

**Application for a premises licence to be granted  
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

**I/We** TVF Limited

*(Insert name(s) of applicant)*

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

**Part 1 – Premises details**

|  |               |                 |         |
|--|---------------|-----------------|---------|
| Postal address of premises or, if none, ordnance survey map reference or description<br>HowTheLightGetsIn<br>Greenfield Site<br>Newport Street<br>Hay on Wye |               |                 |         |
| <b>Post town</b>   | Herefordshire | <b>Postcode</b> | HR3 5EW |

|   |   |
|---|---|
| Telephone number at premises (if any)   |   |
| Non-domestic rateable value of premises | £ |

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as appropriate Please tick as appropriate

- |  |                                     |                             |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals *                    | <input type="checkbox"/>            | please complete section (A) |
| b) a person other than an individual *               |                                     |                             |
| i as a limited company/limited liability partnership | <input checked="" type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability)   | <input type="checkbox"/>            | please complete section (B) |
| iii as an unincorporated association or              | <input type="checkbox"/>            | please complete section (B) |
| iv other (for example a statutory corporation)       | <input type="checkbox"/>            | please complete section (B) |

- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

|  |                              |                               |                             |                                |                 |
|--|------------------------------|-------------------------------|-----------------------------|--------------------------------|-----------------|
| Mr <input type="checkbox"/>                                    | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other Title (for example, Rev) |                 |
| <b>Surname</b>   |                              |                               | <b>First names</b>          |                                |                 |
| <b>Date of birth</b><br>over                                   |                              | I am 18 years old or          |                             | <input type="checkbox"/>       | Please tick yes |
| <b>Nationality</b>   |                              |                               |                             |                                |                 |
| Current residential address if different from premises address |                              |                               |                             |                                |                 |
| Post town  |                              |                               |                             | Postcode                       |                 |
| <b>Daytime contact telephone number</b>                        |                              |                               |                             |                                |                 |
| <b>E-mail address (optional)</b>                               |                              |                               |                             |                                |                 |

**SECOND INDIVIDUAL APPLICANT** (if applicable)

|  |                              |                               |                             |                                |                 |
|--|------------------------------|-------------------------------|-----------------------------|--------------------------------|-----------------|
| Mr <input type="checkbox"/>                                    | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other Title (for example, Rev) |                 |
| <b>Surname</b>   |                              |                               | <b>First names</b>          |                                |                 |
| <b>Date of birth</b><br>over                                   |                              | I am 18 years old or          |                             | <input type="checkbox"/>       | Please tick yes |
| <b>Nationality</b>   |                              |                               |                             |                                |                 |
| Current residential address if different from premises address |                              |                               |                             |                                |                 |
| Post town  |                              |                               |                             | Postcode                       |                 |
| <b>Daytime contact telephone number</b>                        |                              |                               |                             |                                |                 |
| <b>E-mail address (optional)</b>                               |                              |                               |                             |                                |                 |

**(B) OTHER APPLICANTS**

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

|   |
|---|
| <b>Name</b><br>TVF Limited  |
| <b>Address</b><br>375 City Road<br>London<br>EC1V 1NB   |
| <b>Registered number (where applicable)</b><br>02830019   |
| <b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b><br>Private limited Company |
| <b>Telephone number (if any)</b>  |
| <b>E-mail address (optional)</b>  |

**Part 3 Operating Schedule**

When do you want the premises licence to start?

| DD | MM | YYYY   |
|----|----|--------|
| 2  | 4  | 052024 |

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

| DD | MM | YYYY |
|----|----|------|
|    |    | 2028 |

Please give a general description of the premises (please read guidance note 1)

Greenfield site which lies along the bank of the River Wye, behind Huws Gray and the Coop on Newport Street for the hosting of HowTheLightGetsIn philosophy, music and entertainment festival.

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

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)



**Supply of alcohol** (if ticking yes, fill in box J)



**In all cases complete boxes K, L and M**

**A**

|   |       |        |  |  |          |                                     |
|---|-------|--------|--|--|----------|-------------------------------------|
| <b>Plays</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the performance of a play take place indoors or outdoors or both – please tick</b><br>(please read guidance note 3)  |  | Indoors  | <input type="checkbox"/>            |
|   |       |        |  |  | Outdoors | <input type="checkbox"/>            |
|   |       |        |  |  | Both     | <input checked="" type="checkbox"/> |
| Day   | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)  |  |          |                                     |
| Mon   |       | 01:00  |  |  |          |                                     |
|   | 09:00 | 17:00  |  |  |          |                                     |
| Tue   |       |        |  |  |          |                                     |
|   |       |        |  |  |          |                                     |
| Wed   |       |        |  |  |          |                                     |
|   |       |        |  |  |          |                                     |
| Thur  |       |        |  |  |          |                                     |
|   |       |        |  |  |          |                                     |
| Fri   |       |        |  |  |          |                                     |
|   | 13:00 |        |  |  |          |                                     |
| Sat   |       | 01:00  |  |  |          |                                     |
|   | 09:00 |        |  |  |          |                                     |
| Sun   |       | 01:00  |  |  |          |                                     |
|   | 09:00 |        |  |  |          |                                     |
|   |       |        | <b>State any seasonal variations for performing plays</b> (please read guidance note 5)  |  |          |                                     |
|   |       |        | <b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 6) |  |          |                                     |

**B**

|   |       |        |   |  |          |                                     |   |  |  |  |
|---|-------|--------|---|--|----------|-------------------------------------|---|--|--|--|
| <b>Films</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the exhibition of films take place indoors or outdoors or both – please tick</b><br>(please read guidance note 3) |  | Indoors  | <input type="checkbox"/>            |   |  |  |  |
|   |       |        |   |  | Outdoors | <input type="checkbox"/>            |   |  |  |  |
|   |       |        |   |  | Both     | <input checked="" type="checkbox"/> |   |  |  |  |
| Day   | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)   |  |          |                                     |   |  |  |  |
| Mon   |       | 01:00  |   |  |          |                                     |   |  |  |  |
|   | 09:00 | 17:00  |   |  |          |                                     |   |  |  |  |
| Tue   |       |        |   |  |          |                                     |   |  |  |  |
|   |       |        |   |  |          |                                     |   |  |  |  |
| Wed   |       |        |   |  |          |                                     | <b>State any seasonal variations for the exhibition of films</b><br>(please read guidance note 5) |  |  |  |
|   |       |        |   |  |          |                                     |   |  |  |  |
| Thur  |       |        |   |  |          |                                     |   |  |  |  |
|   |       |        |   |  |          |                                     |   |  |  |  |
| Fri   |       |        |   |  |          |                                     |   |  |  |  |
|   | 13:00 |        |   |  |          |                                     |   |  |  |  |
| Sat   |       | 01:00  |   |  |          |                                     |   |  |  |  |
|   | 09:00 |        |   |  |          |                                     |   |  |  |  |
| Sun   |       | 01:00  |   |  |          |                                     |   |  |  |  |
|   | 09:00 |        |   |  |          |                                     |   |  |  |  |

C

| <b>Indoor sporting events</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Please give further details</b> (please read guidance note 4)                                 |  |
|--|-------|--------|--|--|
| Day  | Start | Finish |  |  |
| Mon  |       |        | <b>State any seasonal variations for indoor sporting events</b><br>(please read guidance note 5) |  |
|  |       |        |  |  |
| Tue  |       |        |  |  |
|  |       |        |  |  |
| Wed  |       |        |  |  |
|  |       |        |  |  |
| Thur   |       |        |  | <b>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</b> (please read guidance note 6) |
|  |       |        |  |  |
| Fri  |       |        |  |  |
|  |       |        |  |  |
| Sat  |       |        |  |  |
|  |       |        |  |  |
| Sun  |       |        |  |  |
|  |       |        |  |  |



D

| <b>Boxing or wrestling entertainments</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)  | Indoors  | <input type="checkbox"/> |
|--|-------|--------|---|----------|--------------------------|
|  |       |        |   | Outdoors | <input type="checkbox"/> |
|  |       |        |   | Both     | <input type="checkbox"/> |
| Day  | Start | Finish |   |          |                          |
| Mon  |       |        | <b>Please give further details here</b> (please read guidance note 4)   |          |                          |
|  |       |        |   |          |                          |
| Tue  |       |        |   |          |                          |
|  |       |        |   |          |                          |
| Wed  |       |        | <b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 5)  |          |                          |
|  |       |        |   |          |                          |
| Thur   |       |        |   |          |                          |
|  |       |        |   |          |                          |
| Fri  |       |        | <b>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 6) |          |                          |
|  |       |        |   |          |                          |
| Sat  |       |        |   |          |                          |
|  |       |        |   |          |                          |
| Sun  |       |        |   |          |                          |
|  |       |        |   |          |                          |

E

|  |       |        |   |          |                                     |   |  |  |
|--|-------|--------|---|----------|-------------------------------------|---|--|--|
| <b>Live music</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3) | Indoors  | <input type="checkbox"/>            |   |  |  |
|  |       |        |   | Outdoors | <input type="checkbox"/>            |   |  |  |
|  |       |        |   | Both     | <input checked="" type="checkbox"/> |   |  |  |
| Day  | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)  |          |                                     |   |  |  |
| Mon  |       | 01:00  |   |          |                                     |   |  |  |
|  | 09:00 | 17:00  |   |          |                                     |   |  |  |
| Tue  |       |        |   |          |                                     |   |  |  |
|  |       |        |   |          |                                     |   |  |  |
| Wed  |       |        |   |          |                                     | <b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5) |  |  |
|  |       |        |   |          |                                     |   |  |  |
| Thur   |       |        |   |          |                                     |   |  |  |
|  |       |        |   |          |                                     |   |  |  |
| Fri  |       |        |   |          |                                     |   |  |  |
|  | 13:00 |        |   |          |                                     |   |  |  |
| Sat  |       | 01:00  |   |          |                                     |   |  |  |
|  | 09:00 |        |   |          |                                     |   |  |  |
| Sun  |       | 01:00  |   |          |                                     |   |  |  |
|  | 09:00 |        |   |          |                                     |   |  |  |

**F**

|  |       |        |  |          |                                     |  |  |  |
|--|-------|--------|--|----------|-------------------------------------|--|--|--|
| <b>Recorded music</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3) | Indoors  | <input type="checkbox"/>            |  |  |  |
|  |       |        |  | Outdoors | <input type="checkbox"/>            |  |  |  |
|  |       |        |  | Both     | <input checked="" type="checkbox"/> |  |  |  |
| Day  | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)  |          |                                     |  |  |  |
| Mon  |       | 01:00  |  |          |                                     |  |  |  |
|  | 09:00 | 17:00  |  |          |                                     |  |  |  |
| Tue  |       |        |  |          |                                     |  |  |  |
|  |       |        |  |          |                                     |  |  |  |
| Wed  |       |        |  |          |                                     | <b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5) |  |  |
|  |       |        |  |          |                                     |  |  |  |
| Thur   |       |        |  |          |                                     |  |  |  |
|  |       |        |  |          |                                     |  |  |  |
| Fri  |       |        |  |          |                                     |  |  |  |
|  | 13:00 |        |  |          |                                     |  |  |  |
| Sat  |       | 01:00  |  |          |                                     |  |  |  |
|  | 09:00 |        |  |          |                                     |  |  |  |
| Sun  |       | 01:00  |  |          |                                     |  |  |  |
|  | 09:00 |        |  |          |                                     |  |  |  |

**G**

|   |       |        |  |                                     |   |  |
|---|-------|--------|--|-------------------------------------|---|--|
| <b>Performances of dance</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the performance of dance take place indoors or outdoors or both – please tick</b><br>(please read guidance note 3) |                                     |   |  |
|   |       |        | Indoors  | <input type="checkbox"/>            |   |  |
|   |       |        | Outdoors   | <input type="checkbox"/>            |   |  |
|   |       |        | Both   | <input checked="" type="checkbox"/> |   |  |
| Day   | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)   |                                     |   |  |
| Mon   |       | 01:00  |  |                                     |   |  |
|   | 09:00 | 17:00  |  |                                     |   |  |
| Tue   |       |        |  |                                     |   |  |
|   |       |        |  |                                     |   |  |
| Wed   |       |        |  |                                     | <b><u>State any seasonal variations for the performance of dance</u></b><br>(please read guidance note 5) |  |
|   |       |        |  |                                     |   |  |
| Thur  |       |        |  |                                     |   |  |
|   |       |        |  |                                     |   |  |
| Fri   |       |        |  |                                     |   |  |
|   | 13:00 |        |  |                                     |   |  |
| Sat   |       | 01:00  |  |                                     |   |  |
|   | 09:00 |        |  |                                     |   |  |
| Sun   |       | 01:00  |  |                                     |   |  |
|   | 09:00 |        |  |                                     |   |  |

H

|  |       |        |   |          |                                     |
|--|-------|--------|---|----------|-------------------------------------|
| <b>Anything of a similar description to that falling within (e), (f) or (g)</b><br>Standard days and timings (please read guidance note 7) |       |        | Please give a description of the type of entertainment you will be providing  |          |                                     |
| Day  | Start | Finish | <b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)   | Indoors  | <input type="checkbox"/>            |
| Mon  |       | 01:00  |   | Outdoors | <input type="checkbox"/>            |
|  | 09:00 | 17:00  |   | Both     | <input checked="" type="checkbox"/> |
| Tue  |       |        | <b>Please give further details here</b> (please read guidance note 4)   |          |                                     |
|  |       |        |   |          |                                     |
| Wed  |       |        |   |          |                                     |
| Thur   |       |        | <b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 5)  |          |                                     |
|  |       |        |   |          |                                     |
| Fri  |       |        |   |          |                                     |
|  | 13:00 |        |   |          |                                     |
| Sat  |       | 01:00  | <b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 6) |          |                                     |
|  | 09:00 |        |   |          |                                     |
| Sun  |       | 01:00  |   |          |                                     |
|  | 09:00 |        |   |          |                                     |

I

| <b>Late night refreshment</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)   | Indoors  | <input type="checkbox"/>            |
|--|-------|--------|--|----------|-------------------------------------|
|  |       |        |  | Outdoors | <input type="checkbox"/>            |
|  |       |        |  | Both     | <input checked="" type="checkbox"/> |
| Day  | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)<br><br><b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)<br><br><b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |                                     |
| Mon  |       | 01:00  |  |          |                                     |
|  |       |        |  |          |                                     |
| Tue  |       |        |  |          |                                     |
|  |       |        |  |          |                                     |
| Wed  |       |        |  |          |                                     |
|  |       |        |  |          |                                     |
| Thur   |       |        |  |          |                                     |
|  |       |        |  |          |                                     |
| Fri  |       |        |  |          |                                     |
|  | 23:00 |        |  |          |                                     |
| Sat  |       | 01:00  |  |          |                                     |
|  | 23:00 |        |  |          |                                     |
| Sun  |       | 01:00  |  |          |                                     |
|  | 23:00 |        |  |          |                                     |

J

|   |       |        |  |                  |                                     |   |  |  |
|---|-------|--------|--|------------------|-------------------------------------|---|--|--|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8) | On the premises  | <input type="checkbox"/>            |   |  |  |
|   |       |        |  | Off the premises | <input type="checkbox"/>            |   |  |  |
|   |       |        |  | Both             | <input checked="" type="checkbox"/> |   |  |  |
| Day   | Start | Finish | <b>State any seasonal variations for the supply of alcohol</b><br>(please read guidance note 5)  |                  |                                     |   |  |  |
| Mon   |       | 00:45  |  |                  |                                     |   |  |  |
|   | 11:00 | 16:45  |  |                  |                                     |   |  |  |
| Tue   |       |        |  |                  |                                     |   |  |  |
|   |       |        |  |                  |                                     |   |  |  |
| Wed   |       |        |  |                  |                                     |   |  |  |
|   |       |        |  |                  |                                     |   |  |  |
| Thur  |       |        |  |                  |                                     | <b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6) |  |  |
|   |       |        |  |                  |                                     |   |  |  |
| Fri   |       |        |  |                  |                                     |   |  |  |
|   | 13:00 |        |  |                  |                                     |   |  |  |
| Sat   |       | 00:45  |  |                  |                                     |   |  |  |
|   | 11:00 |        |  |                  |                                     |   |  |  |
| Sun   |       | 00:45  |  |                  |                                     |   |  |  |
|   | 11:00 |        |  |                  |                                     |   |  |  |

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

|                           |            |
|---------------------------|------------|
| Name<br>Amanda Houghton   |            |
| Date of birth [REDACTED]  |            |
| Address<br><br>[REDACTED] |            |
| [REDACTED]                | [REDACTED] |

|  |
|--|
| Personal licence number (if known)<br>00NN/B/000134            |
| Issuing licensing authority (if known)<br>Powys County Council |

□□□□

K

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

L

|   |       |        |   |
|---|-------|--------|---|
| <b>Hours premises are open to the public</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>State any seasonal variations</b> (please read guidance note 5)  |
| Day   | Start | Finish |   |
| Mon   |       | 01:30  |   |
|   | 08:00 | 17:00  |   |
| Tue   |       |        |   |
|   |       |        |   |
| Wed   |       |        |   |
|   |       |        |   |
| Thur  |       |        |   |
|   |       |        |   |
| Fri   |       |        |   |
|   |       |        |   |
|   |       |        | <b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 6) |



|     |       |       |  |
|-----|-------|-------|--|
|     | 12:00 |       |  |
| Sat |       | 01:30 |  |
|     | 08:00 |       |  |
| Sun |       | 01:30 |  |
|     | 08:00 |       |  |

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

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

1. There will be one event per year lasting a maximum of 4 days on each of the following years
  - Year 1 2024
  - Year 2 2025
  - Year 3 2026
  - Year 4 2027 and
  - Year 5 2028
2. The event in year 1 will take place on the 24<sup>th</sup> to the 27<sup>th</sup> May 2024
3. The Premises Licence Holder will provide the Licensing Authority and SAG with no less than 6 months of the proposed dates of the events in years 2 – 5 inclusive
4. The total capacity of the event will not exceed 4,999, excluding staff, crew, artists and performers and will be subject to a fire risk assessment
5. The premises shall maintain a live Event Safety Management Plan ('ESMP') that shall contain all the document that is required and necessary to operate a safe premises. This shall be risk assessed, reviewed and revised as is necessary, and shared with the licensing authority and responsible authorities on request.
6. This shall include but not limited to policies relating to the following: -
  - a. Site plan
  - b. Premises licence
  - c. Health and Safety Responsibilities

- d. Venue and Site Design
- e. Fire Risk Assessment
- f. Major Incident Planning (Emergency planning)
- g. Communication
- h. Crowd Management (including steward and security numbers and their roles)
- i. Transport
- j. Management Structures
- k. Barriers
- l. Electrical Installations and Lighting
- m. Food and Alcohol
- n. Sanitary Facilities
- o. Waste Management
- p. Sound: Noise and Vibration
- q. Special Effects, Fireworks and Pyrotechnics
- r. Camping
- s. Facilities for People with disabilities
- t. Medical, Ambulance and First Aid Management
- u. Information and Welfare
- v. Children - including Lost Children's Policy

7. The premises licence holder shall comply with the ESMP.
8. A draft ESMP will be circulated to the Safety Advisory group, or similar, (SAG) at least 2 months prior to the event. This will include roles and responsibilities of the event management team particularly relating to event safety.
9. Updates will be circulated as necessary and final versions issued at least 2 weeks prior to the event.
10. Major incident and emergency procedures will be discussed with emergency services and agreed at least 2 weeks prior to the event.
11. 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.
12. At the request of the Licensing Authority or SAG, the Premises Licence holder will attend an event de-brief after each event

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

1. A personal licence holder, or suitably trained individual, will be on site at all times
2. An incident log must be kept at the premises, and made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police, which must record the following:
  - (a) all crimes reported to the venue
  - (b) all ejections of patrons
  - (c) any complaints received
  - (d) any incidents of disorder
  - (e) seizures of drugs or offensive weapons
  - (f) any refusal of the sale of alcohol
  - (g) any visit by a relevant authority or emergency service

#### **c) Public safety**

1. 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.
2. 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.
3. 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.
4. 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.
5. Details of any temporary demountable structures will be given in the ESMP. The event management team will request appropriate documentation from structure contractors including structural calculations, wind loadings and wind management and monitoring policies where appropriate.
6. A competent electrical contractor will be appointed and used to provide any distribution from existing mains supply or generators. Cable routing will be considered so as to minimise trip hazards.

**d) The prevention of public nuisance**

1. Noise or vibration shall not emanate from the festival site so as to cause a nuisance.
2. The Noise Levels are to be checked at the intervals and locations as agreed within the Noise Management Strategy.
3. 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.
4. The person responsible for noise management (or noise consultant) shall be available for daily meetings with Environmental Health Officers from Herefordshire Council, if required.
5. The Premises License Holder will maintain a noise log which will be available at all times for inspection by Herefordshire Council.
6. 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 and will include details of any remedial action taken. The log will be kept on site and be readily available at the request of a duly authorised Council officer.
7. The noise hotline number will be operational throughout the hours of regulated entertainment.
8. 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**

1. The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises.
2. Clear and legible signage shall also be displayed at all entrances to the premises as well as at, at least one location behind any bar advertising the scheme operated.

3. 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.
  
4. 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).

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable. - Online
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

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

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

**HowTheLightGetsIn**  
**Greenfield Site**  
**Newport Street**  
**Hay on Wye**  
**Herefordshire**  
**HR3 5EW**

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## **Operating Schedule**

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### **Opening Hours**

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

### **Licensable Activities**

Films, Live Music, Plays, Recorded Music, Performance of Dance, Anything Similar

- 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

## Operating Schedule

### General

1. There will be one event per year lasting a maximum of 4 days on each of the following years
  - Year 1 2024
  - Year 2 2025
  - Year 3 2026
  - Year 4 2027 and
  - Year 5 2028
2. The event in year 1 will take place on the 24<sup>th</sup> to the 27<sup>th</sup> May 2024
3. The Premises Licence Holder will provide the Licensing Authority and SAG with no less than 6 months of the proposed dates of the events in years 2 – 5 inclusive
4. The total capacity of the event will not exceed 4,999, including staff, crew, artists and performers and will be subject to a fire risk assessment
5. The premises shall maintain a live Event Safety Management Plan ('ESMP') that shall contain all the document that is required and necessary to operate a safe premises. This shall be risk assessed, reviewed and revised as is necessary, and shared with the licensing authority and responsible authorities on request.
6. This shall include but not limited to policies relating to the following: -
  - a. Site plan
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  - c. Health and Safety Responsibilities
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  - e. Fire Risk Assessment
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  - h. Crowd Management (including steward and security numbers and their roles)
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  - j. Management Structures
  - k. Barriers

- l. Electrical Installations and Lighting
  - m. Food and Alcohol
  - n. Sanitary Facilities
  - o. Waste Management
  - p. Sound: Noise and Vibration
  - q. Special Effects, Fireworks and Pyrotechnics
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  - s. Facilities for People with disabilities
  - t. Medical, Ambulance and First Aid Management
  - u. Information and Welfare
  - v. Children - including Lost Children's Policy
7. The premises licence holder shall comply with the ESMP.
8. A draft ESMP will be circulated to the Safety Advisory group, or similar, (SAG) at least 2 months prior to the event. This will include roles and responsibilities of the event management team particularly relating to event safety.
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12. At the request of the Licensing Authority or SAG, the Premises Licence holder will attend an event de-brief after each event

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

13. A personal licence holder, or suitably trained individual, will be on site at all times
14. An incident log must be kept at the premises, and made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police, which must record the following:
- (a) all crimes reported to the venue



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

### **Public safety**

15. 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.
16. 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.
17. 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.
18. 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.
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20. A competent electrical contractor will be appointed and used to provide any distribution from existing mains supply or generators. Cable routing will be considered so as to minimise trip hazards.

### **Prevention of public nuisance**

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

22. The Noise Levels are to be checked at the intervals and locations as agreed within the Noise Management Strategy.
23. 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.
24. The person responsible for noise management (or noise consultant) shall be available for daily meetings with Environmental Health Officers from Herefordshire Council, if required.
25. The Premises License Holder will maintain a noise log which will be available at all times for inspection by Herefordshire Council.
26. 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 and will include details of any remedial action taken. The log will be kept on site and be readily available at the request of a duly authorised Council officer.
27. The noise hotline number will be operational throughout the hours of regulated entertainment.
28. 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.

#### **Protection of children from harm**

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30. Clear and legible signage 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.
31. 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.

32. 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).

**Part 4 – Signatures** (please read guidance note 11)

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

|                    |  |
|--------------------|--|
| <b>Declaration</b> | <ul style="list-style-type: none"> <li>[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).</li> <li>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)</li> </ul> |
| Signature          |  |
| Date               |  |
| Capacity           |  |

|  |             |          |         |
|--|-------------|----------|---------|
| Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)<br>Ewen Macgregor<br>One Redcliff Street |             |          |         |
| Post town  | Bristol     | Postcode | BS1 6TP |
| Telephone number (if any)  | 03330061251 |          |         |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional)<br>Ewen.Macgregor@TLT.com  |             |          |         |

**DPS CONSENT FORM**

**Consent of Individual to being specified as premises supervisor**

I Amanda Houghton.....  
(full name of prospective premises supervisor)

of

.....  
(home address of prospective premises supervisor)

.....  
(date of birth)

.....  
(place of birth)

British.....  
(nationality)

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

New Premises Licence

.....  
(type of application)

By

TVF Limited.....  
(name of applicant)

Relating to premises licence N/A  
.....  
(number of existing licence, if any)

For

HowTheLightGetsIn

Greenfield Site

Newport Street

Hay on Wye

Herefordshire

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

TVF Limited.....  
(name of applicant)

Concerning the supply of alcohol at

HowTheLightGetsIn

Greenfield Site

Newport Street

Hay on Wye

Herefordshire

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 Licensing issuing Authority

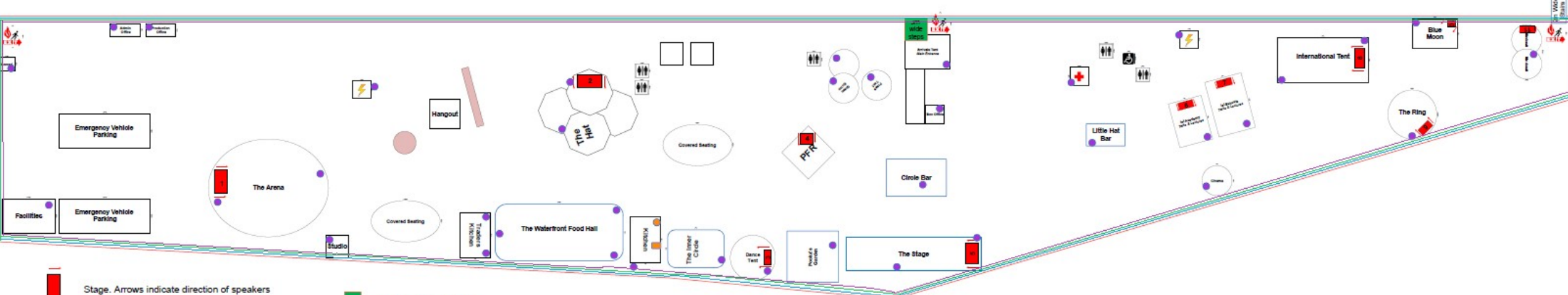
Powys County Council.....  
(insert name and address and telephone number of personal licence issuing authority, if any)

Signed .....  .....

Name (please print) Amanda Houghton.....

Date 08/02/24 .....





Stage. Arrows indicate direction of speakers

Fire Exit from site

site boundary and area for the provision of licensable activities

Stage Heights (metres)

|          |           |
|----------|-----------|
| 1. 1.2m  | 7. 0.5m   |
| 2. 1.2m  | 8. 1.2m   |
| 3. 0.6m  | 9. 0.6m   |
| 4. 0.33m | 10. 0.33m |
| 5. 0.9m  | 11. 0.33m |
| 6. 0.6m  |           |

Public Entrance & Exit

Toilets

Generator

Fire Extinguisher Powder

Fire Extinguisher Wet Chemical

Fire Blanket

Area for sale of alcohol and consumption

Area for regulated entertainment

Area for late night refreshments