

* 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

Lewes Music Festival

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

Rebecca

* Family name

Taylor

* E-mail

lewesmusicfestival@gmail.com

Main telephone number

07711528038

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.

Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name	<input type="text" value="1"/>
* Street	<input type="text" value="St. Mary's Road"/>
District	<input type="text"/>
* City or town	<input type="text" value="Eastbourne"/>
County or administrative area	<input type="text" value="Lewes"/>
* Postcode	<input type="text" value="BN21 1QD"/>
* Country	<input type="text" value="United Kingdom"/>

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PREMISES DETAILS

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

Premises Address

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

- Address OS map reference Description

Postal Address Of Premises

Building number or name	<input type="text" value="Stanley Turner Ground"/>
Street	<input type="text" value="Kingston Road"/>
District	<input type="text"/>
City or town	<input type="text" value="Lewes"/>
County or administrative area	<input type="text" value="Lewes"/>
Postcode	<input type="text" value="BN7 3NB"/>
Country	<input type="text" value="United Kingdom"/>

Further Details

Telephone number	<input type="text" value="07711528038"/>
Non-domestic rateable value of premises (£)	<input type="text"/>

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

Rebecca

Family name

Taylor

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	<input type="text" value="1"/>
Street	<input type="text" value="St. Mary's Road"/>
District	<input type="text"/>
City or town	<input type="text" value="Eastbourne"/>
County or administrative area	<input type="text" value="Lewes"/>
Postcode	<input type="text" value="BN21 1QD"/>
Country	<input type="text" value="United Kingdom"/>

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	<input type="text" value="lewesmusicfestival@gmail.com"/>
Telephone number	<input type="text" value="07711528038"/>
Other telephone number	<input type="text"/>
* Date of birth	<input type="text" value="30"/> / <input type="text" value="10"/> / <input type="text" value="1963"/> dd mm yyyy
* Nationality	<input type="text" value="British"/>
Right to work share code	<input type="text"/>

Documents that demonstrate entitlement to work in the UK

Right to work share code if not submitting scanned documents

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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

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.

I can confirm that I would like this to be an annual event happening on any weekend in May or first weekend of June (weekend Saturday/Sunday) each year.

Dates will be confirmed no later than 3 months prior to the event to all responsible authorities

The 3 rugby pitches next to the club house at the Stanley Turner Ground in Lewes. The lower pitches to be used. To hold a rugby 7's tournament and all day music festival. Offering live music from 12 noon until 11pm. Supply of alcohol from licenced bars. With stalls/food and retail to support. The festival arena will be ring fenced and secure with heras fencing and security teams. Alcohol consumption and sale will be limited to this arena. A site map has been attached.

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

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

Yes

No

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

Yes

No

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

Yes

No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

Yes

No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

Yes

No

Continued from previous page...

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 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.

The music will be amplified from a stage and it's sound systems. There will live bands playing throughout the day. Each will play between a 45min - 60 min set.
1.1 To Establish a benchmark for this and future events at this site, the contractor will be looking to: not exceed 65dB(A) Leq at the nearest noise sensitive point
Stage is a flown line array, utilising a cardioid sub bass array so as to reduce impact to the sides and rear of the stage. Stage is aimed away from noise sensitive premises.

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.

We would like the option of putting this festival on possibly twice a year. The main event being in May and possibly a

Continued from previous page...

smaller event in late September. Market forces would dictate if this happened. We would like to run this event annually understanding there is a year fee for the licence

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

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

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

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...

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.

As previously stated in the live music section

State any seasonal variations for playing recorded music

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

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

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

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PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

- Yes No

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

See guidance on regulated entertainment

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

- Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Continued from previous page...

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

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Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors Outdoors Both

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

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

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 late night refreshments at different times from those listed in the column on the left, list below

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

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes

No

Standard Days And Timings

MONDAY

Start

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 sale of alcohol be for consumption:

- On the premises Off the premises Both

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

State any seasonal variations

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

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

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

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

Name

First name

Family name

Date of birth / /
dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name	140
Street	Barnhorn Road
District	
City or town	Bexhill
County or administrative area	
Postcode	TN39 4QG
Country	United Kingdom
Personal Licence number (if known)	RDC/LN/00002586
Issuing licensing authority (if known)	Rother

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

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ADULT ENTERTAINMENT

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

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

N/A

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start
Start

End
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.

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LICENSING OBJECTIVES

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

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

Continued from previous page...

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

We will hire a recognised SIA security team with a full RA for the event and exit times in surrounding areas
A full RA for the event will be submitted to the SAG team for review
Hire a medical on site team. A cleaning team. Monitor of sound
The Rugby tournament will be held in conjunction with the Rugby Club and their first aid and referee teams for player safety

b) The prevention of crime and disorder

Alcohol sales will be monitored by the bar manager and sales refused where appropriate.
Stewarding and security – Asgard Security services – DBS checked and SIA qualified(
• Crowds will be managed by Asgard Security on arrival, during and after. Random stop and search will take place on entry. Random search means 1 in 5.
• Any incident will be controlled by Security.
• The Security Staff and Stewards will be positioned on the Entrance Gate, Sponsors tent, bar areas, and patrolling throughout the arena.
• Asgard - An outside firm have been employed to manage all the security elements of the festival
• Min of 6 based on this year's festival. To be reviewed based on ticket sales.
• Saturday 27th May 1000hr – 2400hr 4 SIA security guards Sunday 28th May 10.00hr - 21.00hr
• 10 marshals employed to help around the site. 1 allocated as fire marshal only. 1 as child liaison/lost child policy on each shift.
• Communication via radios shared between security, marshals and first aiders
• A minimum of 1 Asgard staff will be camping over night on Friday 26th May and Saturday 27th with dog unit in for equipment and staging already on site

The BAR

The Bar Manager will be Emma Taylor/James Murphy. They will be responsible for the overall running of bar operations. They have been responsible for many bar operations for events over the years
All beverages to be sold in cans, PET, or poured in to plastic. Cans and PET bottles will be opened prior to being served to the customer. THERE WILL BE NO GLASS SERVED TO CUSTOMERS.
Four units maximum at all times per person, this will be reduced where necessary on the instruction of the Bar Manager.
The Bar Manager will be responsible to ensure availability of low and non-alcohol beverages. We provide a range of low and non-alcoholic drinks, including low alcohol beer, fruit juices, water and soft drinks.
The Bar Manager will be responsible for displaying all required signage for the bar area. Large format sign detailing price list and 'Challenge 25' sign to be displayed in a prominent position in bar area. Bar staff will operate the 'Challenge 25' scheme. If a guests appears to be under 25, depending on which scheme is represented, then we require proof that he/she is over 18. In these circumstances staff are required to:
• Explain that it is against the law to serve alcohol to Under 18's.
• Ask for identification. Only two types are acceptable:
 British Passport.
 Photograph driving license.
• If a guest does not have identification, suggest they return with some and they will be served when they do.

All team members are to be made aware of the legal and social obligations, and of the need for proof of age. Each member of staff receives a comprehensive training covering all key aspects of working in a licensed premises including Health & Safety policies as well as education as to the legal requirements of their role, including their responsibilities not to serve Under 18's and those who are intoxicated.

All staff will be briefed on the above prior to their shift.
Security will patrol the bar area on a regular basis to check staff safety and not feeling threatened by intoxicated festival goers. In the event of a disruptive member of the public security will be called via radio to remove from the bar area.

c) Public safety

Continued from previous page...

The whole event will create and adhere to an event specific RA. Each element of the event will create their own specific RA's including staging, fencing, Bar, 3rd party contractors including food suppliers, fun fairs and Rugby. Entry and Exits will be sign posted with high visual signs. Emergency exits will be highlighted at point of entry. In the event of an incident a tannoy system will be used to direct people to the two meeting points around the arena which are located On on the lower rugby pitch and one above the Cricket pitch at the Stanley turner ground.

The Rugby tournament will be held in conjunction with the Rugby Club and their first aid and referee teams for player safety

Vehicle movements

Parking of general public and festival goers

Public, assistants, Marshals and musicians being hurt by vehicles

Paid barrier Marshalls and volunteers will be in place to help keep people safe. Barriers will be in place with notices. The barriers will be manned by paid Marshals in HV vests

6am-midnight 27th may and 9am-21.00hrs 28th May

Vehicle Movements during and prior to the event from exhibitors and musicians

Public, assistants, Marshals and musicians being hurt by vehicles

All stall holders and exhibitors will be asked to set up by 10am Musicians will be directed via a barriered route to the stages away from the public arena

There will be no movement within the arena during the festival live times of 1100hrs to 2400hrs. If there is any other movement it will be done by 09.30hrs

Access for Emergency Services

Delay in any casualty receiving first aid

The Rugby Club has a barrier to the ground that will be accesses for all emergency services.

Emergency services to be informed.

All volunteers, organisers and Marshal to be briefed with emergency plan

6am – Midnight 27 May, 9.00hrs - 21.00hrs 28th May

Minor casualties

Public, assistants, marshals and musicians needing minor first aid receiving appropriate treatment

First aiders to be in attendance from 9am 27th May. First Aid point advertised at Ticket office

All volunteers, organisers and staff to be briefed on first aid assistance Event Briefing

9am 27th May, 9.00hrs 28th May

Qualified first Aiders

Lone med

Major medical incidents

Public, assistants, marshals, musicians, traders and exhibitors

First aiders to be in attendance from 9am May

Public tannoy system to be used to call a medic to the incident. Who will determine if they need to be moved via ambulance to the nearest trauma unit at the Royal Sussex County Hospital or emergency Hastings

Event Briefing

9am May 27th

Becky Taylor

Lone Med

Rugby First Aid team

Wiring and musical equipment – trip hazards

Continued from previous page...

Public, assistants, marshals and musicians prevention of trip hazards

MC's, assistants, sound engineers responsible for safe installation. Overseen by qualified electrician

All equipment to carry PAT certificate and appropriate 30mA RCD protection

0900 onwards 27th/ May.

MC's, assistants and sound engineer Briefing

Accord Audio – Stage and Sound

Simon Blewitt – Qualified electrician

External companies providing activities/food/ beverages – injury or bad health to public

Public, assistants, marshals and musicians prevention of injury

Only reputable external companies with public liability insurance and risk assessment inspection certification and appropriate licence. Appropriate food hygiene certs to be held by all stall holders

Fair ground rides to be manned at all opening hours and securely locked over night

Prior to event – sight of public liability insurance, risk assessment, inspection certification and appropriate licence (inc DBS)

Set up and movement of stall holders Public, assistants, marshals Most stall holders by 6am 27th May/Late Friday 26th May

There will be no movement of vehicles or stands until the Arena closes on Saturday at 11.30hrs All stall holders will bring their own risk assessment and PLI As above

Security and Stewards

Set up and breakdown of site, including erecting fencing, placing toilets/showers and staging/marquees Contractors for each element of the festival. Each contractor provides a full RAMs document inc their PLI for themselves and their staff

Timings during the W/C 23rd May will be managed to ensure not too many contractors are onsite at any one time All set up will be finished 10am 27th May before the arena opens to the public

Crew and contractor welfare throughout the event Security/stewards/sound and stage crew A timetable of duty is created for each shift. With appropriate breaks throughout the day. Water and in some instances food is supplied. Staff and contractors have their own outbreak area Exhibitors and attractions have their own staff welfare 27th /28thMay

☒

Hazard

Collapse of structures/adverse weather conditions

Any structures to be erected by competent person/contractor. checks made on all structures by a competent person

There is a need to check weather forecast daily to ensure safety of structures. Make contingency plans to enable closure of structure in adverse weather conditions

27th and 28th May

Stage volunteers

Ian Goatcher Of Accord Audio.

James Marquees.

Lost children

Children and parents can become separated

Central point of contact will be at the main gate.

Marshalls Security & Event Safety – all DBS checked

Saturday 27th and Sunday 28th May

Public Disorder

Hire of SIA trained security staff for entrances and for crowd control

Drinks not to be served to people obviously under the influence. No glass at the event

Security & Event Safety – all SIA Trained – Asgard Security

In order to comply with our duties under the Regulatory Reform Order (Fire Safety) 2005 the Lewes 7's and Music festival organisation team have undertaken a provisional fire risk assessment of both the site and the individual structures and third parties that will be present on site during the event. All security staff have been trained as fire marshals through the virtual

Continued from previous page...

college course.

The site is an established thoroughfare and as such benefits from existing infrastructure and access to the water mains.

For all emergencies and incidents (including fire) there is an Event Management Plan as well as defined emergency vehicle access routes and procedures as previously defined within the main document and accompanying appendices.

Regarding access for fire appliances. We have revised the site plan to clearly show the accesses. All the accesses are capable of carrying the 17 ton loads such as fire engines & emergency service vehicles. The farm owner's machinery moves on this site regularly and are well in excess of that weight. There will be no restriction as to where the appliances can go.

The grass covering the site will be topped and rolled prior to the event. There will be adequate Exit signs and the site plans shows that their widths will be 7 mtrs or more. Any individual contractors and caterers that use LPG have its use and safety covered in their own Risk Assessments. We have allowed 2 mtrs spacing between individual stalls and caterers.

Regarding barrier and rope fencing we have clearly denoted these on the site plan (attached).

Cars, will be spaced appropriately so as not impede emergency vehicles should they require access. Parking is only permitted in the field adjacent to the rugby pitches. We haven't advertised parking and anticipate most visitors will arrive on foot or public transport.

In the event of a fire there will be a number of evacuation procedures in place and briefed to the security and marshal team prior to event opening.

1. If the fire is in the arena, all members of the public and Lewes production/artists any other personnel will be directed to the fire point being the outer cricket pitch/football pitch and use the upper rugby fields
2. If the fire is in the Campervan / car park field everyone will be directed to the main entrance/emergency exit at the front of the festival
3. The Alarm will be raised through the PA system used for public announcements. All music will be stopped.
4. In the event of the fire being during the night a high pitched siren will sound. We will purchase an event evacuator sitemaster push button alarm. 110 db sounder. Responsibility will be with the security team and the overnight on site liaison officer

Marshals will be given specific roles and two will be provided by Asgard Security. The 2 allocated fire marshals will be briefed and trained before the event through our security experts Asgard Security. Water stand pipes located on the Rugby Club house will be signed as the festival water point.. In the event of a Fire a 999 call will be placed by Lewes Rugby Club team, Gus Taylor, Becky Taylor or head of Security.

Firefighting equipment on site (fire extinguishers & Sand Buckets) will be by the fire assembly points in the arena. Along with water available from the water point.

Crowd Management

Certain times of the event will see crowd movement. Such as final acts, close of festival and fire.

- Security will be in place at the stages during anticipated big acts as well as first aiders with de-fib which is to be moved from the Rugby club house to the outside of the building for easy access.
- Stewards will be deployed in numbers to manage traffic movement at the end of the festival each day.
- Fire will be marshalled by all briefed staff to the exit routes as shown in the site plans plus through PA system announcements

Marquee exits

All marquees will have at least one side open at all times of use. These are in excess of the requested 3m fire exit recommendation.

3rd Parties

All third parties working with us (including stall holders) will be provided with comprehensive site terms and conditions. The catering outlets H&S Hygiene and Fire documentation will be inspected to ensure that they are to standard and have been deemed to be satisfactory at other events where they have attended.

Continued from previous page...

These include but not limited to:

- Entrances and exits are to be kept clear of obstruction at all times.
- All fabrics must be 'flame retardant'
- Combustible materials and refuse is kept to a minimum
- There is a ban on the sale of items such as garden flares, fireworks and Chinese lanterns
- The absolute minimum of fuel is allowed onsite and is subject to the following:
 - (Gas) Safety Certificates for the equipment being used
 - The cylinders are kept outside, secured, upright and not accessible by the general public and other unauthorised persons. They are also located away from entrances, emergency exits and other circulation areas
 - The cylinders are readily accessible with an easy isolation method.
 - When not in use the system is isolated.
 - A member of staff trained in the isolation and safe use is available at all times.
 - Appropriate and current certified (tested) fire fighting equipment is supplied.
 - Refilling/changing is performed with the express permission of the event organisers.
 - To ensure that catering units store a maximum of 24hrs supply of LPG or 200kgs which ever is the least and to consider creating a safe area/compound for storage of any excess supplies.
 - All firefighting equipment to be have been subject to routine test & inspection as per BS5306 which includes a recorded annual inspection.

d) The prevention of public nuisance

A full noise pollution plan will be created

1.1 To Establish a benchmark for this and future events at this site, the contractor will be looking to: not exceed 65dB(A) Leq at the nearest noise sensitive point

1.2 SPL readings to be taken throughout the day

1.3 A letter will be sent to all neighbouring properties detailing a hot line number and notice of event times and dates

1.4 The character of the area is open fields with residential behind. The positioning of the stage and prevailing winds aim to drive all the noise over the open fields with the nearest noise sensitive premises a considerable distance from the site

Litter

Throughout the event there will be a team of litter pickers who will monitor the arena and surrounding areas.

A minimum of 6 1100L bins will be located throughout the arena. These will be emptied each day.

The security team will ensure safe exit from the site and sweep the site and surrounding areas for an hour after exit/finish

e) The protection of children from harm

All Security are DBS checked and SIA trained and event duties will be care and observation of all children on site. Any 3rd party supplied like fair grounds/face painters will supply RA covering the care and attention to children throughout the event.

Lost and Found Child Procedure

1. Accommodation

The central point for lost children will be at the information point at the Main Gate. All volunteers, organisers and staff will be briefed on this policy.

2. Staffing

There will be at least one DBS checked first aider who will be working alongside the information point and one steward allocated as child liaison at the Main Gate. No lost child will be left in the care of one person.

3. Care Guidelines

At Entry responsible adult contact numbers to be written on child's wrist bands

No lost children or vulnerable adults will be given food or drink except water in case of allergies. Any person claiming the

Continued from previous page...

lost child/vulnerable adult will need to declare their name and address, relationship to the child/vulnerable adult and will be required to show a form of identification. All information will be recorded. If the child is unsure or reluctant to be taken by the person collecting them, then further confirmation will be required of the relationship to the child/vulnerable person before handing them over.

All staff looking after children/vulnerable adults are expected to:

- Respect the wishes of the child/vulnerable adult as you would an adult, you must not impose yourself on them
- Remember that children/vulnerable adults regard adults as role models and ensure your behaviour, language, gestures, etc, are appropriate and above reproach
- Prevent any other member of staff or member of public from putting any child/vulnerable adult in a situation in which there is a significant risk to their health and safety
- Be prompt, calm, assured and professional
- Contact named person immediately in the event of a child or vulnerable person being reported missing.
- Will have been taken through guidelines at Event briefing prior to start of event.

4. Lost Adults

Lost adults who become detached from their friends or family will either make themselves known to any of the event personnel or a member event management team become aware of them. The event personnel will make contact with the named person in case the person's friend or family have already made contact. A brief search of the area will be carried out with the lost person to assist in locating friends or family. If the immediate search is unsuccessful the event personnel will escort the lost person back to the information point at the Main Gate when the appropriate phone calls or public announcements will be made if necessary.

5. Lost Child

If a lost child is discovered by any event personnel it will be immediately reported to a child liaison marshal and Security team member Asgard Security. The child will be taken to the information point at the Main Gate where at least one DBS checked and one responsible adult will be called to attend to look after the child. The child will be reassured and the following questions will be asked to gather more information: Contact numbers for each child will be written on the Child's wrist band at entry.

- Parents/guardians names
- Contact numbers for the persons they were with or other family members/friends that may help
- Where and when they were last together
- What they were doing to help you identify where the parents might be
- What the parents are wearing
- What the parents plans were/are
- If calm, further appropriate details may be obtained, such as address and other relatives details.

An announcement will be considered to be made from the PA asking their parents/guardians who have become separated from their child to go to the information point. The name of the child will not be announced over the PA or radios/phones. In the event of a vulnerable child (intoxicated parent) the security team will escort the child to the first aid team until the situation has been resolved.

6. Missing People

When a person has been reported as lost/missing the following details of the missing person are to be obtained, recorded and passed to the named person by an agreed communication system:

- Name and age
- Male or female
- Ethnicity
- Hair colour
- Height
- Glasses (yes/no)
- Colour and type of clothing
- Length of time missing
- Circumstances under which they went missing
- Area where last seen
- Does the individual have a mobile phone, if so what is the number
- Is the individual disabled or does he/she have special needs
- Any other vulnerability
- Any other identifying features
- Anywhere the missing person favours to go/is likely to go or people they may contact

Continued from previous page...

- What the missing person enjoys doing
- Any medication

If the missing person is a child this incident takes priority. Parents, accompanied by event personnel, should remain in the area where the child was last seen. The named person will pass the relevant information to all event personnel via agreed method of communication. All event personnel should undertake a search of their areas. Barrier staff will be asked to report on any such child leaving the event site and if necessary, stop anyone they think might be the missing child from leaving.

Once a child is located, they will be reunited with their parents/guardians and full details will be recorded.

Once a missing person has been found, the named person will advise all event personnel who will resume with their normal duties.

Police will be contacted after 20-30 minutes of a person being reported missing in all circumstances – immediately if the person is considered vulnerable or after 10-15 minutes if a child

The Police will be contacted immediately in the following circumstances:

- If the missing child/person has made any allegations
- If there are any concerns for the missing/found person's welfare
- If the found person is hesitant or unwilling to go with the person collecting them
- If the person reported missing is considered vulnerable in any way

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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

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

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - 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.

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- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - 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.

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PAYMENT DETAILS

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

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

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

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00*

Band E - £125001 and over £635.00*

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

Band D - £87001 to £125000 £900.00

Band E - £1250001 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 30000-39000 £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

[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	<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/lewes/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

Consent of individual to being specified as premises supervisor

| James Oliver Murphy

| -----
[full name of prospective premises supervisor]

of

| 140 Barnhorn Road, Bexhill TN39 4PG

[home address of prospective premises supervisor]

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

| Lewes Music Festival

[type of application]

by

| Rebecca Taylor

[name of applicant]

relating to a premises licence

[number of existing licence, if any]

for

| The Stanley Turner Ground, Kingston Road, Lewes BN7 3NB

[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

Rebecca Taylor

[name of applicant]

concerning the supply of alcohol at

The Stanley Turner Ground, Kingston Road, Lewes BN7 3NB

[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

RDC/LN/000025086

[insert personal licence number, if any]

Personal licence issuing authority

ROTHER

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

Signed



Name (please print)

JAMES MURPHY

Date