



**Monmouthshire Licensing Section, Abergavenny Youth and Community Centre, Old Hereford Road, Abergavenny, NP7 6EL**

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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

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

**I/We Live Nation (Music) UK Ltd**

*(Insert name(s) of applicant)*

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

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description			
<b>Chepstow Racecourse Event Site Piercefield</b>			
<b>Post town</b>	<b>Chepstow</b>	Postcode	<b>NP16 6BE</b>

Telephone number at premises (if any)	
Non-domestic rateable value of premises	<b>£176,000</b>

**Part 2 - Applicant details**

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

- a) an individual or individuals \*       please complete section (A)
- b) a person other than an individual \*
  - i as a limited company/limited liability partnership       please complete section (B)
  - ii as a partnership (other than limited liability)       please complete section (B)

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

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

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

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

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b> or over		I am 18 years old		<input type="checkbox"/>	Please tick yes
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b> or over		I am 18 years old		<input type="checkbox"/>	Please tick yes
<b>Nationality</b>					
Current residential address if different from premises address					
Post town		Postcode			
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

**(B) OTHER APPLICANTS**

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

<b>Name</b> <b>Live Nation (Music) UK Ltd</b>
<b>Address</b> <b>30 St John Street</b> <b>London</b> <b>EC1M 4AY</b>
<b>Registered number (where applicable)</b> ██████████
<b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b>  <b>Limited Company</b>
<b>Telephone number (if any)</b> ██████████
<b>E-mail address (optional)</b>

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
01	06	2023

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

DD	MM	YYYY

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

**Outdoor event site within the grounds of Chepstow Racecourse for 3 event days per annum to take place in the location identified on the plan submitted to the licensing authority with the premises licence application and to be known as Chepstow Racecourse Event Site.**

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

29,999
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What licensable activities do you intend to carry on from the premises?

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

Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply
a) plays (if ticking yes, fill in box A)	<input checked="" type="checkbox"/>
b) films (if ticking yes, fill in box B)	<input checked="" type="checkbox"/>
c) indoor sporting events (if ticking yes, fill in box C)	<input type="checkbox"/>
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	<input type="checkbox"/>
e) live music (if ticking yes, fill in box E)	<input checked="" type="checkbox"/>
f) recorded music (if ticking yes, fill in box F)	<input checked="" type="checkbox"/>
g) performances of dance (if ticking yes, fill in box G)	<input checked="" type="checkbox"/>
h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	<input checked="" type="checkbox"/>

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

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

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

**A**

Plays Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)  Occasional theatrical performances in the form of a play.		
Mon	12:00	23:00			
Tue	12:00	23:00			
Wed	12:00	23:00			
Thur	12:00	23:00			
Fri	12:00	23:00			
Sat	12:00	23:00			
Sun	12:00	23:00			

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4) Film shows or excerpts and pre-recorded videos or montages may be shown as part of performing acts or in-between performances		
Mon	12:00	23:00			
Tue	12:00	23:00	<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)		
Wed	12:00	23:00			
Thur	12:00	23:00	<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Fri	12:00	23:00			
Sat	12:00	23:00			
Sun	12:00	23:00			

C

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

**D**

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



**E**

Live music Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	12:00	23:00	<b>Please give further details here</b> (please read guidance note 4) Live music performances which will include singing and instrumental music by solo artists, groups, choirs, orchestras and bands and may be either amplified or unamplified.		
Tue	12:00	23:00			
Wed	12:00	23:00	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)		
Thur	12:00	23:00			
Fri	12:00	23:00	<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat	12:00	23:00			
Sun	12:00	23:00			

**F**

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	12:00	23:00	<b>Please give further details here</b> (please read guidance note 4) Playing of amplified recorded music via music system, speakers or console or similar.		
Tue	12:00	23:00			
Wed	12:00	23:00	<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)		
Thur	12:00	23:00			
Fri	12:00	23:00	<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat	12:00	23:00			
Sun	12:00	23:00			

**G**

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – <u>please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	12:00	23:00	<b><u>Please give further details here</u></b> (please read guidance note 4) Dance performances as part of shows or entertainment.		
Tue	12:00	23:00			
Wed	12:00	23:00	<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur	12:00	23:00			
Fri	12:00	23:00	<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	12:00	23:00			
Sun	12:00	23:00			

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing  Any performances similar to live or recorded music and dance (for example, mime performances)		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon	12:00	23:00		Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	12:00	23:00	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed	12:00	23:00			
Thur	12:00	23:00	<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri	12:00	23:00			
Sat	12:00	23:00	<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun	12:00	23:00			

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	23:00	23:30	<b><u>Please give further details here</u></b> (please read guidance note 4) Sale of hot food and/or hot drinks.		
Tue	23:00	23:30			
Wed	23:00	23:30	<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur	23:00	23:30			
Fri	23:00	23:30	<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	23:00	23:30			
Sun	23:00	23:30			

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Mon	12:00	23:00			
Tue	12:00	23:00			
Wed	12:00	23:00			
Thur	12:00	23:00	<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Fri	12:00	23:00			
Sat	12:00	23:00			
Sun	12:00	23:00			

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

Name <b>Peter Taylor</b>	
Date of birth: <b>██████████</b>	
Address <b>██████████</b> <b>██████████</b> <b>██████████</b>	
Postcode	<b>██████████</b>
Personal licence number (if known) <b>██████████</b>	
Issuing licensing authority (if known) <b>██████████</b>	

**K**

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

None

**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)  <b>NOTE: Although the premises will be closed to day ticket holders by 12 midnight the site will remain open for those using the camping facilities within the event site.</b>
Day	Start	Finish	
Mon	12:00	00:00	
Tue	12:00	00:00	
Wed	12:00	00:00	
Thur	12:00	00:00	
Fri	12:00	00:00	
Sat	12:00	00:00	
Sun	12:00	00:00	
			<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 6)

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

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

1) The application is for a new Premises Licence for the Chepstow Racecourse Event Site as identified on the Plan submitted with the application to take effect for 3 (three) event days per annum and for a capacity of 29,999 persons.

2) The Applicant is very experienced at the organisation and delivery of large-scale outdoor music and entertainment events across the UK and has a proven track record of complying with all the licensing objectives. Subject to the licence being granted, the Event planned for 2023 will take place over 3 days from 30<sup>th</sup> June to 2<sup>nd</sup> July 2023 inclusive. There will be parking and some camping facilities provided on site as identified on the Site Plan and with more specific details provided in the detailed Event Safety Management Plan (ESMP).

3) The Applicant shall provide at least three months advance written notice of any Event to be held at the premises under the licence to the Event Safety Advisory Group (ESAG) and shall participate in meetings arranged for a specific Event to be held at a frequency as required by the ESAG members. If required, the Applicant will also attend a separate de-brief meeting after an Event has taken place.

4) A detailed Event Safety Management and Operating Plan (ESMP) will be prepared by the licence holder and submitted to the ESAG at least 12 weeks before the start of an Event. The Plan will encompass all aspects of the event planning arrangements, policies and risk assessments relevant to the Event, including (inter alia): Site Plan; Crowd Management and Security Plan; Traffic Management Plan; Noise Management Plan; Event Safety Plan; Health & Safety Policy; Adverse Weather Plan; Show Stop Procedures; Medical Operations Plan; Child & Vulnerable Person Protection Policy; Welfare Management Plan; Bars and Alcohol Management Plan; Fire Management Plan and Event Risk Assessment.

5) The ESMP will be a live document which will be updated following pre-event consultation meetings and discussions with the ESAG and will be finalised and agreed at least 14 days prior to the event. Any change or deviation from the ESMP during the Event must be approved in advance by the relevant ESAG Authorities at an Event Control Meeting.

6) All licensable activities provided at the Event will take place in accordance with the relevant approved ESMP which will act as part of the operating plan for the premises.

7) A designated member of the management team shall patrol the site ensuring that control measures identified within the risk assessments are implemented. Where there are new risks to safety identified, the designated person will take the necessary steps to reduce and eliminate such risks.

8) The design of the site layout may change within the licensed area but precise and specific plans will be contained within the ESMP for a specific Event. The final plans will show all temporary structures, stages, sponsor activities, bars, sanitary facilities, car parks and any camping areas.



9) In relation to an Event, the Applicant shall follow the principles within the “Event Safety Guide – A Guide to Health, Safety and Welfare at Work and Similar Events – HSG 195, published by the Health and Safety Executive (HSE) 1999 ISBN 0 7176 2453.”

10) The premises licence holder shall operate and maintain an up-to-date incident book, detailing the time/date/individual involved /incident that has taken place. This shall be made available for inspection by any responsible authority under the Licensing Act 2003.

11) Fully documented staff training, to include training on the premise licence conditions as well as the premises' Challenge 25 Policy must be given before any event. Staff must sign and date documentation at the conclusion of their training session, acknowledging that they have received and fully understood the training provided to them. This can be made for inspection by any responsible authority under the Licensing Act 2003.

112) When licensable activities take place, a suitable risk assessment will also be carried out at the premises. All reasonable requests made by the Licensing Authority regarding the risk assessment for the premises will be carried out.

13) When an event takes place at the premises under the licence, guidance must be sought with Monmouthshire's Event Safety Advisory Group to ensure an adequate risk assessment will be put in place and the necessary control measures are implemented.

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

14) (i) There shall be CCTV installed at the premises. The CCTV equipment shall be maintained in good working order and continually record when licensable activity takes place.

(ii) The PLH shall ensure images from the CCTV are retained for a period of 31 days. This image retention period may be reviewed as appropriate by the licensing authority and any other authorised person.

(iii) The correct time and date will be generated onto both the recording and the real time image screen.

(iv) If the CCTV equipment (including any mobile units in use at the premises) breaks down, the PLH shall ensure that a responsible person verbally informs the Licensing Authority and the Police as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay. The Licensing Authority and the police shall be informed when faults are rectified;

(v) The PLH shall be responsible for ensuring that there are trained members of staff available during licensable hours to be able to reproduce and download CCTV images into a removable format at the request of any authorised officer of the Licensing Authority or a constable;

(vi) There shall be clear signage indicating that CCTV equipment is in use and recording at the premises.

15) (i) Where there is reasonable suspicion that drugs (defined as class A, B or C controlled substances under the Misuse of Drugs Act) or weapons being carried, the PLH shall ensure that SIA security staff carry out a search of the outer clothing, pockets and bags of those trying to enter the premise. In any event where controlled substances or weapons are found, the PLH shall ensure that the staff inform the police as soon as reasonably practicable and record this in the incident book.

(ii) The PLH shall ensure that documented arrangements are in place at the premise to discourage the use and sale of controlled substances. For example, documented checks of toilet areas throughout the evening. This document should be made available to the police and licensing authority on request.

16) The premises licence holder will operate a zero drug policy and all staff will be suitably trained on this policy. The premises will maintain a secure facility to store controlled drugs prior to collection by the Police.

17) All incidents of crime will be reported to the Police as soon as reasonably practical. Any disorder will be entered into an Incident Log. For every event held, a risk assessment will be prepared which will include an analysis and assessment of any crime and disorder at similar previous events.

18) The Premises Licence Holder shall risk assess events to determine the number of SIA security supervisors required for any event. Written records should be kept of this risk assessment for inspection by the police and licensing authority if requested. If issues arise at the premises, the police or licensing authority reserve the right to request that additional SIA staff are employed at those times identified as problematic. These requests will be reasonable and discussed with the Premises Licence Holder before being implemented.

19) When an Event is taking place, supervisors licensed with the Security Industry Authority must be employed, with a ratio of 1 door supervisor per 250 persons. The ratio of door supervisors per number of persons present can be changed if deemed appropriate by the Police and Licensing Authority, dependant on the size and nature of the event.

### **c) Public safety**

21) Duly authorised officers of the Council, Police Constables and Duly authorised officers of South Wales Fire and Rescue Service shall at all reasonable times have free ingress to the licensed premises and the Licensee or the person in charge in the absence of the Licensee shall comply with any reasonable safety measure that may be required of him by any duly authorised officer of the Council.

22) Lighting, Electrical Fittings etc.

(a) All electrical fittings, wiring and appliances shall be constructed and maintained in a safe and satisfactory condition and to the satisfaction of the Council and whensoever required to do so by the Council the licensee shall submit to the Council a certificate given by a qualified Electrical Engineer that the electrical installations have been examined and tested and are in a safe working condition.

(b) All electric lamp holders within reach of the public shall be kept fitted with lamps or otherwise protected.

(c) The Licensee shall ensure that socket outlets for use with temporary or portable Electrical Equipment on or in the vicinity of any stage area, and any circuits associated with spotlights or other stage equipment, shall be protected by one or more "Residual Current Devices" as necessary, having an adequate load current, rating and a 30 mA Tripping current.

23) (a) Except with the permission of the Council in writing, and in accordance with any conditions attached to such permissions, scenery or stage properties shall not be kept or used on the platform or in any other part of the premises.

(b) Except with the consent of the Council in writing and subject to any conditions, which may be attached to such permission, explosives or highly inflammable substances shall not be brought in or used on the premises.

(c) Toy balloons filled with inflammable gas shall not be used, sold or exhibited on the premises.

(d) Limelight acetylene gas installations or steel cylinders for the storage of compressed air, oxygen, hydrogen or other liquid gas under pressure shall not be used except with the permission of the Council.

(e) The Licensee and the staff of attendants shall take due precautions for the prevention of accidents.

(f) Any outbreak of fire, however small, shall be reported immediately to the Fire Brigade.

(g) All areas of the premises so designated by the Council, shall comply with Class O and Class I, as contained in the Building Regulations.

24) (a) All drugget, matting and other floor coverings shall be secured and maintained so that they will not be likely to ruck or to be in any way a source of danger.

Conditions of Premises; Heating, Ventilations; Lavatories.

25) All parts of the premises and fittings therein, including the

seating, door fastenings and notices, shall be maintained at all times in good order and condition.

26) The several lavatories, W.C.'s and urinals in the licensed premises shall at all times be kept in good order and repair, and be properly and effectually cleansed, ventilated, disinfected and supplied with water, and the doors leading thereto shall be suitably marked. The Licensee shall provide and maintain in a suitable position such number of sanitary conveniences for use of persons frequenting the premises in accordance with the Purple Guide guidance.

#### Control of Premises

27) The Licensee or some responsible person nominated by him in writing, not being a person under eighteen years of age, shall be in charge of and present in the premises at all times when the public are on the premises and there shall also be during that time a sufficient staff of attendants in the building for the purpose of securing safety.

28) In the absence of adequate daylight, suitable and sufficient lighting is provided and maintained in any area accessible to the public.

#### **d) The prevention of public nuisance**

##### 29) Noise Management Plan

A Noise Management Plan will be implemented for any events held under the licence to manage music noise from the venue.

##### 30) Pre Event Information

(a) Each event is assessed on a case by case basis and noise limits applied to them depending on the event type, duration and finishing time. Each event will be subject to a noise assessment based on the information provided by the event promoter and will include predicted noise levels and a specific noise management plan. Consideration should also be made in applying noise limits for different event areas where the noise impact from may affect different noise sensitive properties. The event specific noise management plan to be submitted to the Environmental Health Department a minimum of 28 days prior to the event.

(b) A noise model for the use of prediction of noise levels may be developed and retained by the Premises Licence Holder for proposed events. The data from the model will help provide information on the optimum stage locations and orientations as well as indicative event operating levels.

(c) The Premises Licence Holder will liaise with Monmouthshire County Council Environmental Health Department to advise them of any proposed Event, including the start and finish times. Where possible, the detail is to be provided by the 31st March for each year.

(d) A letter will be circulated to local residents at least 2 weeks prior to each event, informing them of the details of the event and including start and finish times of both the event and any sound checks. The letter will also include a dedicated telephone number for noise complaints with the number also to be made available online..

(e) A telephone complaints line will be made available for the duration of each event. Should any noise complaints be received, a suitably qualified acoustic consultant will investigate the complaint and if noise levels are above those specified in the event specific noise management plan, immediate action would be taken to reduce the levels at the noise source. A complaints log should be maintained throughout the event, detailing addresses of complaints, times and actions. The promoter will advise the Environmental Health Department of the likely times of rehearsals and sound-checks, although this is unlikely to be known until very near the production set up. The promoter will also agree timings for production set up.

(f) The communications protocol will be reviewed at the end of each year so that effective and responsive communication channels are established and maintained between all relevant parties throughout the events.

### 31) Site design

A suitably qualified acoustic consultant will liaise with the production company, sound system supplier and local authority to review site plans find the most appropriate site layout that would minimise the noise impact at off-site locations for any event.

### 32) Sound Systems

(a) The appointed acoustic consultant will review the sound systems and other noise sources and work with the promoter and the council to minimise noise disturbance.

(b) All sound system suppliers will be informed of the requirements of strict noise management and the type and location/orientation of their systems. Their contract of hire will also specify that the overall control of sound levels will be set by the venue and/or their appointed agent (acoustic consultants).

(c) Careful and detailed alignment of the sound systems must be ensured to optimise the coverage throughout the audience areas and balance this against the off-site environmental noise impact.

(d) The sound systems for each stage will be set up in such a way as to minimise the noise impact at noise sensitive properties. Where possible, sound systems should be flown rather than ground stacked in order to focus the speakers downwards into the audience area. The speakers should have as narrow horizontal dispersion as possible and be directed inwards to reduce overspill from the intended coverage area. In addition, it is recommended that the sound system is hung as low as possible in order to take advantage of any barriers provided around the event arena and minimise the distances between sound sources and audience areas.

(e) The sound systems should be set up in configurations which are as distributed as possible, with the use of delay speakers providing sound coverage to smaller audience areas. The advantage of this type of setup effectively means that the sound system does not have to operate at such high levels to provide even sound coverage to intended areas.

### 33) Sound Management Procedures

The sound management programme that should be followed for an event is detailed below:

#### (a) Sound propagation tests

Prior to the each event, the production team will carry out short sound checks and as part of this process, acoustic consultants will undertake sound propagation tests to correlate the music noise levels at the mixing desk with those observed at the most sensitive sound control positions. The results of these tests will be used to 'fine tune' the sound system in order to maximise the containment of music and set an appropriate sound limit at the mixer positions.

#### (b) Sound management within the venue

The music sound levels at the mixing desk positions will be continually monitored in terms of 15minute and 1 minute LAeq values. The noise limit will be set in 15-minute intervals but the 1 minute values provide acoustic consultants with immediate information of the music noise levels.

(c) As part of the managerial process, the sound engineers of any individual artistes appearing at the event will be informed prior to arriving at the mixer of the need to adhere to the sound limits and instructions issued to them in relation to sound control.

#### (d) Sound monitoring outside of the venue

Noise measurements outside of the site should be taken on a rotational basis at agreed monitoring locations and in response to any complaints that may be received. The most noise sensitive location should be established for each event and used as the primary location to manage noise sources onsite. Action necessary to reduce music noise levels will be relayed to the mixer positions and immediate instructions issued to the sound engineers to resolve any potential problems. The noise monitoring locations will be agreed prior to each event during the planning stages. The noise monitoring locations and format for recording the monitoring results will be agreed with Environmental Health a minimum of 14 days prior to any event. The acoustic consultants monitoring results in the agreed format to be provided to Environmental Health on request within 7 days.

(e) A telephone complaints line number would be confirmed prior to any event and advertised on the relevant website.

#### (f) Noise during load in / load out

Erection, dismantling and cleaning operations should only be undertaken between 08.00hrs and 20.00hrs.

Where possible, any operations that are considered to be noisy should cease at 18.00hrs on each day during the event build. A contact telephone number(not an answer phone) should be provided for the person in charge of these operations. White noise "Broadband" reversing alarms shall be used on any forklift vehicle within 100 metres of any residential property.

(g) Any operations undertaken outside normal working hours should be carried out away from residential properties and noise levels checked regularly to ensure they are inaudible at those locations. Any operations that are considered to be noisy will be scheduled for the middle of the day.

(h) If the load in / load out of production equipment onto stage trucks and lorries is to occur outside normal working hours, consideration should be made to minimise noise impact and includes the movements made by lorries and other associated vehicles such as fork lift trucks.

(i) Practical steps to reduce the noise disturbance include a full briefing session to all rigging and supervisory staff prior to the event. Where practically possible these steps should include the following:

Refrain from shouting when communicating

Refrain from dropping scaffold bars etc

Use damping materials to line truck floors

Locate trucks as near as possible to operation, reducing transit time and noise from fork lift trucks

(j) When trucks are parked their engines will be switched off at all times.

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

36) The premises licence holder shall operate and maintain an up-to-date register of refusals of sale of alcohol, indicating the date, time and reason for refusal which shall be made available for inspection by any responsible authority under the Licensing Act 2003.

29. The premises licence holder shall operate a Challenge 25 policy and signage will be displayed to indicate this is in operation. The age check shall be made by examining either a passport, photographic driving licence or a PASS approved proof of age card. No other form of identification shall be accepted

37) Children under 16yrs will be allowed on the premises only when accompanied by an adult.

**Checklist:**

**Please tick to indicate agreement**

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

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

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

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

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

<b>Declaration</b>	<ul style="list-style-type: none"><li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li><li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li></ul>
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Signature	████████████████████
Date	22 November 2022
Capacity	Solicitors and Agents for Applicant

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
██████████ ████████████████████ ██████████████ ██████████			
Post town	██████████	Postcode	██████████
Telephone number (if any)		██████████████████	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			
████████████████████			

## Notes for Guidance

1. Describe 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.
2. 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.
  - 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. For example the 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.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. Please 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.
  8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  9. Please 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 or the presence of gaming machines.
  10. Please list here steps you will take to promote all four licensing objectives together.
  11. The application form must be signed.
  12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
  13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
  14. This is the address which we shall use to correspond with you about this application.

### **Right to work/Immigration status**

A licence may not be held by an individual or an individual in a partnership which is not a limited liability 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 which an applicant may provide to demonstrate their entitlement to work in the UK (which do not need to be certified) that are published on GOV.UK and in guidance issued under section 182 of the Licensing Act 2003.

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).

### **Home Office online right to work checking service**

As an alternative to providing a cop of original documents, 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 shared digitally. 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 copies of documents as set out above.

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.