



**South Derbyshire**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@south-derbys.gov.uk](mailto:licensing@south-derbys.gov.uk)  
 Telephone: 01283 221000

\* required information

**Section 1 of 19**

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

Derbyshire Food & Drink Fair

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

Stephanie

\* Family name

Walsh

\* E-mail

stephanie.walsh@derbyshire.gov.uk

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

\* Is your business registered outside the UK?

Yes  No

\* Business name

Derbyshire County Council

If your business is registered, use its registered name.

\* VAT number

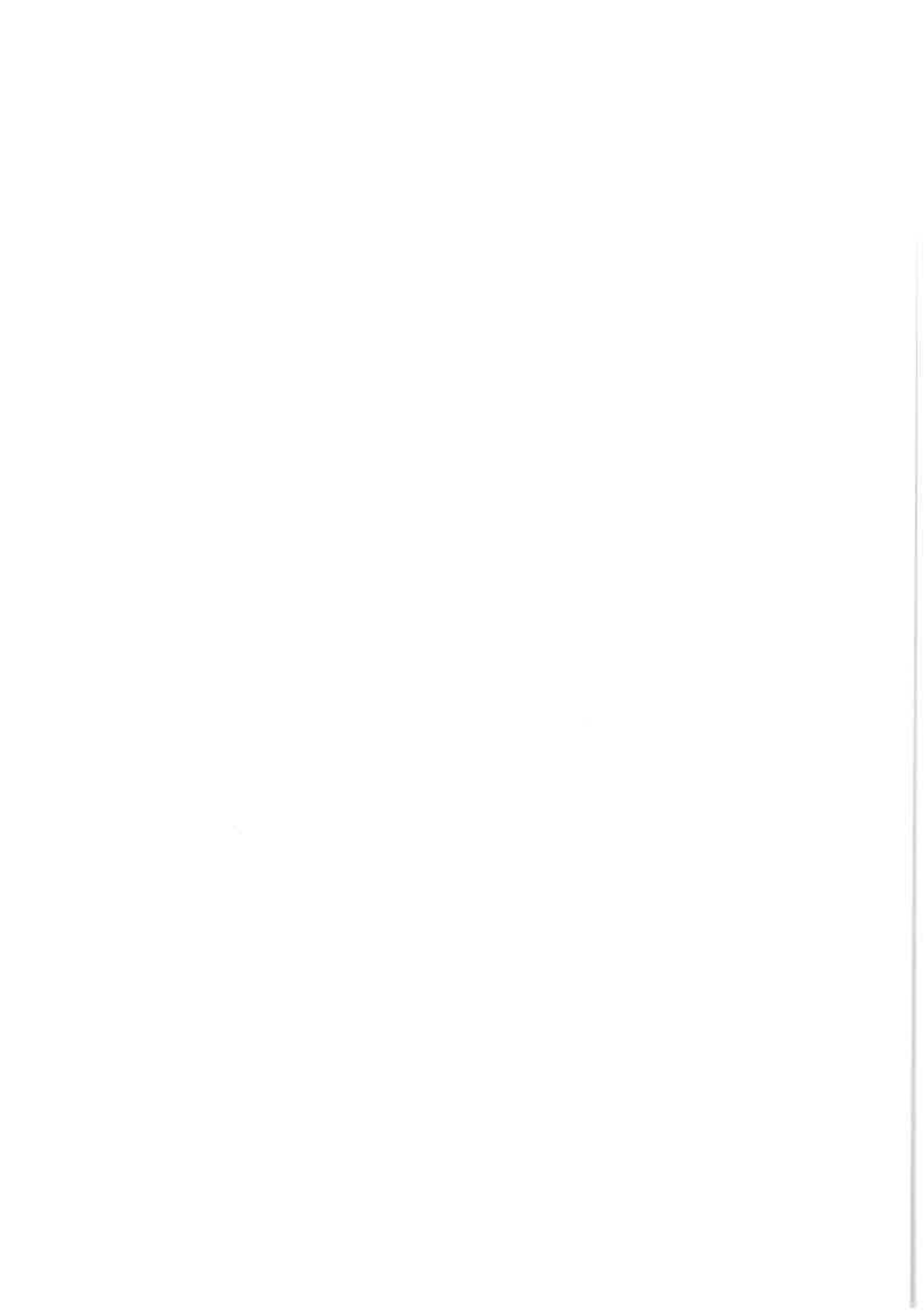
GB

127248178

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

\* Legal status

Public Body



**Section 3 of 19**

**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- 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
- Other (for example a statutory corporation)

**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 19**

**NON INDIVIDUAL APPLICANTS**

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

**Non Individual Applicant's Name**

Name

**Details**

Registered number (where applicable)

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

Continued from previous page...

Local Authority

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

**Section 5 of 19**

**OPERATING SCHEDULE**

When do you want the premises licence to start?  /  /   
dd mm yyyy

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

Provide a general description of the premises

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

The event will be held on the 7,000 acre event site within the grounds of Elvaston Castle, which is surrounded by 200 acres of parkland. The fenced event site will take up 20,000 square metres of spaces. The event site will be fenced off and the whole area will be licensed, such that the consumption of alcohol could take place anywhere within the event site.

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

Continued from previous page...

**Section 6 of 19**

**PROVISION OF PLAYS**

Will you be providing plays?

Yes  No

**Section 7 of 19**

**PROVISION OF FILMS**

Will you be providing films?

Yes  No

**Section 8 of 19**

**PROVISION OF INDOOR SPORTING EVENTS**

Will you be providing indoor sporting events?

Yes  No

**Section 9 of 19**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

Will you be providing boxing or wrestling entertainments?

Yes  No

**Section 10 of 19**

**PROVISION OF LIVE MUSIC**

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

Continued from previous page...

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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

Indoors

Outdoors

Both

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

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

Local live small music groups will provide musical entertainment for the dining areas at the event. The music will be slightly amplified but not to a level that would disturb other activities. Some of the exhibitors may play their own music on their stalls.

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 19

PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

Yes

No

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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

Indoors       Outdoors       Both

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

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

Individual stall holders may chose to play their own background music on their stalls. During set-up and break down we  
may choose to have some music on around the site at a low level.

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.

Continued from previous page...

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

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

**Section 12 of 19**

**PROVISION OF PERFORMANCES OF DANCE**

Will you be providing performances of dance?

Yes  No

**Section 13 of 19**

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

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

Yes  No

**Section 14 of 19**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

Yes  No

**Section 15 of 19**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

Yes  No

**Standard Days And Timings**

**MONDAY**

Start

End

Start

End

**TUESDAY**

Start

End

Start

End

**WEDNESDAY**

Start

End

Start

End

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



Continued from previous page...

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="17:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="16:30"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption:

- On the premises     Off the premises     Both

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

State any seasonal variations

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

n/a

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.

n/a

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

**Name**

First name

Family name

Continued from previous page...

**Enter the contact's address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text"/>
Issuing licensing authority (if known)	<input type="text"/>

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

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

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

Reference number for consent form (if known)

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

**Section 16 of 19**

**ADULT ENTERTAINMENT**

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

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

n/a

**Section 17 of 19**

**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.

Continued from previous page...

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

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 19**

**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)

**Continued from previous page...**

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

Active monitoring of the event site will be done by the Event Manager, Site Manager, the Personal Licence Holder and all event staff. An approved and competent security and stewarding firm will also be employed to steward the event site over the weekend.

Police, Fire Service, Environmental Health, EMAS and Trading Standards are involved in the Multi-Agency meetings prior to the event, helping to formulate the event plan and contingency procedures.

There will be a Tannoy System to communicate with the public. Event staff and security will also use head set communication systems.

Risk Assessments are completed for all activities within the event site. Exhibitors and others working at the event also complete risk assessments and provide copies of PLI documents. They are all required to comply with on-site regulations - they will be given fire evacuation procedures on arrival to the site.

The event will go ahead in accordance with agreements made in the Safety Advisory Group to comply with the Emergency Plan in terms of all activities.

All agreements reached with the Safety Advisory Group in so far as they relate to one of the four licensing objectives will be considered as conditions of any licence granted; such agreements shall be presented to the Licensing Authority at least 14 days prior to the event commencing.

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

The event site will be actively monitored at all times by the event staff and the contracted security company, who will supply copies of their regulatory documents.

There may also be a police presence on the event site.

**c) Public safety**

Extensive Risk Assessments are completed for all activities within the event site.

Active monitoring of the event site will be carried out at regular intervals.

EMAS and St John's Ambulance will have a presence on site.

The County Council Emergency Planning Vehicle and staff will also be on site throughout the event.

Event staff and stewards will actively monitor the number of people on the site and in the marquees.

**d) The prevention of public nuisance**

The event site is a fenced area, with manned entrance gates.

The noise levels from the live music will be actively monitored to comply with Health and Safety and noise regulations.

Regular litter picks will be carried out by event staff. Sufficient waste disposal units, recycling facilities and public toilets will be on site.

**e) The protection of children from harm**

All children's activity providers are CRB checked and they provide risk assessments and PLI documents for their activities.

Continued from previous page...

There will be a procedure in place for lost children; staff at the location point will have CRB checks.

Children are only allowed on site if accompanied by an adult.

Steps to promote the licensing objective in relation to protecting children from harm will include a requirement that alcohol suppliers are individually risk-assessed and they will need to demonstrate that their staff are (i) suitably authorised to sell alcohol, (ii) adequately trained and, (iii) that they operate a Challenge 21/25 proof of age system. Only photo passports, photo driving licences and government approved cards will be accepted as ID. Exhibitors selling alcohol will be requested to keep refusal logs in relation to this system.

## Section 19 of 19

### PAYMENT DETAILS

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

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

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

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00\*

Band E - £125001 and over £635.00\*

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

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

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

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

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

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

190.00

### ATTACHMENTS

### AUTHORITY POSTAL ADDRESS

Continued from previous page...

**Address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

**DECLARATION**

- \* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.
  - \* The 28 days target processing period relates only to the initial application. Should a Responsible Authority or Interested Party submit a representation then this period will be extended
- 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	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

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 ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

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**From:** Dathan,Clair (Health & Communities) <[redacted]>  
**Sent:** 14 April 2014 14:28  
**To:** Walsh,Stephanie (Economy, Transport & Environment)  
**Cc:** Licensing Mailbox  
**Subject:** Derbyshire Food & Drink Fair, Elvaston Castle

**Categories:** -

This email or email thread section has been classified CONTROLLED - This email requires controlled access by Council personnel only and may contain business or personal information.

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Steph

I have received a copy of your application for the above. I understand that alcohol will be sold at the event, but I can't find any mention of the steps to be taken to prevent sales to children. I realise that the sales will be made by stall holders rather than the licence holder, so I have a suggestion about the wording below:

**Operating Schedule – Proposed Measures to promote the Protection of Children from Harm Licensing Objective**

- 1) Stallholders will be expected to provide full training to staff selling at the Derbyshire Food & Drink Fair – on the law relating to the sale of alcohol and on any procedures they are expected to follow while trading. Refresher training should be provided as required. A record of this training should be provided to the Premises Licence holder, prior to the start of the event for retention at their offices.
- 2) The age verification policy applying to the Derbyshire Food Fair is Challenge 25. Anyone attempting to purchase alcohol who appears to be under the age of 25 will be asked for proof of age. Acceptable forms of identification will be a PASS-accredited proof of age card, photo driving licence or passport. Failure to produce satisfactory proof of age will result in a refused sale.

Posters informing customers of the age verification policy in operation and the age restrictions on the sale of alcohol will be clearly displayed at

- All entrances to the Derbyshire Food Fair
- All points of sale of alcohol – displayed on the stalls so that they can be easily read by customers.

- 3) A system of recording sales challenged/refused under the age verification policy will be operated at the Derbyshire Food & Drink Fair. A refusals log will be issued by the Designated Premises Supervisor (DPS) to each stall selling alcohol. This will be completed and signed by a representative of the business operating the stall and will be handed to the DPS at the end of the event. If there are no challenges/refusals the business representative must mark the log to that effect and sign it.

The DPS (or person authorised by him/her) will monitor the entries in the log after the event and indicate any action taken. They will date and sign each log and retain them, together with the training records, for two years. The records will be produced to authorised officers on request.

Could you please let me know as soon as possible if this is acceptable to you. If you need to discuss the matter further, please contact me.

Regards.

Clair Dathan  
Principal Trading Standards Officer

Derbyshire County Council  
Health and Communities  
Trading Standards Division  
Chatsworth Hall  
Chesterfield Road  
Matlock  
DE4 3FW

T: \_\_\_\_\_  
Internal Extension 39848  
Fax 01629 536197  
E Mail \_\_\_\_\_  
[www.derbyshire.gov.uk/tradingstandards](http://www.derbyshire.gov.uk/tradingstandards)



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**Please Note**

This email is confidential, may be legally privileged and may contain personal views that are not the views of Derbyshire County Council. It is intended solely for the addressee. If this email was sent to you in error please notify us by replying to the email. Once you have done this please delete the email and do not disclose, copy, distribute, or rely on it.

Under the Data Protection Act 1998 and the Freedom of Information Act 2000 the contents of this email may be disclosed.

Derbyshire County Council reserves the right to monitor both sent and received emails.

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**McHugh Emma**

**From:** Walsh,Stephanie (Economy, Transport & Environment)  
**Sent:** 25 April 2014 15:33  
**To:** Licensing Mailbox  
**Cc:** Kinsey Lisa; Dathan,Clair (Health & Communities)  
**Subject:** RE: Derbyshire Food & Drink Fair, Elvaston Castle

**Categories:** Emma

This email or email thread section has been classified CONTROLLED - This email requires controlled access by Council personnel only and may contain business or personal information.

Hi Emma

As discussed, I'm happy for the e-mail with recommendations re alcohol sales to be included as an attachment and amendment to the current application.

Please confirm that this is all you need from me to continue.

Thanks

Steph

**Stephanie Walsh**  
 Tourism/Twinning  
 Derbyshire County Council  
 Matlock  
 Derbyshire  
 DE4 3AG  
 T: 01629 538464  
 M: 07817 257 279



**From:** Licensing Mailbox [mailto:licensing@south-derbys.gov.uk]  
**Sent:** 25 April 2014 14:54  
**To:** Walsh,Stephanie (Economy, Transport & Environment)  
**Cc:** Kinsey Lisa; Dathan,Clair (Health & Communities)  
**Subject:** RE: Derbyshire Food & Drink Fair, Elvaston Castle  
**Importance:** High

Stephanie,

The email below from Trading Standards is an objection to the grant of the premises licence. You have indicated that you will accept these conditions as part of the premises licence. Can you please confirm that you are happy to accept the conditions as detailed below, that you wish to formally amend your application and that you do not think a hearing is necessary?

If this is the case then I can arrange a determination hearing which approves the changes made in front of Members. If I hear back from you by 1<sup>st</sup> May this hearing can take place on 12<sup>th</sup> May 2014 alternatively I can arrange a full hearing if you are not willing to agree to the conditions.

I would appreciate it if you gave this matter your earliest attention.

Kind regards

Emma McHugh  
Senior Licensing Officer  
Legal and Democratic Services  
South Derbyshire District Council  
Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH  
[emma.mchugh@south-derbys.gov.uk](mailto:emma.mchugh@south-derbys.gov.uk)  
Tel: 01283 595716 (Direct Line)  
Fax: 01283 595853

Visit the council's website at [www.south-derbys.gov.uk](http://www.south-derbys.gov.uk)

Follow the council on Twitter: [www.twitter.com/sddc](http://www.twitter.com/sddc)

Find the Council's Sport and Health, Environmental Health, Housing and Safer South Derbyshire Partnership teams on Facebook.

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**From:** Walsh, Stephanie (Economy, Transport & Environment) [<mailto:Stephanie.Walsh@derbyshire.gov.uk>]

**Sent:** 15 April 2014 16:03

**To:** Dathan, Clair (Health & Communities)

**Cc:** Licensing Mailbox

**Subject:** RE: Derbyshire Food & Drink Fair, Elvaston Castle

This email or email thread section has been classified CONTROLLED - This email requires controlled access by Council personnel only and may contain business or personal information.

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Hi Clair

As discussed I am the DPS for the event and will be on site all weekend checking on all alcohol sales. I will pass the necessary information onto the relevant stall holders next week and ensure they all comply with the regulations. I will print the posters and have them displayed as you have suggested. I have told all stall holders that if they are selling alcohol, a personal licence holder will need to be on site at all times.

If there's anything else please do not hesitate to get in touch.

Bests

Steph

**Stephanie Walsh**

Tourism/Twinning

Derbyshire County Council

Matlock

Derbyshire

DE4 3AG

T: 01629 538464

M: 07817 257 279

[Stephanie.walsh@derbyshire.gov.uk](mailto:Stephanie.walsh@derbyshire.gov.uk)