



**South Somerset District Council  
The Council Offices, Brympton Way  
Yeovil, Somerset, BA20 2HT**

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 Shindig Productions 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>Gilcombe Farm</b>			
<b>Post town</b>	Bruton, Somerset	<b>Postcode</b>	<b>BA10 0QE</b>
Telephone number at premises (if any)		N/A	
Non-domestic rateable value of premises		£0	

**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  please complete section (B)
  - ii. as a partnership  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:

Please tick yes

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>		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**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)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					

**(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.

Name Shindig Productions Ltd
Address Studio 8 Level 3 Studios The Old Malthouse Clarence Street Bath BA1 5NS
Registered number (where applicable) 9137656
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
2	4	05 2018

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

DD	MM	YYYY
2	8	05 2018

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

Approximately 80 acres of agricultural land across 6 fields and a small parcel of woodland belonging to Gilcombe Farm. Application is for a single event of 4 nights in duration, though with the first being only a limited opening for 500 'boutique camping guests'. Shindig Weekender is a multi-day music and arts festival that aims to provide high-quality family entertainment aimed at mixture of local and regional audiences. The event is in its fourth year and third at Gilcombe Farm. Shindig aims to provide a mixture of entertainment, much of it centred around its partnership with Ghettofunk Records, a niche music company and genre. There will be venues with music inside and outside, ranging in capacity between 150 and 1250, all 10 of which will run simultaneously at points over the weekend. There will be a large car park, campervan field, camping and boutique camping fields, kids area, crafts zone, woodland circus and other activity areas, as well as the usual bars and concessions.

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

6500
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What licensable activities do you intend to carry on from the premises?

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

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

**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 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Mon	00.01	02.00	<b>Please give further details here</b> (please read guidance note 3) Please see attached Operating Schedule in Section M		
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 4) N/A		
Thur					
Fri	15.00	00.00	<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 5) N/A		
Sat	00.01	00.00			
Sun	00.01	00.00			

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3) Please see attached Operating Schedule in Section M		
Mon	00.01	02.00			
Tue			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 4) N/A		
Wed					
Thur	16.00	00.00	<b><u>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</u></b> (please read guidance note 5) N/A		
Fri	12.00	00.00			
Sat	00.01	00.00			
Sun					
	00.01	00.00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			<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> (please read guidance note 5)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Tue					
			<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 5)		
Wed					
Thur					
Fri					
Sat					
Sun					



**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3) Please see attached Operating Schedule in <b>Section M</b>		
Mon	00.01	02.00			
Tue					
Wed			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 4)		
Thur	16.00	00.00			
Fri	12.00	00.00	<b><u>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</u></b> (please read guidance note 5)		
Sat	00.01	03.00			
	10.00	00.00			
Sun	00.01	04.00			
	10.00	00.00			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3) Please see attached Operating Schedule in Section M		
Mon	00.01	02.00			
Tue					
			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4)		
Wed					
Thur	16.00	00.00			
			<b><u>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</u></b> (please read guidance note 5)		
Fri	12.00	00.00			
Sat	00.01	03.00			
	10.00	00.00			
Sun	00.01	04.00			
	10.00	00.00			

**G**

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day				Outdoors	<input type="checkbox"/>
Start	Finish			Both	<input checked="" type="checkbox"/>
Mon	00.01	02.00	Please give further details here (please read guidance note 3) Please see attached Operating Schedule in Section M		
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	16.00	00.00			
Fri	12.00	00.00	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 (please read guidance note 5)		
Sat	00.01	03.00			
	10.00	00.00			
Sun	00.01	04.00			
	10.00	00.00			

**H**

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing <b>Circus Performance, Fire Performance, Kids Circus Activities</b>		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon	00.01	02.00		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3) Please see attached Operating Schedule in Section M		
Wed					
Thur	16.00	00.00	<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 4)		
Fri	12.00	00.00			
Sat	00.01	00.00	<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 5)		
Sun	00.01	00.00			

**I**

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	00.01	05.00	<b>Please give further details here</b> (please read guidance note 3) A variety of food and drink stalls across the festival site.		
Tue			<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 4)		
Wed					
Thur	23.00	00.00			
Fri	00.01	05.00	<b>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</b> (please read guidance note 5)		
	23.00	00.00			
Sat	00.01	05.00			
	23.00	00.00			
Sun	00.01	05.00			
	23.00	00.00			

**J**

Supply of alcohol Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Both	<input checked="" type="checkbox"/>				
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4) Please see attached Operating Schedule in Section M for individual bar operating times.  <u>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</u> (please read guidance note 5)		
Mon	00.01	02.00			
Tue					
Wed					
Thur	16.00	00.00			
Fri	12.00	00.00			
Sat	00.01	03.00			
	11.00	00.00			
Sun	00.01	04.00			
	11.00	00.00			

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

Name Mr Jeff Luther
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**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 8).

N/A

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	00.01	14.00	<p><u>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</u> (please read guidance note 5)</p> <p>Thursday May 24<sup>th</sup> 2018 to Monday May 28<sup>th</sup> 2018</p> <p>Limited opening for up to 500 boutique camping guests from 1600hrs on Thursday May 24<sup>th</sup>.</p>
Tue			
Wed			
Thur	16.00	00.00	
Fri	00.01	00.00	
Sat	00.01	00.00	
Sun	00.01	00.00	

**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 9)**

An event management plan (EMP) will be submitted with this Premises License Application to all Responsible Authorities for review as part of the Licensing process. Amendments to this plan will be made as per discussions with Responsible Authorities within the allowed licensing period. Further amendments may be made as a result of decisions by the Directors up until March 1<sup>st</sup> 2018. After this point, significant changes will only be made based on discussions with the Responsible Authorities or members of the Safety Advisory Group.

The maximum number of persons onsite shall not exceed 6500 at any one time. To ensure this, every person entering the Licensed Site must be in possession of either a valid ticket; complimentary or staff ticket; or an authorised pass.

The following capacities and operating times shall also have effect. Please refer to Site Map within EMP for location of grid references:-

**SHINDIG WEEKENDER 2018 VENUE SCHEDULE**

**ENTERTAINMENT WITHIN VENUES**

No	Venue	Category	Grid Ref.	Capacity	Thurs	Fri-Sat	Sat-Sun	Sun-Mon
1	The Dig Inn	A.E.F.G.H.	F7	1250	-	17.00 – 02.00	12.00 – 02.00	12.00 – 02.00
2	Ghetto Funk Nightclub	E.F.G.	C6	1250	-	20.00 – 03.00	20.00 – 04.00	20.00 – 02.00
3	Naughtilicious Circus	A.B.E.F.G.H.	F5	600	-	18.00 – 02.00	12.00 – 02.00	12.00 – 01.00
4	Tutti Frutti	E.F.G.H.	L3	600	-	18.00 – 01.00	11.00 – 02.00	11.00 – 00.00
5	Stardust Discotheque	F.G.H	I6	400	-	20.00 – 01.00	12.00 – 01.00	12.00 – 01.00
6	Church of Love	F	D9	150	-	16.00 – 20.00	12.00 – 20.00	12.00 – 20.00
7	The Bandstand	E.F	O2	100	-	17.00 – 21.00	11.00 – 21.00	11.00 – 21.00
8	Rocket Lounge	E.F	G9	300	-	17.00 – 01.00	12.00 – 02.00	12.00 – 01.00
9	Storyland	A.B.E.G.H	D5	150	-	-	11.00 – 03.00	11.00 – 02.00
10	Glamping Bar	F	B10	100	18.00-00.00	18.00 – 00.00	12.00 – 00.00	12.00 – 00.00

**ENTERTAINMENT OUTSIDE VENUES – Includes Walkabout performance, Fire Performance and Dance pieces (see overleaf)**

Venue	Grid Ref.	Activity Category	Licensing Hours
Shindig Weekender 2018, Gilcombe Farm	N/A	A.G.H.	24/5/18 16.00hrs until 28/5/18 02.00hrs



LATE NIGHT REFRESHMENT – Category I							
Venue			Licensing Hours				
All Cafes			23.00 – 05.00 on all dates between 24/5/18 and 28/5/18				

  

BARS/ALCOHOL SALES – Category J – Please note, these are the same venues listed above under Entertainment Venues							
No.	Venue	Grid. Ref.	Capacity	Thurs	Fri – Sat	Sat – Sun	Sun – Mon
1	The Dig Inn	F7	1250	-	17.00 – 02.00	12.00 – 02.00	12.00 – 02.00
2	Ghelto Funk Nightclub	C6	1250	-	20.00 – 03.00	20.00 – 04.00	20.00 – 02.00
3	Naughilicious	F5	600	-	18.00 – 01.00	12.00 – 02.00	12.00 – 01.00
4	Tutti Frutti Bar	L3	600	-	18.00 – 01.00	11.00 – 02.00	11.00 – 00.00
5	StoryLand Bar	D5	150	-	-	11.00 – 02.00	11.00 – 02.00
6	Glamping Bar	B10	150	18.00 – 00.00	18.00 – 00.00	12.00 – 00.00	12.00 – 00.00
7	Dining Tent Bar	I9	100	-	17.00 – 00.00	12.00 – 00.00	12.00 – 00.00
8	Stardust Discoltheque	I6	400	-	20.00 – 01.00	12.00 – 01.00	12.00 – 01.00
9	Rocket Lounge	G9	300	-	17.00 – 01.00	12.00 – 02.00	12.00 – 01.00

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

All activities within the Licensed Premises will be managed with a view to preventing crime and disorder by adopting the following policies:

In relation to alcohol sales and consumption:-

- The licensee will operate a 'No Glass on Site' policy including:
- A prohibition on caterers and concessions providing glass containers to the public.
- A ban on public bringing glass into the event.
- *The No Glass Policy does not apply to bars and traders dispensing out of glass bottles and other containers. It also does not apply to medicine bottles brought in by the public.*
- A record of all refusals to sell alcohol shall be maintained at each of the bars and produced at the request of a police or licensing officer either at the event *or from 28 days after the license period finishes.*
- There shall be no sale of alcohol at the premises beyond 02:00 on Monday 28 May 2018.
- All alcohol to be sold under authority of this licence shall be stored in secured units;
- *The DPS will conduct a training session onsite at the venue prior to bars opening* for all those involved in the sale of alcohol during the festival. Topics to be covered shall include offences relating to the sale of alcohol, what licensable activities are authorised under the premises licence, the times during which these activities may take place, any restrictions imposed via the conditions attached to the licence, the mandatory conditions, and how Challenge 25 works together with the acceptable forms of I.D. A record will be maintained and kept at the premises of all persons who have received training, and the date on which such training was given. This record is to be produced upon request of Police or Licensing Officers.
- *The Designated Premises Supervisor will be present onsite and will employ managers who are personal licence holders to help oversee the site bars at all times when the Sale of Alcohol is*

*taking place.*

- Each staff member selling alcohol via one of the site bars will be authorized to do so by the Designated Premises Supervisor or a personal license holding manager.

In relation to Security Provision:-

- The licensee will ensure that the security contractor prepares a written security operations plan and circulates it alongside the Security Plan in the EMP. *See Section 1.4 and Appendix C9.*
- Personnel carrying out security functions at the event will be registered at an appropriate level with the Security Industry Association (SIA).
- There will be no new entry or re-entry to the premises after 18:00 hours on Sunday 27 May 2018 except for artists, crew and guests of.
- Use of stewards/security at access/egress points and other appropriate locations.
- A sliding scale of SIA cover will be used for the event. This will be based on a cap on numbers onsite. The numbers below equate to period of 12pm on Friday 25<sup>th</sup> May through to 8am on Monday 28<sup>th</sup> May. A smaller number of SIA to be provided from 1600 on Thursday 24<sup>th</sup> May for the limited public opening:
  - **If less than 4999 persons are allowed onsite, there will be a minimum of 15 SIA security staff on duty at any point during opening hours and more than 25 at peak times (8pm – Bar & Music Closure)**
  - **If between 4999 & 5750 persons allowed onsite at any one time, there will be a minimum of 19 SIA security staff on duty at any point during opening hours and more than 30 at peak times (8pm – Bar & Music Closure)**
  - **If more than 5750 persons allowed onsite at any one time, there will be a minimum of 24 SIA security staff on duty at any point during opening hours and more than 35 at peak times (8pm – Bar & Music Closure)**
- There will be a minimum ratio of 100:1 between members of the public and security & stewarding staff *throughout the licensed period.*
- A security staffing schedule is included in the EMP to be agreed with the Police and Safety Advisory Group. *See Section 1.4 and Appendix F.*
- A stewarding plan and schedule is included in the final EMP to complement the Security Plan and Schedule. *See Section 1.3*
- Search procedures will be conducted if deemed necessary according to our search policy. *See Appendices C1, C2, C3 and C9*
- A comprehensive **Alcohol and Drugs Policy** to be in place for the event and will be agreed as part of the EMP by the RAs. *See Appendix C1*
- A comprehensive **Eviction and Confiscations Policy** to be in place for the event and will be agreed as part of the EMP by the RAs. *See Appendices C2 & C3*

#### **Crime Prevention Policy**

- The policing of the event will be controlled by Security staff. Briefings will take place throughout the event between the Event Management Team, any Emergency Services that may be present, the Event Safety Officer and the Security Manager. **See Security Plan in EMP - Section 1.4**
- The event will have stewards and security on hand to deal with potential crime and disorder issues.
- The licensee has a No Drugs policy. This policy will be advertised to the public in advance *when they purchase their ticket and via the website.*
- Anyone seen in possession of drugs will be reported to our onsite security team and arrangements made to eject them from the site. Unless there are substantial quantities of illegal substances found upon search, the Police will not be called.
- Amnesty Bins will be deployed at site pedestrian entrance
- All drug seizures will be recorded in a log, including, where known, details of names and addresses of those whose drugs were seized.
- SIA registered Security Staff will be on duty at all times as per security schedule.
- Lighting of the event arena during hours of darkness.
- Crime prevention material will be distributed to campers and traders at the event by security

and stewarding staff

In relation to other matters:-

- The licensee will have a Communications Plan in place which will allow them to manage the event and communicate with the emergency services and the public, even in event of major incidents occurring. This will be agreed with the RAs as part of the EMP. *See Major Incident Plan – Section 1.7; Personnel & Control Structure – Section 1.2; Communications Plan – Section 3.9*

### c) Public safety

The measures detailed below will be in place to protect public safety:

- The licensee has produced an Event Safety Plan and included it in the EMP for agreement with all RAs and the Safety Advisory Group. The Event Safety Plan includes details of all safety measures, risk assessments, method statements and procedures. The final Safety Plan along with EMP will be submitted no later than March 1<sup>st</sup> 2018.
  - Site-specific risk assessments will be conducted for the event to assess hazards and demonstrate our measures to counteract them.
  - The licensee will prepare a set of site safety rules and schedule a general health and safety briefing for all persons working on site
  - The licensee will provide a Major Incident Plan and Evacuation Procedures as part of the EMP (*Sections 1.6 & 1.7*), to be signed off by the RAs and Safety Advisory Group.
  - The licensee will provide a Campsite Management Plan (*Section 3.1*) as part of the EMP to be signed off by the RAs and Safety Advisory Group and which will provide details of provision for camping onsite at the event.
  - All principal access points shall be stewarded when in use and stewards also provided to patrol campsites and monitor venue capacities. *The Principal access points are identified as Gates 3 and 4, and the public Box Office. See Stewarding Plan - Section 1.3*
  - The licensee will ensure that all emergency access and egress routes are clear of obstructions at all times
  - The site will operate a “no glass” policy. Members of the public are not permitted to enter the site with glass bottles or glass containers *except where these carry essential medicines or similar pharmaceutical products*. Anyone attempting to enter the site with any glass bottles or containers shall have such items confiscated until their departure from site.
  - The licensee operates a No-Drugs policy which also extends to include ‘legal highs’
  - All drinks sold from any of the bars will be served in non-glass receptacles
  - No lasers are to be used on site
  - Where necessary, signage will be displayed warning “Strobe lights are used during this performance”
  - There will be at least 2 Paramedics and 2 First Aiders on duty at any time during the event with a well-equipped Medical Centre and 4x4 ambulance vehicle. The final provision will be risk assessed by a competent medical contractor and agreed with RAs as part of the EMP.
  - The licensee will provide a Lost and Found Children facility staffed by qualified staff who have undergone advanced DBS checks.
  - Drug policies will be in place for all employees and published drug policies regarding event entry.
  - Safe capacities to be calculated for the main venues and subsequently the total event site capacity. Ticket sales/admissions will not exceed safe capacity.
  - The licensee will check the competence of contractors providing equipment, goods and services to the event.
- The licensee will ensure that there is suitable provision for disabled persons which include persons of limited mobility, persons with impaired hearing or eyesight and other difficulties.
- The licensee will ensure that a competent electrical contractor installs and maintains the event electrical power and distribution system.
  - All sound and lighting contractors will be competent and provide equipment, including local distribution, in good condition and currently PAT tested as necessary. Our electrician or Event Safety Officer will condemn and prohibit from use any equipment found to be inadequate, sub-standard or unsafe.

- A fire safety plan and risk assessment is included in the EMP for agreement with the RAs and Safety Advisory Group. *See Section 2.7 and Appendix D2*
  - Any trader or contractor using LPG will be required to ensure their equipment is in good condition and has a current certificate of gas safety and suitable fire safety equipment. *See Trading Conditions, Appendix C4*
  - The Premises Licence Holder shall ensure that measures are in place for a suitably registered Gas safe engineer to be available throughout the event
  - A list of event food traders and registration details will be provided to the Council at least four weeks prior to event opening.
  - The Premises Licence Holder shall ensure that measures are in place to distribute written procedures to all on-site caterers so that they are aware of the relevant food hygiene legislation and the action that will be taken against them for non-compliance.
  - Entry and Exit widths of venues to be calculated in accordance with capacity and in consultation with the relevant emergency services.
  - All marquees and temporary structures are required to be constructed of inherently fire retardant materials and be accompanied by a current certificate of testing.
  - The licensee will obtain confirmation in writing from any contractor supplying and erecting temporary demountable structures (TDS) (e.g. tents, stages, towers etc) that the structure has been erected in accordance with the manufacturer's instructions, is fit for purpose and safe for use.
  - There will be a ratio of 100:1 between members of the public and security/stewarding staff
  - Petrol generators are not permitted onsite due to their increased fire safety risk.
- The licensee will provide documentary evidence of public and employer's liability insurance to £5 million valid for the duration of their occupancy of the site.
- No public are allowed on to site during the build period and in areas where construction is happening.

**The site will:**

- Provide a defined perimeter within which the elements of the event take place
- Have demarcated camping, vehicular and arena areas
- Allow unobstructed access for emergency service vehicles
- Allow observation and monitoring of significant areas by event management
- Allow free circulation of the public
- Provide facilities for the disabled
- Take on board any concerns from the enforcing authorities.
- Have fire routes around the site and designated fire points
- Have track access suitable for a fire vehicle to within 50m of any large enclosed structure
- Have drinking and washing water provided for free public use at all times
- Have Access and egress points for emergency services, vehicles and pedestrians

**In relation to traffic, the licensee will:-**

- Provide a Traffic Management Plan as part of the EMP to be signed off by the Safety Advisory Group, Highways and the Police. *See Section 1.5*
- Provide a signage schedule and vehicle routing plan to the Highways authority, Police and Safety Advisory Group for agreement.
- Establish a 5mph speed limit on roads through the event site
- Ensure only experienced and licensed drivers will drive on site
- Ensure drivers have valid insurance and road legal vehicles
- Keep the public away from working vehicles wherever possible
- Separate pedestrians and vehicles where possible. Suitable stewarding and supervision to be put in place where this is not possible
- Speed limits signed and enforced by security, stewards and the ESO
- Put adequate supervision (e.g. use of a banks man) in place for vehicle operations including manoeuvring (especially reversing) loading and unloading and at night.
- Ensure high visibility clothing is worn when working on or near vehicles.
- Enforce a prohibition of all but essential vehicle use on site while it is open to the public.
- Enforce a schedule of times at which traders may use vehicles to re-supply
- Enforce a curfew for site cleansing and non-emergency site vehicles

- Ensure appropriate PPE (high visibility clothing, safety footwear, gloves etc) is worn when loading and unloading vehicles

d) The prevention of public nuisance

It is accepted that the events have an impact upon the locality and all reasonable measures will be taken to ensure that any negative impact the Event may have will be minimised as far as reasonably practicable. In addition to these measures, further consideration will be given to the following items in order to meet the licensing objectives:

**Noise Control**

- A **Noise Management Plan** is included in the EMP for agreement with the Environmental Health Officer at SSDC. *See Section 1.11*
- Noise Monitoring by a professional Noise Consultant will be provided throughout the event in line with hours agreed with the Environmental Health Officer.
- The number of an onsite local resident 'noise' hotline to be circulated to members of the public in and around Gilcombe Farm including Parish Councils at Bruton, Batcombe and Upton Noble.
- Pre-information about the event operating times to be circulated to local parish councils and immediate neighbours of the event site as part of a community liaison campaign.

**Waste**

- A **Waste Management Plan** is included in the EMP and agreed with the RAs and Safety Advisory Group. *See Section 3.7*

**Lighting**

- The licensee will consider the effect on neighbours when siting any additional lights outside of the perimeter, including at road closures.

e) The protection of children from harm

This will be undertaken in consultation with the relevant authorities'. Full information can be found in the **Child Protection Policy**. See *Section 1.10*

- All security and stewards will be advised that children under the age of 16 must be accompanied by an adult over the age of 18 and so will be advised to request identification should they believe any person wishing to gain access without a supervisory adult may be under 16. *Section Section 1.12.*
- In the event that a ticket holder is unable to prove that they are 16 or over and is without a supervisory adult over the age of 18, they will not be permitted to enter the site.
- Lost children will be taken to the children's area and looked after as per the Lost Children's Policy as detailed in the events management plan. *See Section 1.10*
- The event has a Safeguarding Policy in place for children and vulnerable adults. *See Appendix C10*
- A teen welfare and lost child facility is provided at the festival.
- No entertainment of an adult nature shall take place during the event.
- If any of the attractions or entertainments are unsuitable for a particular age, then this will be publicised. All stewards/security at access points will be fully briefed on any age restriction policies.
- Robust Proof of Age provision including signage at all bars within the licenced premises where alcohol or age restricted activities are taking place.
- Any Alcohol found in the possession of anyone under the age of 18 shall be confiscated

**Proof of Age Policy**

- Appropriate posters will be displayed in the bar areas to deter persons under the age of 18 from attempting to purchase alcohol.
- All employed bar staff will be 18 years old or over and trained on the requirements of the law regarding the sale of alcohol, this will include instruction on how to question and refuse sales if necessary.
- Advice will be provided to bar staff about what Age ID cards are acceptable.
- The premises shall operate a "Challenge 25" age verification policy. All staff involved in the sale of alcohol will challenge any person who appears under the age of 25 for appropriate ID confirming them to be 18 years old or over.
- Any person deemed to be intoxicated will not be served further alcohol; bar managers will monitor alcohol sales.
- No persons under the age of 18 will be served alcohol.
- A refusals register will be kept at all bars and completed if any refusal of sale is made.

**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.

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