Herefordshire
Application for a premises licence
Licensing Act 2003

For help contact
licensing@herefordshire.gov.uk
Telephone: 01432 261761

* required information

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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

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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

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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

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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

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

- ○ Yes
- ◉ No

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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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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.

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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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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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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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Continued from previous page...

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

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	

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?

- [x] 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
- [x] 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]

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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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.

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NOTES ON REGULATED ENTERTAINMENT

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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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- 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.

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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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* 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

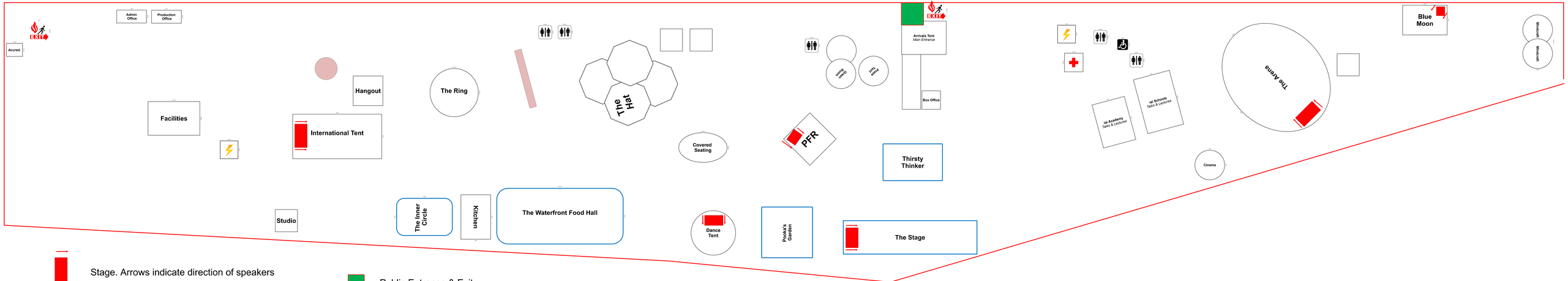
Powys County Council

[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