as lines is no evidence of a property boundary.

UK MAP CENTRE .com

0m 1cm = 12.5m 62.5m
Scale 1:1250

Ordnance Survey
Licensed Data

Photo 2 View south along Newport Street showing proximity of festival entrance to houses

It is also stated in the application: ”We are aware of the need for sound control, and our noise management plan reflects our intention to manage the festival in such a way that disruption to any of our neighbours in minimise as much as possible.”

Last year (2022) residents were all affected by very loud late night noise, preventing sleep and causing disturbance until 1.00am on at least two nights of the festival. The sound control plan did not seem to work and noise levels were higher than the limits. We know this because we spoke to the sound monitoring contractor. The dedicated noise hotline to the festival organisers was not always answered and there was nobody manning the council environmental team line to handle complaints or take any action.

There was also intermittent noise late at night from the festival campsite situated in the fields to the East of Newport Street opposite the Co-Op and Huws Gray

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 would expect the council to monitor closely the noise control plan this year after the failure of last year. 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.

I 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 Nantyglasdwr Lane should help to ease the nuisance of illegal and inconsiderate parking in residential roads in the vicinity.

To Protect Children from Harm

Signed: [redacted]
Date: 30-Mar-2023

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]

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 for the entire length of the route from Bridge Street to the entrance to Huws Gray Builders Merchants. Line Newport Street, Bookers Edge and the wider parts of Nantyglasdwr 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. An effective noise control plan should be in place and enforced by council representatives to ensure noise levels are kept down for residents in Bookers Edge, Newport Street, and Nantyglasdwr Lane. The reference night-time background noise levels should be taken about two weeks before the start of the festival to ensure the normal tranquillity of the area is correctly recorded. Ensure "No Parking" cones are present on both sides of the road in Bookers Edge, Newport Street, and the wider parts of Nantyglasdwr Lane and provide enforcement of no parking restrictions. Ensure that the event car park is properly signposted and provided with adequate space at reasonable cost.
Protect Children from Harm

Signed: [redacted]
Date: 30-Mar-2023

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
-3 APR 2023

HEREFORDSHIRE COUNCIL
Licensing Act 2003

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.

Your Name: [redacted]	**Contact Telephone No.** [redacted]
Address: [redacted] Cottage	**E-mail address:** [redacted]
	Please state your interest in the premises you are making a representation about: eg local resident/local business Business owner directly opposite festival site
Name & Address of premises you are making a representation about: How the Light Gets In 2023 contact Amanda Houghton manager The Globe, premises location OS ref SO2243,2343,2242,2342	

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
Public Safety
To Prevent Public Nuisance Please see attached sheet
To Protect Children from Harm

Signed: [redacted]
Date: 30/3/2023

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

Additional information Details of representation:

To prevent public nuisance

The area where the festival has traditionally been sited has changed since Covid- when there was no festival. A housing estate has been built nearby and we opened a tourism accommodation site on the opposite riverbank.

Last year as a direct result of the festival we suffered financial loss with guests leaving because of the excessive noise levels until well into the early hours of the morning. [redacted]

After the event, I complained to all the relevant parties last year both in Herefordshire and Powys, being the noise pollution straddled both counties caused a huge problem as it turned out to be no ones responsibility. I gave my evidence to [redacted] **re the complaint number 357901, and to the SAG committee as the HTLGI were in breach of conditions set by the licensing application, the outcome of which has not been released.**

A wildlife offence was committed and reported incident number 167-1-16062022 but nothing ever came of that, a swan abandoned her nest with 3 eggs and 2 days left to hatch.

Suggested conditions:

If the event were to stop at 11pm this would mean I could operate my business and the nearby residents would be much happier.

Have cross county monitoring as I work/live directly across the river and opposite the festival site in Powys, this proved to be a huge issue when complaining about and being taken into consideration.

Have a monitoring station on my property as I am the nearest neighbour and when taking the average readings beforehand to determine an acceptable level of noise come around at midnight to see just how silent it is.

A sound baffle could be placed around the site as in some festivals to contain the noise or when the speakers are mounted, have them placed higher up and facing down to the ground to absorb the noise, not out across the river.

One of the events each night is a disco/house music set, this could become a silent disco thus reducing some of the noise.

A wildlife officer be contacted prior to the event to come up/agree with a management plan for the ecology – namely swans, bats, otters etc. Can we ask that no bright lights are shone across the river to light up the woodland/bank as we have bat roosts and are only permitted minimal lighting our side.

If the festival were to move to a different weekend, it could use the existing Hay festival site which is slightly further out of town and the residents are already geared up for this level of disturbance. The town struggles to deal the volume of people generated by both festivals being on at the same time, and it would bring additional revenue at a different time of year.

I appreciate that this is a futile exercise as tickets are already being sold and it is widely advertised.

HEREFORDSHIRE COUNCIL
Licensing Act 2003

REPRESENTATION FORM – INTERESTED PARTIES

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

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

Your Name: [redacted]	**Contact Telephone No** [redacted]
Address: [redacted]	**E-mail address:**
	Please state your interest in the premises you are making a representation about: **LOCAL RESIDENTS**
Name & Address of premises you are making a representation about: **HOW THE LIGHT GETS IN, OFF NEWPORT STREET, 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:

To Prevent Crime & Disorder
Public Safety **A DANGEROUS ROAD, POOR VISABILITY FOR CROSSING WITH SPEED OF TRAFFIC,**
To Prevent Public Nuisance **AS WAS STATED LAST YEAR:** **THIS EVENT IS HELD WITHIN A RESIDENTIAL AREA WHICH WILL BE IMPACTED BY LATE NIGHT NOISE FROM THE EVENT AND FESTIVAL GOERS LEAVING THE SITE IN THE EARLY HOURS. LAST YEAR'S EVENT HAD LOUD ELECTRONIC AND DRUM AND BASS MUSIC INTO THE LATE HOURS WHICH WAS WELL ABOVE THE (HIGH) ALLOWED DECIBEL LIMIT (AND IN THE RELEVANT LICENSING ZOOM MEETING ORGANISERS CLAIMED IT WOULD BE "FOLK MUSIC")**
To Protect Children from Harm

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_____ 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 TRAFFIC MEASURES IN PLACE REDUCING SPEED OF TRAFFIC, NO PARKING ON ROAD, CLEAR ROAD CROSSING SECTION
Prevent Public Nuisance **FOLLOWING ON from REPRESENTATIONS MADE LAST YEAR, WE ASK AGAIN FOR:** **LICENCING HOURS REDUCED, FOR EXAMPLE IN LINE WITH HAY FESTIVAL, WHICH IS RUNNING ON THE SAME DATES. FINISHING TIME BROUGHT FORWARD TO 11PM AT THE LATEST. THERE WAS EXCESSIVE NOISE DISRUPTION CAUSED LAST YEAR WITH THE EVENT CONTINUING UNTIL 1AM.**
Protect Children from Harm

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

HEREFORDSHIRE COUNCIL
Licensing Act 2003

REPRESENTATION FORM – INTERESTED PARTIES

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

Your Name: [redacted]	**Contact Telephone No.** [redacted]
Address [redacted]	**E-mail address:** [redacted]
	Please state your interest in the premises you are making a representation about: eg local resident/local business
Name & Address of premises you are making a representation about: How The Light Gets In Festival, 2023 26 to 29 May 2023, Greenfield site, Newport Street, Hay-on-Wye, HR3 5EW	

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 when there were just 6 occupied houses on the opposite side of the site, more on Nantyglasdwr Lane and further occupied houses on the other side of the border with Powys. There was a lot of evidence of people urinating in the street, loud and aggressive behaviour, going into peoples gardens, a lot of litter being dropped in the street, into the Dulas brook and in gardens. With the building and full occupation of Bookers Edge, there are now 25 more houses on the street. The festival was held in 2022 and there was less disorder than previously but the lack of strong stewardship when people left the site was evident. The application indicates that the site is away from residential properties but this is not the case, the site is in very close proximity to residential homes. It would be more acceptable if the licence application was until 23:00 with the site cleared by 23:00 at the latest to lessen the impact on residents.

Public Safety - The road leading to the event (Newport Street) is an extremely busy road, even more than normal during holiday periods - in this case the Late Spring Bank Holiday. The residents concerns are well documented with Herefordshire Council with a proposed Traffic Management Plan at the core of the discussions. The speed limit of 30mph is very rarely acknowledged causing concern to both residents and pedestrians using the narrow pavement which is on the Hay & Brecon Farmers side of the road. Pedestrians spill into the road due to the vast volume of people, random parking of cars on the unlined road. Last year, there was a clear documented instruction from Bruce Evans of the Transport Dept at Hereford Council for there to be a 20mph speed limit from the bridge over the Dulas Brook through to well past the site that is provided for site campers. This was totally ignored by the Festival Traffic Management Team and the signage was placed very close to the site entrances. When the Health and Safety Officer, Calvin Hanks was approached to try to remedy the issue, he was seen checking the signage that had been placed by Bruce Evans but did nothing. There were some close calls and near misses because of the situation. Increased volumes of traffic, increased volumes of pedestrians and the inevitable increase in alcohol consumption all combine to increase risk to life.

To Prevent Public Nuisance - There are 51 occupied houses along Newport Street, Dulas Terrace and Nantyglasdwr Lane that are affected by the festival activities. The music being played for much of the day is acceptable but the playing of the types of music that are played for most of the night do cause concern. The fact that some of the music is played in tents rather than outside makes no difference as the tents give little buffering.
The festival claims to be a Philosophy Festival, a long weekend of talks and debates which, in themselves are good reasons for holding a festival. There is, however, a huge amount of live and recorded music which makes it difficult to understand how this claim can be made - also the vast array of different genres of music do not fit in with the claim of the organisers 'that the music is Folk and does not have a receptive beat as some festivals do '- this statement was made at the licence application hearing in March 2022. Examples of music from 2023 - Foot stomping Bluegrass, Trip Hop, Hip Hop, Rap, Jungle, electronic House music, Garage, Indie Pop, Indie Rock, modern alternative pop sounds, alternative rock, soul shaking disco debauchery and dance floor bangers to fire up the late night shenanigans. The measuring of the noise levels has, historically, been erratic to say the least. Using the dedicated phone number has proved to be less than effective is it very rarely answered. Although the festival had a Noise Management Plan, in practice this proved that when there was a complaint about the noise levels, it was then turned down only to return to the same excessive levels as soon as a new act took over. the late night disco is particularly distressing. If the licence was until 23:00, it would be possible to empty the site by 23:30 as is the case with the very successful Hay Festival of Literature which happens over the same period.

To Protect Children from Harm - There are more young families living in the homes directly opposite to the site. Although the young families appear to be not officially complaining there were instances of people being unhappy with having to tolerate the excessive noise

into the early hours. This also applied to 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 2023 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 -
Finish the sale of alcohol by 23:00, close down events at 23:00, close down food stalls at 23:00. Empty site by 23:30 or failing that 00:00
Use of effective stewards to do their jobs properly:
(a) manage the attendance at the festival by late night revellers who turn up full of alcohol before attending the festival.
(b) manage the noise levels to ensure that they are kept to the agreed levels - this is from all events during the whole of the festival with particular attention to later events.
(c) ensure request police presence with clear responsibilities for Powys and Golden Valley police.
(d) provision of contact telephone numbers that actually will be answered - to all surrounding residents so that they can summon help from police to HTLGI festival representatives should this be necessary during the course of the festival.

Public Safety -
(a) 20mph speed limit clearly indicated from the Dulas Brook bridge through Newport Street to the Glan Wye Business Park to ensure security for pedestrians and motorists alike.
(b) placing No Parking bollards/cones on both sides of the road (Newport Street) and along Nantyglasdwr Lane in liaison with Powys Police and Golden Valley Police - cross border co-operation.
© Clear signage for pedestrians advising staying on the pavement to ensure their safety.

Prevent Public Nuisance
(a) alcohol licence to be until 23:00 for all bars, food outlets and all events, locations. This would allow for the vacating of the site by 23:30 - 00:00 latest in order to minimise disturbance.
(b) Constant, effective monitoring of noise levels from all events on the site.
(c) No Parking bollards/cones to be sited all along the road on both sides and into Nantyglasdwr 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 opposite to the HTLGI site. Some are extremely young and one is Autistic.

Signed: [redacted]

Date: 03 April 2023

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**

From: [redacted]
Sent: 21 March 2023 18:18
To: Licensing <licensing@herefordshire.gov.uk>
Subject: How the light gets in

To whom it might concern,

I am aware of the current license application for HowTheLightGetsIn Festival and as a resident of Bookers Edge I live in very close proximity to the site. I would like to state that I look forward to the event and I have not been disturbed by any noise from it over previous years.

I hope this is helpful to the council.

Your sincerely J[redacted]

From: [redacted]
Sent: 20 March 2023 08:21
To: Licensing <licensing@herefordshire.gov.uk>
Subject: How the light gets in

To whom it might concern,

I am aware of the current license application for HowTheLightGetsIn Festival and as a resident of Bookers Edge, I live in very close proximity to the site. I would like to state that I very much look forward to the event and I have not been disturbed by any noise from it over previous years.

I hope this is helpful to the council.

Your sincerely [redacted]

From: [redacted]
Sent: 21 March 2023 13:01
To: Licensing <licensing@herefordshire.gov.uk>
Subject: How the Light Gets In Festival [HTLGI]

Dear Hereford Licensing

Re: How The Light Gets In [HTLGI]

I am writing to you today [redacted] in support of HTLGI.

[redacted] We are 100% completely supportive of HTLGI.

Whilst the mainstream Hay Festival is of course of great value to the town there has been a significant shift in the last decade or so to an 'out of town' festival, with the clientele being encouraged to remain on site all day obviously to the detriment of the town. HTLGI has fortunately filled that breach, actively promoting Hay on Wye as a venue and, being significantly closer to Hay on Wye remains very much a part of the town.

Hay on Wye suffered enormously during Covid (as did many other small towns) last year just about all the businesses in town cheered when it was decided HTLGI would return. I think you will find many businesses make as much as 80% of their profits during festival week.

We in Hay on Wye are very lucky to have two such interesting and diverse festivals, both of which receive significant attention worldwide.

Where else in our beautiful border country would you be lucky enough to listen to Belle & Sebastian, Malcolm Rifkind and (Former) Archbishop Rowan Williams next to the beautiful river Wye, whilst enjoying a delicious meal and sipping a fine chablis?

Should I can be of any further assistance please do not hesitate to contact me.

Kindest regards

From: [redacted]
Sent: 03 April 2023 10:02
To: Licensing <licensing@herefordshire.gov.uk>
Subject: How the Light Gets In Festival

Good morning

I am writing in relation to the license application for the How the Light Gets in Festival. I live in Bookers Edge, Hay-on-Wye, opposite the festival site, and I would like to inform the committee that I support this event taking place. The festival brings cultural interest and revenue to the local community. I can also confirm that we were not disturbed by any noise from the event last year.

Under the terms of GDPR, I do not consent to my name or email address being made public in relation to this licensing application, and request that it is redacted at any meetings and such like.

Yours

From: [redacted]
Sent: 29 March 2023 13:33
To: Licensing <licensing@herefordshire.gov.uk>
Subject: How the Light Gets in Festival

Dear Sir/Madam,

I'm writing concerning the Licensing Application for the How the Light Gets In Festival, and I live at [redacted], Newport Street, Hay on Wye, HR3 5BA.

I live very close to the festival site, and I have never been bothered by noise or nuisance from the Festival. Indeed the Festival is very welcome as it brings a very diverse range of speakers and debates, and draws large crowds which help to boost the local economy.

I very much hope that you will be able to approve the Licence for this Festival,

Yours faithfully,

From: [redacted]
Sent: 02 April 2023 20:29
To: Licensing <licensing@herefordshire.gov.uk>
Subject: Licencing application - How The Light Gets In festival

To whom it may concern

I am writing concerning the licence application for the forthcoming festival, *How The Light Gets In*, at Cusop, Hay-on-Wye.

I live on the Bookers Edge estate, in one of the properties at the front of the estate which is nearest the festival site and which, if there was a noise nuisance, would be most affected by the festival. Having experienced the 2022 festival, I can confirm that I experienced no noise disturbance whatsoever, and wish to make the committee aware that I fully support the event, which is well-managed and an asset to the area.

Should the contents of this email be disclosed to third parties or be included in published minutes, please redact my personal details (name and email address) to ensure my privacy.

Thank you.

HEREFORDSHIRE COUNCIL
Licensing Act 2003

REPRESENTATION FORM – INTERESTED PARTIES

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

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

Your Name: [redacted]	**Contact Telephone No.** [redacted]
Address: **Clerk to Cusop Parish Council,** [redacted]	**E-mail address:** **clerk@cusop.net** **Please state your interest in the premises you are making a representation about:** eg Parish Councilocal resident/local business
Name & Address of premises you are making a representation about: **How the Light Gets In 2023 – Application for Occasional Premise Licence.**	

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
To Prevent Public Nuisance: **Cusop Parish Council have received objections for this application and comments on previous festivals from members of the public. Cusop Parish Council sat 22nd March 2023 and discussed the current application and Resolved to support the application in principle but with comment that a thorough and convincing noise management plan was in place and acted upon. There was a perceived lack of response from Herefordshire Council in this respect with no response from the oncall line at the last event.**

Signed: [redacted] - Clerk
Date: 30th March 2023

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

Representation Form – Interested Parties
Suggested Conditions

Premise: How the Light Gets in – Cusop
Your name: [redacted] – Clerk Cusop Parish Council

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
Prevent Public Nuisance **A Thorough and Convincing Noise Management Plan be in place and acted upon by management.** **Environmental Health out of hours telephone number be manned and complaints dealt with.**
Protect Children from Harm

Signed: [redacted] – Clerk to Cusop Parish Council

Date: 30th March 2023.

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**

The Institute of Art and Ideas
375 City Road
London
EC1V 1NB
United Kingdom

T: +44 (0)20 7837 3000
F: +44 (0)20 7833 2185
E: emily.baker@artandideas.org
W: howthelightgetsin.org

Hay 2023

Local Stakeholder Letter

Proposed Event	**HowTheLightGetsIn (HTLGI)**
Dates	**26th to the 29th of May 2023**
Location	**Greenfield site, Newport Street HR3 5EW**

Introduction

TVF Limited will shortly be applying for a premises licence to hold this year's HTLGI Festival.

The event organisers recognise the importance of engaging with the local community and with that in mind we wanted to contact local businesses and residents to inform them of this application in advance and to provide you with details of the proposed event.

We also wanted to ensure that local stakeholders are aware of the opportunities to ask questions and give feedback on the event plans and to provide details on how to contact the Event Organisers directly with any questions or concerns that you may have

About the event

The IAI has been running the HTLGI festival in Hay since 2010 (save for 2020 and 2021when the event was postponed due to COVID)

This years event is due to take place over the late May bank holiday starting on Friday 26 May at 12 noon, and running through to the bank holiday Monday, 29 May when the festival will close at 1700

The event will be a combination of speakers (including, amongst others, Rowan Williams, Billy Bragg, Malcolm Rifkind, John McDonnell and Esther Freud), debates, with entertainment provided by a broad mix of music (including choral, folk, world, pop, indie, electronic and disco),

cabaret, comedy and performance, from a mixture of homegrown and internationally renowned artists.

There will be 8 performance areas across the site. Each performance area will be within a tented structure

There will be 4 bars across the site and a wide selection of food outlets

The planned maximum capacity of the event is 4,999.

Over the course of the weekend the operating hours of the site will be:

Friday	1200 to 0130
Saturday and Sunday	0800 to 0130
Monday	0800 to 1700

The proposed hours for the sale of alcohol are

Friday	1200 to 0045
Saturday and Sunday	1200 to 0045
Monday	1200 to 1645

Entertainment will be provided during the following hours

Friday	1200 to 0100
Saturday and Sunday	0900 to 0100
Monday	0900 to 1700

Late night refreshment (the sale of hot food and drink) will be provided Friday – Sunday from 2300 to 0100

The area around the site will be fenced off to provide a safe and secure environment for those who wish to attend the event.

It is anticipated that the build of the site will take place on 15th to 25th May and the take down will occur on the 30th of May to the 4th June

We have commissioned an acoustician to prepare a Noise Management Plan – this work has already started - which we will be submitting to Herefordshire Council by no later than 30 March 2023, and the overall management of the event will be subject to an event management plan.

Part of the noise management plan will include the requirement to provide a noise hotline which will be manned during the course of the festival. Details about this hotline will be circulated to local community shortly before the event

Full details of the event can be found on our website – https://howthelightgetsin.org/festivals/hay

How to contact the Event Organiser

You can contact the Event Organiser by emailing **mandy.houghton@globeathay.co.uk** with any questions you may have about the event.

This email is monitored by the event team who will respond directly to any questions asked.

Local residents' ticket

Local ticket available to anyone living within 5 miles of the globe and offered at 50% discount.

These tickets can be purchased directly from the globe. ID confirming your address is all that is needed.

Engagement with Council and licensing authorities

We have already met with representatives from Herefordshire and Powys Councils and are keeping them advised as to when the application will be submitted.

As mentioned above, we will be providing the officers with a copy of a draft Event Management Plan, which will include, amongst other policies, the Noise Management Plan, at least 2 months prior to the first day of the Festival i.e. 26 March 2023, for their comments. In due course, we will, if required, attend the council run Safety Advisory Group (SAG). The event organisers also propose to meet with the SAG for an event de-brief

Email updates

We will be providing a further update on the planning for the event, including details of the noise hotline, shortly before the event starts but, in the meantime, if you would like to be kept updated about the festival, then please email **Emily.baker@artandides.org** and we can arrange for you to be added to the mailing list

Mandy Houghton

Manager

globe at hay and HowTheLightGetsIn Festival