West Suffolk Council

West Suffolk
Application for a premises licence
Licensing Act 2003

For help contact
licensing@westsuffolk.gov.uk
Telephone: 01284 757400

* 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: Forest Live 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: [redacted]
* Family name: [redacted]
* E-mail: [redacted]forestryengland.uk
Main telephone number: [redacted]
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: Forestry England
If your business is registered, use its registered name.

VAT number: GB 888830561
Put "none" if you are not registered for VAT.

Legal status: Public Body

© Crown copyright

Continued from previous page...

Your position in the business	Head of Commercial Visitor Programmes
Home country	United Kingdom

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	Thetford Business Centre
Street	Croxton Road
District	
City or town	Thetford
County or administrative area	Norfolk
Postcode	IP24 1JD
Country	United Kingdom

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	Squirrel Field
Street	High Lodge, Thetford Forest
District	Santon Downham
City or town	
County or administrative area	Suffolk
Postcode	IP27 0AF
Country	United Kingdom

Further Details

Telephone number	[redacted]
Non-domestic rateable value of premises (£)	0

© Crown copyright

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 His Majesty's prerogative

Section 4 of 21

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: Forestry England

Details

Registered number (where applicable):

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

© Crown copyright

Continued from previous page...

Forestry England is an executive agency of the Forestry Commission, which is a UK government body

Address

Building number or name	Forestry England, Theford Business Centre
Street	Croxton Road
District	
City or town	Thetford
County or administrative area	Norfolk
Postcode	IP24 1JD
Country	United Kingdom

Contact Details

E-mail	[redacted]
Telephone number	
Other telephone number	
* Date of birth	
* Nationality	British

Documents that demonstrate entitlement to work in the UK

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? 01 / 01 / 2027 (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.

Thetford Forest is the UK's largest manmade lowland forest, with High Lodge situated at its heart as the forest's main recreational hub. High Lodge provides a welcoming destination for visitors of all ages, offering a wide range of exciting activities throughout the year, encouraging adventure, exploration and enjoyment of the natural surroundings. Once a year, High Lodge hosts its annual summer Forest Live festival, which is the purpose of this premises licence application. We are proposing to use a location within the site, known as our 'Squirrel' Field. This area will accommodate multiple bars,

© Crown copyright

Continued from previous page...

allowing customers to purchase alcoholic beverages from various locations within the licensed area while enjoying the live music and performances taking place throughout the festival. Please note that there will be no off-site sales of alcohol permitted. All alcoholic beverages purchased must be consumed within the designated licensed area, and customers will not be permitted to take alcohol outside of this boundary.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend: 14999

Section 6 of 21

PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

(•) Yes ( ) No

Standard Days And Timings

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

MONDAY	Start	13:00	End	23:00
	Start		End	
TUESDAY	Start	13:00	End	23:00
	Start		End	
WEDNESDAY	Start	13:00	End	23:00
	Start		End	
THURSDAY	Start	13:00	End	23:00
	Start		End	
FRIDAY	Start	13:00	End	23:00
	Start		End	
SATURDAY	Start	13:00	End	23:00
	Start		End	
SUNDAY	Start	13:00	End	23:00
	Start		End	

© Crown copyright

Continued from previous page...

Will the performance of a play take place indoors or outdoors or both?

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

○ Indoors ◉ Outdoors ○ Both

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

State any seasonal variations for performing plays

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

Only applicable during the months of June - July (and up to 8 x separate occasions when regulated entertainment is taking place)

Non standard timings. Where the premises will be used for the performance of a play 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 7 of 21

PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

◉ Yes ○ No

Standard Days And Timings

MONDAY

Start 13:00 End 23:00

Start End

TUESDAY

Start 13:00 End 23:00

Start End

WEDNESDAY

Start 13:00 End 23:00

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.

© Crown copyright

Continued from previous page...

THURSDAY

Start 13:00 End 23:00

Start End

FRIDAY

Start 13:00 End 23:00

Start End

SATURDAY

Start 13:00 End 23:00

Start End

SUNDAY

Start 13:00 End 23:00

Start End

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

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

○ Indoors ◉ Outdoors ○ Both

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

This could include amplified music.

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.

Only applicable during the months of June - July (and up to 8 x separate occasions when regulated entertainment is taking place)

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

© Crown copyright

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 13:00 End 23:00

Start End

TUESDAY

Start 13:00 End 23:00

Start End

WEDNESDAY

Start 13:00 End 23:00

Start End

THURSDAY

Start 13:00 End 23:00

Start End

FRIDAY

Start 13:00 End 23:00

Start End

SATURDAY

Start 13:00 End 23:00

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.

© Crown copyright

Continued from previous page...

SUNDAY

Start	1300	End	23:00
Start		End	

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

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

- ○ Indoors
- ○ Outdoors
- ◉ Both

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

This include some live performance within a tent / marquee structure
Music will be amplified

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.

Only applicable during the months of June - July (and up to 8 x separate occasions when regulated entertainment is taking place)

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.

On one or two days during the summer licenced period (June - July) finish time of 00:00

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	13:00	End	23:00
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	13:00	End	23:00
Start		End	

© Crown copyright

Continued from previous page...

WEDNESDAY

Start 13:00 End 23:00

Start End

THURSDAY

Start 13:00 End 23:00

Start End

FRIDAY

Start 13:00 End 23:00

Start End

SATURDAY

Start 13:00 End 23:00

Start End

SUNDAY

Start 13:00 End 23:00

Start End

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

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

○ Indoors ○ Outdoors ◉ Both

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

This could include recorded music being played in a marquee / tent structure.
The music could be amplified.

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.

Only applicable during the months of June - July (and up to 8 x separate occasions when regulated entertainment is taking place)

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.

On one or two days during the summer licenced period (June - July) finish time of 00:00

© Crown copyright

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 13:00 End 23:00

Start End

TUESDAY

Start 13:00 End 23:00

Start End

WEDNESDAY

Start 13:00 End 23:00

Start End

THURSDAY

Start 13:00 End 23:00

Start End

FRIDAY

Start 13:00 End 23:00

Start End

SATURDAY

Start 13:00 End 23:00

Start End

SUNDAY

Start 13:00 End 23:00

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.

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.

© Crown copyright

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.

Only applicable during the months of June - July (and up to 8 x separate occasions when regulated entertainment is taking place)

On one or two days during the summer licenced period (June - July) finish time of 00:00

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

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

◉ Yes ○ No

Standard Days And Timings

MONDAY

Start 23:00 End 00:00

Start End

TUESDAY

Start 23:00 End 00:00

Start End

WEDNESDAY

Start 23:00 End 00:00

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.

© Crown copyright

Continued from previous page...

THURSDAY

Start 23:00 End 00:00

Start End

FRIDAY

Start 23:00 End 00:00

Start End

SATURDAY

Start 23:00 End 00:00

Start End

SUNDAY

Start 23:00 End 00:00

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.

Activity could take place in a marquee / tent structure.

State any seasonal variations

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

Only applicable during the months of June - July (and up to 8 x separate occasions when regulated entertainment is taking place)

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.

On one or two days during the summer licensed period (June - July) finish time of 00:30

© Crown copyright

Continued from previous page...

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

(•) Yes ( ) No

Standard Days And Timings

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

MONDAY

Start 13:00 End 22:55

Start End

TUESDAY

Start 13:00 End 22:55

Start End

WEDNESDAY

Start 13:00 End 22:55

Start End

THURSDAY

Start 13:00 End 22:55

Start End

FRIDAY

Start 13:00 End 22:55

Start End

SATURDAY

Start 13:00 End 22:55

Start End

SUNDAY

Start 13:00 End 22:55

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.

Only applicable during the months of June - July (and up to 8 x separate occasions when regulated entertainment is taking place)

© Crown copyright

Continued from previous page...

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.

On one or two days during the summer licensed period (June - July) finish time of 23:30

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

Name

First name: Daniel James

Family name: Bell

Date of birth: [redacted]

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): 20_01018_PERS

Issuing licensing authority (if known): Norwich City Council

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):

© Crown copyright

Continued from previous page...

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.

Not Applicable

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

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

MONDAY				
	Start	13:00	End	23:30
	Start		End	
TUESDAY				
	Start	13:00	End	23:30
	Start		End	
WEDNESDAY				
	Start	13:00	End	23:30
	Start		End	
THURSDAY				
	Start	13:00	End	23:30
	Start		End	
FRIDAY				
	Start	13:00	End	23:30
	Start		End	
SATURDAY				
	Start	13:00	End	23:30
	Start		End	

© Crown copyright

Continued from previous page...

SUNDAY

Start 13:00 End 23:30

Start End

State any seasonal variations

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

Please note the above operating times are only for the licensed area in question. High Lodge, Thetford Forest is open year around (365 days) as an open access forest.

Please note the public opening hours within the licensed area are only applicable during the months of June - July (and up to 8 x separate occasions when regulated entertainment is taking place)

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.

On one or two days during the summer licensed period (June - July) finish time of 00:30

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.

Forestry England will promote the licensing objectives through comprehensive event management planning, developed in consultation with the Safety Advisory Group, local authority, emergency services and other relevant agencies. Professional security, stewarding and crowd management arrangements will be in place, including SIA-licensed staff, search procedures, Challenge 25 age-verification controls, incident recording and anti-social behaviour measures. Public safety will be supported through detailed risk assessments, qualified safety and medical provision, emergency procedures, fire safety controls, temporary structure sign-off, transport management and site communications. Public nuisance will be minimised through a noise management plan, customer messaging, welfare facilities, waste management, cleaning operations and appropriate sanitary provision. Children and vulnerable persons will be protected through safeguarding procedures, welfare services, Challenge 25 controls and specific protocols for lost, found or separated children and vulnerable adults. All arrangements will be reviewed and managed through the Event Management Plan and Safety Advisory Group process.

b) The prevention of crime and disorder

Forestry England will co-ordinate with crowd management personnel, security staff, adjoining premises, local authorities and local Police to ensure a positive action programme for combating crime and disorder is in place.

All security personnel operating will be SIA registered door supervisors in line with the SIA requirements; all supervisors of SIA Security will be SIA registered; all crowd management personnel will be trained to NVQ Level 2 or equivalent or as necessary in accordance with legislation. There will be male and female operatives.

There will be 24-hour cover during the building and removal of each event, as well as a full operation staff level identified in and detailed in the Crowd Management and Security section of the Event Management Plan which will be sent to the local authority and Safety Advisory Groups before each annual festival run.

© Crown copyright

Continued from previous page...

Evictions from site must be approved by the nominated duty manager and recorded. An eviction policy forms part of the crowd management plan.
Public are subject to search on entry, no search no entry. In addition, the Event Management Plan for the festival will support a search policy as condition of entry, with a right to search at any time when on the premises as a condition of entry looking for prohibited articles including but not limited to; alcohol drugs or weapons or anything that be used as a weapon.

Any person found in possession of prohibited items when searched will be refused entry and may face police investigations. The confiscated, illegal items will be managed in an agreed fashion with the local police.

A challenge 25 policy for alcohol. SIA door supervisors trained in challenge 25 will be in place. ID for those people fortunate to look under 25 will be requested. in the form of passport, driving licence, MOD ID or national approved picture ID with hologram.

Bar staff will be trained in challenge 25 and a refusal register will be place on each and every bar.

There is a prohibition of alcohol purchased on site leaving the premises.

Wayfinding staff will be located to remind patrons of the impact of antisocial behaviour upon exit of the venue and a wider cleaning plan is in place to cover ingress and egress.

c) Public safety

Forestry England will consult with the Safety Advisory Group on
the plans for Forest Live each year at Thetford Forest. These plans will be developed through co-ordination with each agency. They are developed to meet the requirements as set out in the Purple Guide and associated guidance, and in accordance with the management principal set out in Successful Health & Safety Management (HSG 65).

A two-way radio system will be in place for site management security and support staff.

There will be a professionally qualified safety manager in place on the day of the event from at all times that the site is open to members of the public.

There is a general prohibition on petrol and petrol generators within the site. All generators will be serviced by an appropriately qualified electrician and will be diesel, all supply will be RCB protected to end user.

There is a general prohibition on use of naked flame, private barbeques & Chinese lanterns.
Appropriate Fire Extinguishers will be located across the site at locations deemed necessary by the fire risk assessment which include in all structures and at all generators.

There will be independently powered site lighting systems supported by emergency floodlights for egress.

Structures will be required to be signed off by those persons erecting them in line the Guidance for the Management & Use of Stages and related temporary event structures.

A bespoke medical plan written by a specialist event medical provider will be in place providing on site medical triage and treatment facilities on site plus emergency conveyance services to local NHS facilities should the need arise.

A transport management plan is in place which identifies car parking, pick up and drop off and bus shuttle services routes.

d) The prevention of public nuisance

An appropriate contractor will be appointed to provide a comprehensive noise management plan for the festival at Thetford Forest including 15Min (A) LEq Limits at noise sensitive property off site and contingency measures should such limits me met. The standards are set in accordance with the Code of Practice on Environmental Noise Control at Concerts.

© Crown copyright

Continued from previous page...

Forest Live at Thetford Forest will display notices reminding patrons to be quiet as they leave, and for consideration of neighbours and use way finders to remind patrons regarding their conduct.

Forest Live at Thetford Forest has ensured appropriate rest and welfare facilities as are in place, with medical services providing event cover. This includes support for vulnerable adults. Free drinking water at these points

Forest Live at Thetford Forest will provide suitable, and sufficient waste collection points supported by a cleansing and litter picking programme before, during and after the events, especially at entry to the site.

There will be portable toilet provision on site, with all waste being removed to an authorised disposal point.

e) The protection of children from harm

A challenge 25 alcohol policy approach is in place at all times across all bars and ID for age may be checked at any time.

In addition, facilities are available for children / vulnerable people with welfare needs staffed by trained personnel. All working personnel on site will be made aware of the location of the medical and welfare facilities.

A safeguarding policy is in place across the event to manage situations of missing or found children at the event.

Any alterations/significant amendments to this event plan will be subject to appraisal and evaluation through the Safety Advisory Group process as far as is reasonably practicable and agreed by licensing.

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

© Crown copyright

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.

© Crown copyright

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.

© Crown copyright

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.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

© Crown copyright

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:
  - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

© Crown copyright

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:
  - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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. Please see https://www.westsuffolk.gov.uk/Business/Regulation_and_Licensing/Licensing/Alcohol_and_entertainment/premiseslicence.cfm for more information.
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 £8700 £315.00
Band D - £87001 to £12500 £450.00*
Band E - £125001 and over £635.00*
In all other cases, the premises shall be in Band A (i.e where NNDR does not apply) except where the premises is under construction, in which case it shall be in Band C.
*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 £12500 £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 30000-39000 £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 (£) 2,100.00

© Crown copyright

Continued from previous page...

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

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).

* CHECKLIST

* I have made or enclosed payment of the fee.

* I have enclosed the plan of the premises clearly indicating the area in which the licensable activities will take place

* I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable

* I understand that I must now advertise my application and put up my blue notices

* I understand that if I do not comply with the above requirements my application will be rejected

* Privacy Statement: West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Tel: 01284 763233. The Data protection Officer can be contacted at the same address. We are collecting your personal information in order to process your application under the Licensing Act 2003. Your data will not be shared with third parties unless used for Council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation. Your data will be kept for 7 years post licence expiry/surrender in line with our retention policy. You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer. Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113. If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence. For further information on our Data protection Policies please go to our website: How we use your information or email: data.

© Crown copyright

Continued from previous page...

protection@westsuffolk.gov.uk

☐ 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)

[redacted]

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/west-suffolk/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

© Crown copyright