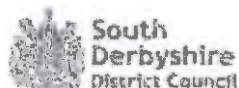


exp: 09/03/2022
Lpi:

South Derbyshire
Application for a premises licence
Licensing Act 2003

For help contact
licensing@southderbyshire.gov.uk
 Telephone: 01283 221000

* required information

Section 1 of 21

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

System reference

Not Currently In Use

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

Your reference

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

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

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

Applicant Details

* First name

Roger

* Family name

Lowe

* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

- ☒ 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.

Is your business registered outside the UK?

☐ Yes ☒ No

Business name

Melbourne Hall

If your business is registered, use its registered name.

VAT number

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

Legal status

Charity or Association

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Business Address

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

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

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

Premises Address

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

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21

INDIVIDUAL APPLICANT DETAILS

Applicant Name

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

- ☒ Yes ☐ No

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

First name

Family name

Is the applicant 18 years of age or older?

- ☐ Yes ☐ No

Continued from previous page...

Current Residential Address

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

☐ Yes

☒ No

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

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Applicant Contact Details

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

☒ Yes

☐ No

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

E-mail

Telephone number

Other telephone number

* Date of birth

 / /

* Nationality

Documents that demonstrate entitlement to work in the UK

Right to work share code

Right to work share code if not submitting scanned documents

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start?

 / /

dd mm yyyy

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

 / /

Provide a general description of the premises

Continued from previous page...

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 license will be for the area as defined in the supported plan and is to facilitate a programme of events to take place between April & October.

The events will include Comedy, Music, Cinema & Food.

Timings will be 10am - 11pm for licensable activities, 9am-11.30pm to allow for people entering & leaving site.

A maximum of 42 event days are applied for with no more than 7 days allowed in each month and no more than 4 consecutive days for events

Each event will have a Traffic Management Plan & a Noise Management Plan in place & made available

Events that include amplified music will be in keeping with the setting & disturbance kept to a minimum by way of an EHO agreed Noise Management plan in place and a mechanism agree to record levels during events. A telephone number will be made available to residents to contact should they experience a disturbance.

Each event will be assessed & scored using the purple guide and services booked accordingly.

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

4999

Section 6 of 21

PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

☐ Yes

☒ No

Section 7 of 21

PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start 09:00

End 22:30

Start

End

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

TUESDAY

Start 09:00

End 22:30

Start

End

WEDNESDAY

Start 09:00

End 22:30

Start

End

Continued from previous page...

THURSDAY

Start 09:00

End 22:30

Start

End

FRIDAY

Start 09:00

End 22:30

Start

End

SATURDAY

Start 09:00

End 22:30

Start

End

SUNDAY

Start 09:00

End 22:30

Start

End

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

☐ Indoors

☐ Outdoors

☒ Both

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

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

Outdoor Cinema Screenings. Age restrictions will be in place where appropriate. Amplified music will be used and supported by a noise management plan

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.

The events will take place between April & October

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

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

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Continued from previous page...

Will you be providing indoor sporting events?

☐ Yes ☒ No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

Section 10 of 21

PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

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

☐ Indoors

☐ Outdoors

☒ Both

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

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

Live Music & Recorded amplified music that is in keeping with the setting of Melbourne Hall & able to adhere to any noise management plan and premises license limitations on set levels. A noise consultant will take readings during events to ensure there are no breaches of license conditions. A contact number will be made available to local residents to contact should any disturbance be experienced.

State any seasonal variations for the performance of live music

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

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

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

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

Continued from previous page...

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

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

☐ Indoors ☐ Outdoors ☒ Both

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

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

Live Music & Recorded amplified music that is in keeping with the setting of Melbourne Hall & able to adhere to any noise management plan and premises license limitations on set levels. A noise consultant will take readings during events to ensure there are no breaches of license conditions. A contact number will be made available to local residents to contact should any disturbance be experienced.

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.

Continued from previous page...

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the 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.

Any dance performances that take place will be part of age appropriate shows, for example west end musical shows may include an element of singing & dancing.

Continued from previous page...

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.

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.

Section 13 of 21

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

See guidance on regulated entertainment

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

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

Continued from previous page...

FRIDAY

Start 09:00

End 22:30

Start

End

SATURDAY

Start 09:00

End 22:30

Start

End

SUNDAY

Start 09:00

End 22:30

Start

End

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

Comedy performances to age appropriate audiences and ticketed events centred around food & gardening for example

Will this entertainment take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

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

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

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.

Continued from previous page...

Will you be providing late night refreshment?

☐ Yes

☒ No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

☒ On the premises

☐ Off the premises

☐ Both

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

State any seasonal variations

Continued from previous page...

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

Family name

Date of birth / /
dd mm yyyy

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number
(if known)

Issuing licensing authority
(if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

☐ Electronically, by the proposed designated premises supervisor

Continued from previous page...

- ☒ 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'.

Section 16 of 21

ADULT ENTERTAINMENT

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

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

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

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THURSDAY

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End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

State any seasonal variations

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

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

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

Section 18 of 21

LICENSING OBJECTIVES

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

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

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

We propose the premises license is limited to number of events a year & months of the year as applied for. The specific dates of events shall be provided to the responsible authorities and published no later than 28 days in advance of the event date.

If required An Event Safety Management Manual and Plan (ESMP) containing detail appropriate to each event shall be produced and implemented in consultation with and with the agreement of the Responsible Authorities. The ESMP, including a detailed plan of the site, shall be submitted to the Licensing Authority, the Responsible Authorities at least 28 days prior to the event.

Each annual ESMP will contain details of the following subjects:

- ☒ general site safety
- ☒ securing the site and protecting the public during set up
- ☒ outlining dangers to contractors working on the site
- ☒ details of barriers to the perimeter of the licensed area
- ☒ details of electrical systems and installation
- ☒ power requirements
- ☒ location of generators
- ☒ details with regard to back stage areas (if appropriate)
- ☒ details on escape lighting (if appropriate)
- ☒ first aid and fire safety equipment provisions
- ☒ crowd safety operational plan
- ☒ operational plan for festival/event.
- ☒ details of procedure for dealing with any public unrest/disorder
- ☒ a Fire Risk Assessment will also be produced for each festival/event.

Each ESMP will contain details on the following subjects:

- ☒ refuse collection

Continued from previous page...

- ☒ sanitary provisions
- ☒ control of noise levels during the festival, particularly from any amplified music

Access to the site will be by ticket only.

b) The prevention of crime and disorder

The ESMP shall provide details of the following measures:

- ☒ Deployment of steward and security staff within and along main egress routes surrounding the site;
- ☒ Exercising the right to refuse entry to any unauthorised/disorderly person;
- ☒ Bag search operation conducted at the arena entrance;
- ☒ Pre-event and onsite liaison with Police
- ☒ The confirmed position of any bars and food concession stands.

Training shall be provided to all staff on commencement of the event relating to all age-restricted products sold; this shall include under-age alcohol sales, drug awareness, health and safety and fire safety in line with relevant legislation and any systems or procedures they are expected to follow in the course of dealing with these goods;

Clear, prominent and unobstructed signage informing customers of the 'Challenge 25' proof of age scheme in operation shall be displayed at:

- ☒ All entry points
- ☒ Points of sale

The only acceptable forms of identification shall be:

- ☒ Photo Driving Licence
- ☒ Current Passport
- ☒ Government Approved 'PASS' agency Card.
- ☒ MoD Identity Card

All SIA staff and marshals shall wear suitable clothing such as fluorescent jackets or bibs to clearly indicate their different roles on site; SIA staff should wear one colour and marshals another to distinguish between the two;

The premises licence holder shall ensure that it is made clear to promoters, staff, and those persons attending the event, that 'legal highs' shall not be permitted on to the site;

The premises licence holder shall devise a policy in relation to the way that illegal substances (including drugs) shall be dealt with. This policy shall detail the procedures for searching those attending the event and the method by which any illegal substances shall be securely stored and/or disposed of (including the operation of the 'Drugs Amnesty Box'). This policy will be adhered to at all times that the premises licence authorises licensable activities for the event;

There shall be provided a 'Drugs Amnesty Box' where those persons attending the festival will be invited to voluntarily surrender any illegal substances or 'legal highs' that they may have in their possession;

The premises licence shall devise and adhere to a policy detailing the way in which persons ejected from the site during the course of the event will be dealt with. This policy shall have particular regard to those persons that may be under the influence of alcohol or other substances or that may be under the age of 18 or otherwise vulnerable;

c) Public safety

A supply of drinking water should be provided and maintained in the public where the risk assessment/event management plan deem necessary. All water dispensing equipment will be clean, well maintained and suitable and the water microbiologically safe.

Suitable and sufficient sanitary accommodation, hand washing facilities and drinking water supplies shall be provided. We shall ensure that adequate sanitary facilities are provided and located. These facilities shall be available for inspection by an Enforcement Officer of the Council not less than 24 hours before the entertainment is open to the public.

Where temporary toilet accommodation is required the licensee shall ensure that where practicable separate sex toilet accommodation shall be provided at agreed locations on the premises.

The ESMP shall provide details of the following measures:

- ☒ Employment of an Event Safety Officer to oversee build, event and de-rig;
- ☒ Safeguarding of water supplies;
- ☒ Assessment of contractors and their safety documentation prior to arrival on site.

Training shall be provided to all staff on commencement of the event relating to all age-restricted products sold; this shall include under-age alcohol sales, drug awareness, health and safety and fire safety in line with relevant legislation and

Continued from previous page...

any systems or procedures they are expected to follow in the course of dealing with these goods;

At the close of each trading day, the Designated Premises Supervisor shall review and endorse the Refusal log and cross check this with any specific spikes in trading. This log shall be used as a tool to target or highlight the need for specific enhanced staff training the following day. A record of any enhanced training shall be kept within the highlighted member of staff's employment record;

Suitable and sufficient written risk assessments covering the Venue, Fire and Operating policies shall be kept up to date and shall be made available upon a request by a Police Officer or an authorised officer as detailed within Section 13 of the Licensing Act 2003;

Marshals shall be on site and at the site entrance to assist in traffic management into and off the site; as well as parking on the site. The marshals / stewards shall monitor all zones of the site at all times for the period of the event / premises licence;

All SIA staff and marshals shall wear suitable clothing such as fluorescent jackets or bibs to clearly indicate their different roles on site; SIA staff should wear one colour and marshals another to distinguish between the two;

d) The prevention of public nuisance

We will be vigilant to ensure that public nuisance is avoided due to events or functions held and take appropriate preventative measures. This shall be in the form of a noise control scheme approved by the Local Authority that accounts for the nature and character of the noise.

Noise test will be carried out by professional sound engineers prior to events to ensure nuisance is avoidable and license limits are achievable.

We would propose that the music noise level (MNL) is expressed as a 4 hour average

LAeq taken as a free field measurement. The level & monitoring addresses shall be agreed with the Environmental Health Department and listed in the noise management plan.

If necessary, replacement monitoring locations shall be agreed in advance by the premises license holder and South Derbyshire District Council Environmental Health Department. These locations shall be included in the Noise Management Plan.

During the event hours, the premises licence holder shall operate an attended complaints telephone service, through which contact can be made regarding noise or other nuisance concerns. This phone number shall be publicised to the surrounding communities in a manner to be agreed with the Licensing Authority and provided to the Environmental Health teams at both South Derbyshire District Council and North-West Leicestershire Borough Council for contact to be made should it be necessary during the event.

The premises licence holder shall employ a competent person to monitor and assess noise from the event. Those person(s) responsible for noise control must be on site and operational during all hours when music noise from licensable activities is occurring. Outside of these hours, members of staff nominated to the Licensing Authority must be available to be contacted in the event of noise complaints being received outside these hours. Their details and direct contact number must be made available to the Environmental Health Departments.

A Noise Management Plan shall be submitted to South Derbyshire District Council as part of the ESMP. The plan shall describe the noise controls which will be taken to ensure that the noise conditions in this licence are complied with.

The ESMP shall provide details of the following measures:

☒ The security and stewarding contractor providing teams who will respond to with issues on the exterior of the event site;

☒ Provision of car parks and traffic management to limit the impact of event traffic on the surrounding areas;

☒ Contracting a waste management company to conduct litter-picking on the exterior of the site (as well as the interior).

Clear, prominent and unobstructed signage informing customers of the 'Challenge 25' proof of age scheme in operation shall be displayed at:

☒ All entry points

☒ Points of sale

The only acceptable forms of identification shall be:

☒ Photo Driving Licence

☒ Current Passport

☒ Government Approved 'PASS' agency Card.

☒ MoD Identity Card

At the close of each trading day, the Designated Premises Supervisor shall review and endorse the Refusal log and cross

Continued from previous page...

check this with any specific spikes in trading. This log shall be used as a tool to target or highlight the need for specific enhanced staff training the following day. A record of any enhanced training shall be kept within the highlighted member of staff's

All SIA staff and marshals shall wear suitable clothing such as fluorescent jackets or bibs to clearly indicate their different roles on site; SIA staff should wear one colour and marshals another to distinguish between the two;

e) The protection of children from harm

There will be no age restricted film showings or nudity or semi-nudity events in the presence of children. We will ensure that the Challenge 25 policy is adhered to with the refusal log kept up to date on easily accessible.

We will appoint a DBS children's offer at under 18 events and ensure there is a safe place for lost children.

The ESMP for such events shall provide details of the following measures:

☒ For 'lost and found' children;

☒ Ticket restriction on children under 16, who must be accompanied by an adult to gain entrance to the site;

☒ A challenge 25 scheme operated across all bars.

Films that hold a classification making the film unsuitable for some children shall be shown in an enclosed marquee or big top tent where access shall be controlled by staff. The notices and other publicity shall advise customers of any age restrictions. Stewards will conduct age checks and permit access depending on the BBFC classification of the film.

Training shall be provided to all staff on commencement of the event relating to all age-restricted products sold; this shall include under-age alcohol sales, drug awareness, health and safety and fire safety in line with relevant legislation and any systems or procedures they are expected to follow in the course of dealing with these goods;

Clear, prominent and unobstructed signage informing customers of the 'Challenge 25' proof of age scheme in operation shall be displayed at:

☒ All entry points

☒ Points of sale

The only acceptable forms of identification shall be:

☒ Photo Driving Licence

☒ Current Passport

☒ Government Approved 'PASS' agency Card.

☒ MoD Identity Card

At the close of each trading day, the Designated Premises Supervisor shall review and endorse the Refusal log and cross check this with any specific spikes in trading. This log shall be used as a tool to target or highlight the need for specific enhanced staff training the following day. A record of any enhanced training shall be kept within the highlighted member of staff's employment record;

All SIA staff and marshals shall wear suitable clothing such as fluorescent jackets or bibs to clearly indicate their different roles on site; SIA staff should wear one colour and marshals another to distinguish between the two;

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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

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

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

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this 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.

Continued from previous page...

- 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.

Continued from previous page...

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

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

Home Office online right to work checking service

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

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

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

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

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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

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

Continued from previous page...

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

Section 21 of 21

PAYMENT DETAILS

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

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

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

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00*

Band E - £125001 and over £635.00*

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

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

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

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

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

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

100.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

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

DECLARATION

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

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

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

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

* Full name	
* Capacity	
Date (dd/mm/yyyy)	

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/south-derbyshire/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

MELBOURNE HALL

PROPOSED
EVENT

Area
Site 3
Stage
Bar
Food

Drawing Name:
Melbourne Hall

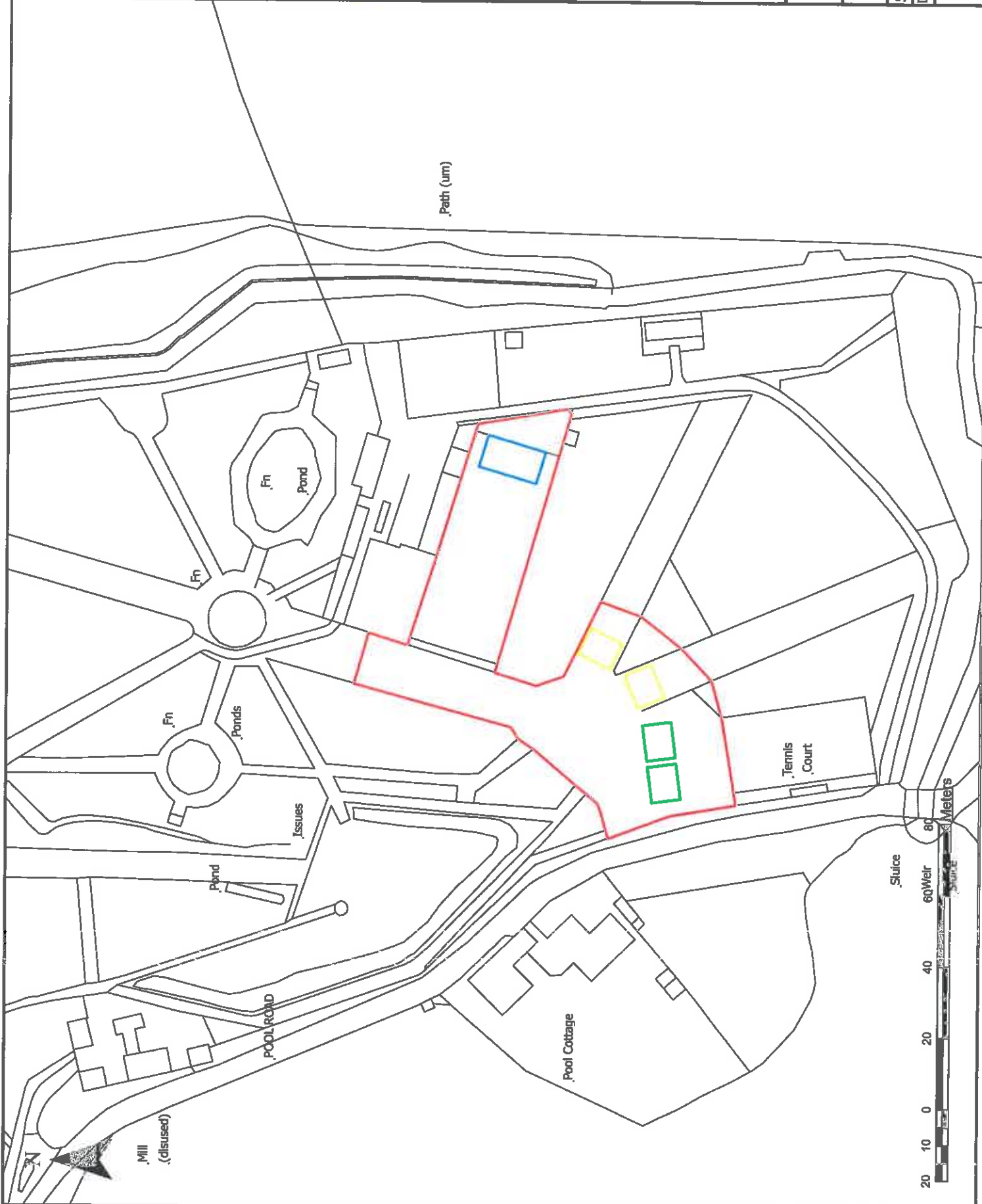
Drawing No:
16019/MH/Event

Scale: n/a Paper: A3

Date: Jan 31st 2022



Path (um)



**Licensing Act 2003
Premises Licence Application –
Notification to Local Authority of agreement regarding Representations**

To: Licensing Authority Office

Date: 09/03/2022

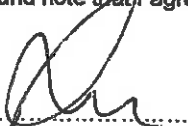
Dear Sir/Madam

I write in my capacity as the applicant in relation to the above matter. Discussions have taken place with the Licensing Authority in relation to the promotion of the licensing objectives.

I would like to add the following conditions to my application:

The capacity of the premises shall be 1000 people at any one time including staff and performers.

Please accept this notice as formal request to amend my application/operating schedule in accordance with the above and note that I agree to these conditions being attached to the premises licence.

Signed.....

Name in block ...Roger Lowe.....

Date...09/03/2022.....