

Appendix 1 Application form

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~~ Mathew David Dyhouse

(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			
Yeovil Showground Two Towers Lane Barwick			
Post town	Yeovil	Postcode	BA22 9TA

Telephone number at premises (if any)	
Non-domestic rateable value of premises	

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)

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- 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 checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname Dyhouse			First names Mathew David		
Date of birth I am 18 years old or over <input checked="" type="checkbox"/>					
Nationality British					
Current residential address if different from premises address		2 Williams Court Alexandra Road			
Post town	Yeovil			Postcode	BA21 5FT
Daytime contact telephone number					
E-mail address (optional)					

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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		
Date of birth over		I am 18 years old or		<input type="checkbox"/>	Please tick yes
Nationality					
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)					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number			0		
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
Address
Registered number (where applicable)

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Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
1	5	1 2 2 0 2 3

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)

Yeovil Showground is privately owned by Yeovil Agricultural Society, the site is mainly used for agricultural events, music festivals and public shows throughout the year.

It consists of an open spaced, grassed area and a public arena.

There will be a one event per year lasting no more than 10 days using this license. Entertainment shall occur on one stage within a tented structure.

Two licensed bars shall be present – One main bar within a tented structure and one chalet providing mulled wine.

The first part of the showground will be the carpark, suitable for expected traffic, the middle part of the showground will form the ‘shopping area’ with a mix of 20 chalets, catering outlets and a tented structure with craft tables.

The bottom end of the showground – The arena will form the entertainment area with an Ice rink, Santa’s Grotto – with live animals, Bar tent with stage, Indoor UV Golf.

An area outside of the arena will present a funfair with a crew/control area on the opposite side.

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

3000

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)

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- 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

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A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)	Both	<input type="checkbox"/>
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<u>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</u> (please read guidance note 6)		
Sat					
Sun					

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B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur					
Fri			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 (please read guidance note 6)		
Sat					
Sun					

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C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			<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 6)
Thur			
Fri			
Sat			
Sun			

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D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Fri			<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> (please read guidance note 6)		
Sat					
Sun					

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E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	1000	2100		<u>Please give further details here</u> (please read guidance note 4) Amplified music will take place on one stage. Amplified music will take place on one stage which is inside a tented structure. Amplified music will only take place within the licensed area.	
Tue	1000	2100			
Wed	1000	2100	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Thur	1000	2100			
Fri	1000	2300	<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> (please read guidance note 6)		
Sat	1000	2300			
Sun	1000	2100			

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F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	1000	2100	<u>Please give further details here</u> (please read guidance note 4) Recorded music will take place on one stage. Recorded music will take place on one stage which is inside a tented structure. Recorded music will only take place within the licensed area.		
Tue	1000	2100			
Wed	1000	2100	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur	1000	2100			
Fri	1000	2300	<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> (please read guidance note 6)		
Sat	1000	2300			
Sun	1000	2100			

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G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	1000	2100		<u>Please give further details here</u> (please read guidance note 4) Performance of dance will take place on one staged structure. Performance of dance will take place on one stage which is inside a tented structure.	
Tue	1000	2100	Performance of dance will only take place within the licensed area. No adult entertainment of an adult nature will take place.		
Wed	1000	2100	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur	1000	2100			
Fri	1000	2300	<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> (please read guidance note 6)		
Sat	1000	2300			
Sun	1000	2100			

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H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<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> (please read guidance note 6)		
Sun					

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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"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri			<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> (please read guidance note 6)		
Sat					
Sun					

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Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (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	State any seasonal variations for the supply of alcohol (please read guidance note 5)					
Mon	1100	2100						
Tue	1000	2100						
Wed	1000	2100						
Thur	1000	2100						
Fri	1000	2300						
Sat	1000	2300						
Sun	1000	2100						
						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 (please read guidance note 6)		

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	Bethany Ann Malton
Date of birth	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

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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).

No adult entertainment shall occur on the premises.

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	
Mon	1000	2130	<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 6)</p>
Tue	1000	2130	
Wed	1000	2130	
Thur	1000	2130	
Fri	1000	2330	
Sat	1000	2330	
Sun	1000	2130	

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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)

There will be one event within a calendar year at the Yeovil Showground run by the license holder using this premises license. There will be no other events held under this license. A full event management plan will be produced for each event and supplied to the Responsible Authorities 12 weeks prior to each event and a final ESMP submitted at least 4 weeks before the event and for the 2023 event an ESMP will be submitted to the responsible authorities 10 weeks before the event with a final ESMP submitted 4 weeks before the event. Each event shall not exceed 3,000 persons inclusive of staff. Event's held on site are family orientated and a strict challenge 25 policy shall be in force. The licensable activities taking place at each event will be;

- Live Music
- Recorded music
- Performance of dance
- The sale of alcohol.

Food vendors will be present on the premises, these vendors will not be able to sell any form of alcohol or alcohol based products.

All food vendors will be asked to show certified proof of trade i.e copies of certificates and local authorities they are registered with.

b) The prevention of crime and disorder

The policing of these events will be controlled by the license holders nominated security company. Significant security and stewarding personnel will be present to monitor and to assist with a view to maintaining low levels of anti-social behaviour. The ratio of qualified/certified Security Industry Authority shall not be less than 1 to 150 members of the public, security personnel will only be present on the premises after 2100hrs on Friday & Saturday.

Stewards/Event Marshals will also be provided and shall not be less than 1 to 100 members of the public and will be present throughout the event. Joint briefings will take place throughout the event with the Organisers, Emergency Services, Event Safety Officer, security/stewards to ensure the event runs smoothly and the risk of crime and disorder is minimised.

Crime Reduction Policy – This policy shall be submitted to Avon and Somerset Constabulary no later than 12 weeks prior to each event and a final ESMP submitted at least 4 weeks before the event and for the 2023 event an ESMP will be submitted to the responsible authorities 10 weeks before the event with a final ESMP submitted 4 weeks before the event.

Deployment of marshals and security staff

a) Event Marshals

A range of Event Marshals will be utilised with specific duties. The level of training applicable to these marshals will be commensurate with their duties and as such all will hold a nationally recognised qualification in event stewarding. Certificates of Event Marshal training from all Marshals shall be obtained and checked prior to them for filling their duties by the license holder.

b) Professional Security

Qualified SIA licensed personnel shall be employed to undertake duties associated with guarding against disorder, protection of property and maintenance of order in general. They shall be assigned to areas and duties where it is considered there is a potential risk of confrontation and/or conflict and where retail of alcohol is to occur. Details of each SIA personnel shall be obtained, securely recorded for 3 months and then destroyed. These details may be seen by the relevant authorities at any time.

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Stewards and security will be on hand to deal with potential crime and disorder issues. Only SIA trained staff will be required to search under the SIA regulations. All searches will be carried out with the person's permission. If permission is refused, then the person will not be given access to the site.

A stewarding plan will be produced for every event and will outline the responsibilities and duties of all stewards. This will form part of the ESMP and be supplied to the Responsible Authorities 12 weeks prior to each event and a final ESMP submitted at least 4 weeks before the event and for the 2023 event an ESMP will be submitted to the responsible authorities 10 weeks before the event with a final ESMP submitted 4 weeks before the event.

All security staff with a personal security role shall be readily identifiable to others by means of some conspicuous marking and capable of being individually identified by a conspicuous identification number or suitable code. All event stewards shall be trained, briefed and equipped to a standard commensurate with their work activity and shall not be less than 18 years of age. All event stewards shall be readily identifiable by the wearing of distinctive hi-visibility waistcoats and shall not consume alcohol at any time during the period of their duty.

Any serious disturbance or other emergency inside the premises shall be assessed fully and accurately by the Event Management Team based on experience of the situation for control to allocate necessary resources. Outside services shall be informed should any incident outweigh the resources on site.

The control and operation of security shall be overseen by the Event Coordinator and the head of security. An event log shall be maintained. Licensed radios shall be used to maintain communication and all operators shall be competent in radio procedure.

To promote the prevention of crime, especially thefts, the license holder will advise the public of risks to valuable items of property using signs on all entrance points and throughout the event site.

All persons entering the premises shall be required to be in possession of a valid free ticket or authorised pass.

Notices will be displayed informing attendees that no glass is allowed within the licensed area and the event organisers reserve the right to search people prior to admission into the licensed area in accordance with SIA Regulations.

The license holder shall ensure that the smoke free legislation is promoted and enforced at the event within the relevant enclosed areas.

The license holder reserves the right to eject people who are deemed to be acting in an anti-social or threatening manner, or should they be reasonably believed to be under the influence of or in possession of illegal drugs, in possession of a weapon or in possession of glass bottles. In all cases of eviction, due consideration will be given to the welfare of the person being evicted and details of the eviction shall be recorded by the security and license holder.

Anyone trying to access the site already heavily intoxicated shall be refused entry to the site and advised to return home. Details will try to be obtained and a responsible friend or family member may need to be located to escort them home. If a criminal act has been committed, they shall be detained, and police informed.

Random bag searches will be carried out upon entry to the premises.

Any concession/outlet found supplying any drugs, herbal substances (catering outlets will be allowed to sell herbal teas), pills, powder, gases or illegal highs will be required to cease

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trading, the stall cordoned off from the public and the police informed. The above procedures will apply to anyone trading within the premises.

Sale of Alcohol Policy – This policy shall be submitted and agreed by Avon and Somerset Constabulary no later than 12 weeks prior to each event and a final ESMP submitted at least 4 weeks before the event and for the 2023 event an ESMP will be submitted to the responsible authorities 10 weeks before the event with a final ESMP submitted 4 weeks before the event.

The designated premises supervisor (DPS) or their nominated deputy, who shall be the holder of a personal licence to sell alcohol, shall be present on the premises whenever the sale of alcohol is taking place.

No person other than the license holder, the DPS or their deputies shall be permitted to bring any alcoholic drink onto the premises. Security will carry out random searches on entry to the premises.

All bar staff shall be reminded of their duty regarding not to knowingly sell alcohol to a person who is drunk or appears to be drunk or to sell alcohol to a third party who is attempting to supply alcohol to a person who is drunk.

Where alcohol is available for sale to the public, the challenge 25 scheme shall be adopted, and posters will be displayed around the premises and bar area advertising this. Namely, if there is any doubt or concern whether a person is aged 25 or below, they should be asked for proof of age. All bar staff will be required to exercise all due diligence by rigorously adhering to age related restrictions and by asking for proof of age from any person about whose ages there is any doubt. Those that appear to look under the age of 25 (in conjunction with the challenge 25 policy) will be asked to prove photo ID which is accepted in the following forms and has been taken from www.drinkaware.co.uk;

- A photo driving licence
- A passport
- A proof of age card, such as a PASS card ID that bears a hologram mark and photo

A refusal register will be used where there are any failures of the challenge 25 policy and be maintained at the bar.

A 'no proof, no sale' policy will be adopted and signs reinforcing the proof of age policy and highlighting the offence regarding the supply of alcohol to persons under the age of 18 will be displayed at the bar and around the premises.

An hour prior to the premises opening all bar staff shall be briefed, by the Personal Licence Holder, as to their duties and responsibilities. They shall be given training by the DPS holder written guidance and shall sign an agreement to say that they have received the relevant training needed to carry out their work.

All staff engaged in the sale of alcohol shall be aged at least 18 years.

All alcohol shall be dispensed from glass bottles (prior to sale at all bar outlets) into plastic cups (CE marked) with the appropriate measurements marked on the side in the following measurements.

- Half Pint – Half pint glasses are also marked as 25ml, 50ml, 125ml, 175ml & 250ml

- Pint – pint glasses are also marked as ½ pint.

No beverage shall be sold or supplied in any glass container.

Sufficient hand washing facilities shall be available behind the bar solely for bar staff, this can be in the form of water and soap or hand gel sanitizer.

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There will always be one personal license holder on the premises when open to members of the public

The designated premises supervisor, or a person on his or her behalf, shall provide suitable training or instruction to all staff engaged in the sale of alcohol as to the prevention of sale to persons under the age of 18 years and to persons who are drunk.

No alcohol shall be sold or supplied in a sealed container for consumption on the licensed site.

A written record shall be made of any adverse incident taking place or of any complaint made by any person, also of the refusal to sell alcohol to anyone who is under 18 or who appears to be drunk. Any such record shall be signed and dated by the person making the entry and shall be produced to a police officer or responsible officer of the local authority on reasonable request.

Advice will be provided to all bar staff about what Age ID cards are acceptable.

c) Public safety

First Aid Provision

A full medical plan will be obtained from a qualified and reputable medical company for all events taking place on this license. Consultation will also be made with the South West Ambulance Service Trust prior to all events. The medical plan will be submitted 12 weeks prior to each event and a final ESMP submitted at least 4 weeks before the event and for the 2023 event an ESMP will be submitted to the responsible authorities 10 weeks before the event with a final ESMP submitted 4 weeks before the event.

The nearest Accident & Emergency Department is located at;

***YEOVIL District Hospital
Higher Kingston
Yeovil
Somerset
BA21 4AT***

First aid facilities will be provided on the premises for all staff and audience members. In the event of an accident, the ambulance service will be called via the 999 system.

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Prior to the premises opening, all on site medical staff and the head of security will be briefed and made aware of any contingency plans, including evacuation points, designated Emergency Vehicle Rendezvous Points.

The First Aid point will be provided with contingency plans and a 2-way radio for communications between all EMT members and security staff.

First aid points will be located within the premises. The Medical first aid point will be clearly signed.

Medical teams will be on the premises a minimum of 30 minutes prior to opening hours and will remain on the premises for 30 minutes after closing hours. All medical staff will wear identified uniforms.

Accident Reporting

An accident book will be always in the control room on the premises and during all events taking place. Any employee, contractor or freelance worker who suffers an accident must ensure that the accident is reported to the Event Manager as soon as possible. These records will always be available to all relevant authorities.

In the event of a reportable accident i.e. Major Injury, Dangerous Occurrence etc. The Event Manager will advise who are the correct company/individual to report the accident.

All accident and incidents will be investigated by the Event Manager and a written report will be undertaken.

All written Accident Reports will be submitted to the Event Manager at the end of each event.

Crowd Safety

The stewards' main responsibilities will be to assist crowd management, prevent overcrowding, reduce crushing problems, minimise injury, prevent unauthorised access and provide assistance to the police and other emergency services.

Key stewards will use radios and be trained in radio procedure and discipline.

A full briefing session will take place prior to the commencement of all events.

Stewarding staff shall take all reasonable action to promote the safety and security of persons entering and leaving the licensed premises.

Any suspected illegal drug, weapon, or other prohibited item found on the premises shall be retained securely and handed to police as soon as is reasonably practicable. Any person found with such item will be detained and the police informed.

Where security staff removes any person from the licensed premises, all reasonable steps shall be taken to ensure the safety and welfare of the person being removed.

Should it be required; public safety information and notices can be given to the audience by means of announcement through the public address sound equipment. In addition, safety, welfare and information signage will be displayed throughout the premises and this will include illuminated exit signs.

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The event management team, key staff, security and event stewards will be provided with handheld licenced radios to facilitate communication and information dissemination across the premises throughout each event. Key personnel are likely to have possession of their own personal mobile phones and the appropriate telephone numbers will be made available/circulated as required. The security office shall act as an 'event control' during the event and this would be the focus of liaison with external agencies if required. This is fully equipped with radios, logging equipment. A list of call signs will be made available once all staff have been identified, and copies will be distributed and held in control.

Special Effects & Pyrotechnics

Smoke and vapour effects will only be employed if they are provided from a solid Carbon Dioxide (dry ice), liquid Nitrogen, fog machines or portable Carbon Dioxide extinguishers. Care will be taken that equipment is placed, sited or used in such positions to ensure that there is no risk of burns to visitors, performers, artistes, technical crews or other persons, or any risk of any unacceptably high concentrations of gases that could cause asphyxiation to anyone.

All smoke machines shall be positioned away from exit routes and protected from unauthorised interference. The volume of smoke shall be kept to a minimum so as not to affect the escape routes or cause obstruction to exit signs. All smoke machines shall always be controlled by a competent operator.

All strobe lighting effects shall be operated on a flicker rate of not more than 4 flashes per second. Where more than 1 strobe light is in use the flashes shall be synchronised. Where strobe lighting is in use warning notices will be conspicuously displayed.

Laser's - The premises licence holder shall ensure that laser light displays only take place within the confines of tented structures that form a complete canopy with attached walls. Structures will be built to ensure occupant escape routes are not compromised. The accidental escape of laser beam(s) from within a tented structure shall be prevented at all times when laser displays are in use. The location, installation and use of laser light displays shall be documented within the Event Safety Management Plan.

Fireworks will be used on the premises, no more than twice per event and operated by a contracted company.

Temporary Structures

All temporary structures and equipment installations will be designed and built/installed by proprietary contractors.

All main contractors will be required to submit safety method statements to the Event Manager in respect of there on site activity; these will include details of employee/subcontractor's competencies and training in respect of their ability to operate equipment.

All activities on the premises relating to the erection and construction of the structures should be monitored by the EM or a nominated safety representative who will ensure that contractors and personnel follow safe working practices and erect the temporary structures as detailed in the specification.

The Event Manager will ensure that all structures are checked by a competent person and certified as being safe before they are used.

All stages and marquees will be provided with suitable and enough means of access and egress.

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The perimeter of the licensed bar & chalet shall be secured by means of Heras bloc 'n' mesh fencing secured by bolt clasps to prevent unauthorised access.

There will be three emergency exits & one entrance gate to the premises (this includes a pedestrian entrance and exit gate)

Facilities on the licenced site shall be adequately illuminated during the hours of darkness and operating hours. The various paths and exit routes at site shall be kept clear of obstructions. Temporary tower lights, floodlights and/or festoon lighting shall be installed to ensure paths and exit routes are sufficiently illuminated.

The Event Manager and the nominated safety representatives during the build period to all events will check stores and stacked materials for suitability of location and stability and initiate remedial action where necessary. Where materials are to be stacked and left in position awaiting final positioning the initiating contractor will ensure that they are safe, secure and highlighted

Sanitation Policy

Public toilet facilities shall be provided in accordance with the recommendations outlined in the event safety guide. All toilets shall be periodically inspected to ensure they're in working order and where necessary remedial action shall be taken to maintain them in a clean and hygienic condition. Alcohol-based hand sanitation maybe used as an alternative to wash hand basins and as such adequate signs will be displayed to indicate the correct procedure to be adopted. Satisfactory illumination shall be provided for all sanitary facilities. Additional facilities will be provided backstage for staff performers. Such facilities shall be in the form of a minimum of 1 self- contained recirculating toilet unit with a minimum 1 WC. Ticket sales will be monitored and toilet facilities in/decreased accordingly.

The license holder will ensure that all toilets on the site are always clean & provided with toilet paper.

Electrical & Gas Safety

All electrical installations will be signed off by a qualified and certified electrician. It is the duty of the Safety officer/event coordinator to ensure that all electrical installations have been signed off.

All generators shall be acoustically insulated in accordance with the manufacturer's specification and/or acoustically enclosed and located to reduce the noise, nuisance to the audience, staff and local residents. All generators will be signed off and certified by the supplier. All generators will be secured within a fenced compound and placed out of sight of the public. Vendors are not permitted to bring their own generators.

The Event safety officer will inspect the condition of the generators and ensure that fire-fighting equipment (1 CO2 2kg extinguisher/1 foam 5kg extinguisher) is provided prior to use.

All site electrical installations and generators shall be installed and checked by a competent electrician for compliance with current regulations. A sensitive earth leakage protection system (residual currents device RCD) shall be installed and maintained as maybe reasonably required.

When 3-phase generators are used, all reasonable steps shall be taken to ensure the safety of the public, staff and performers including the provision of an earth spike of significant size to take the full load capacity of the generator and other equipment equal to or better than a suitable

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earth loop monitor shall be incorporated in the power circuit system. Generators shall be positioned such that they are not accessible to the public.

As the events progress into the hours of darkness additional lighting is required. Marquees and other temporary structures will be fitted with appropriate levels of emergency exit signage and non-maintained emergency lighting. These emergency lighting systems will be thoroughly tested prior to the audience entering the site.

All stalls and/or catering outlets shall be inspected to ascertain the amount of LPG stored and in use. The amount of LPG stored on any stall or catering outlet shall not exceed that of which can be reasonably used within the duration of the event. Any excess LPG cylinders found at any stall or catering outlet over and above the reasonable amount, shall be asked to remove them from the site.

All traders intending to use LPG or electrical appliances will be required to produce evidence and documentation of a gas safety & electrical certificate. This needs to have been checked by a fully qualified engineer within the 3 months preceding the event.

Fire Safety, Precautions and Equipment

A fire risk assessment will be produced for each event. This assessment will be produced with reference to the relevant Chapters and sections of the “Event Safety Guide” –A Guide to Health, Safety and Welfare at Music and Similar Events and The Regulatory Reform (Fire Safety) Order 2005 HM Government Fire Safety Risk Assessment Open Air Events and Venues.

Fire safety equipment shall be provided throughout the site in accordance with the requirements as determined by the fire risk assessment. Guidance will be taken from the “Event Safety Guide (HSG195)” and from the Reform (Fire Safety) Order 2005.

A total of 3 emergency exits including the 1 public entrance gate will be able to sustain a safe and controlled exit of 3000 people from the main arena at any given time.

Emergency vehicle access is via the main entrance off of Two Towers Lane – RVP1

Illuminated exit signs and maintained emergency lighting shall be installed to enable the public to see their way off the site in the event of failure of general lighting.

Car Park

The Car park is located within the first part of the showground and is of sufficient enough size to cope with expected traffic flow.

The car park area is reasonably well drained and level with the grass cut short to minimise the risk of fire spread.

Due care will be taken during the event build as to facilitate a pedestrian and vehicle movement system. A pedestrian fenced walkway shall be installed surrounding the car park.

Communication

There will be clear and effective communication between the various disciplines and identified lines of demarcation. Agreed and written procedures, roles and specific duties will be drawn up. The license holder, event organisers, the local authority and the stewards will need to communicate effectively.

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Radio communication will be used by all relevant personnel including management teams, stewards, security etc. It is imperative that all radio frequencies are submitted to the Event Manager prior to the event in order to prevent crossover. Correct radio procedure and discipline will be maintained.

All senior event staff will have mobile phones to back-up radio communications. All mobile numbers will be listed and distributed accordingly. A list of the names and numbers will be available in the Control Office on the premises during all events carried out under this license.

Communication with the public will be carried out when necessary, by using a PA system allowing clear and audible messages.

Lighting

The license holder will ensure that suitable and enough lighting is supplied and used when necessary, throughout.

A premises lighting test to ensure all areas are appropriately lit no later than the night before each area is due to open to the public.

Traffic Management

The license holder will ensure a traffic management plan is created for all events under this license. No marshals will be operating traffic on the highways.

Food Safety

All food and drink vendors on the premises shall be authorised by the Event Manager who shall ensure that all traders are reminded of the need to comply with the current food hygiene and food safety legislation and shall ensure that traders comply with the requirements of the legislation before any food stall can commence trading.

The license holder shall exercise full control over authorised traders on site. If conditions are found to exist where individual traders put the health or safety of persons attending the event at risk, the license holder will arrange for that trader to cease operations. The license holder will take immediate action by closing the stall and cordoning of the area until the event has finished.

Alcohol shall only be sold from two designated outlets.

No food or drink shall be sold in glass containers.

Suitable and sufficient facilities for the storage and disposal of all solid and liquid waste will be provided within every food concession area/compound and not more than 30 meters from any food concession.

A complete list of all traders will be submitted to the local EHO and Somerset Council Food Safety Officer 4 weeks prior to the events which will include their contact details, who they are registered with and what food they will be supplying.

A consistent, adequate and secure supply of water shall be made available and maintained to all necessary areas of the premises until all public have left the site at the end of the event. Free drinking water shall be made available to the public via the bar.

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d) The prevention of public nuisance

Litter Control

In consultation with a waste management company, several wheeled, closed lid bins will be used. These will be collected and disposed of by the waste management company.

All clinical waste shall be taken by the dedicated medical services to be disposed of in the correct manner in accordance with health and safety procedures.

All food traders will remove any other waste e.g. food, used oil etc. off site to be disposed of under health & safety and food hygiene regulations.

The Event Manager will monitor the areas to ensure inappropriate levels of waste and combustible items do not build up during the event period.

Waste will be cleared from bins and removed after the audience has moved off the premises. Suitable waste disposal should be carried out.

Anti-Social Behaviour

The license holder understands that the premises has the potential to cause disturbance to the local area and many measures are in place to reduce the risk of such disturbance.

The intention for crowds to leave quietly and to be mindful and respectful of residents will be given out via the PA at the end of all events. Prominent, legible notices requesting people to leave the premises and the area quietly will be erected on entrances and exits to the premises and car park.

Noise Levels Management and Monitoring

A noise management plan will be implemented and submitted 12 weeks prior to each event and a final ESMP submitted at least 4 weeks before the event and for the 2023 event an ESMP will be submitted to the responsible authorities 10 weeks before the event with a final ESMP submitted 4 weeks before the event.

The premises license holder will have full control over the volume of regulated entertainment taking place at the premises under the terms and conditions set out by this license and local authorities.

e) The protection of children from harm

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The Premises Licence Holder shall put measures in place to ensure that person's under the age of 18 are accompanied by an adult at all times. All stewards and security shall be advised of this requirement. If issues occur the responsibility falls to the event organiser and their welfare team, and not Avon and Somerset Constabulary.

The Premises Licence Holder or event organiser shall ensure a lost child policy is established and operated between the event management team and the security contractor and full details provided in the ESMP. The policy shall be submitted to Avon and Somerset Constabulary no later than 12 weeks prior to each event and a final ESMP submitted at least 4 weeks before the event and for the 2023 event an ESMP will be submitted to the responsible authorities 10 weeks before the event with a final ESMP submitted 4 weeks before the event.

Premises Licence Holder or event organiser shall ensure a Safeguarding Policy is written and agreed with Avon and Somerset Constabulary prior to the event, that establishes clear protocols for dealing with young people, children and vulnerable persons. Any Safeguarding Policy must include details of separate safe space re: Violence Against Women and Girls. Measures shall be in place so that the Safeguarding Policy is in operation during the event.

The Premises Licence Holder shall provide a Lost and Found Children facility/policy and procedure, staffed by qualified staff who have undergone advanced DBS checks and Safeguarding Training. All DBS certificates to be retained on site and made available for inspection if requested by Avon and Somerset Constabulary.

No entertainment of an adult nature shall take place during the event.

No persons under the age of 18 will be served alcohol.

Welfare services will be provided for people who find themselves in difficulties.

Welfare services will offer support to the public who become distressed during the events or who are deemed vulnerable. Such services will include the provision of a space where disorientated people can feel safe and can stay until they feel able to leave or need referral to specialist help – the welfare area will be separate from medical & lost children and will be manned by dedicated staff.

Where alcohol is available for sale to the public, a robust challenge 25 mode of operation shall be adopted.

Those that appear to look under the age of 25 (in conjunction with the challenge 25 policy) will be asked to prove photo ID which is accepted in the following forms and has been taken from www.drinkaware.co.uk;

- A photo driving licence
- A passport
- A proof of age card, such as a PASS card ID that bears a hologram mark and photo.

The acceptable forms of proof of ID shall be displayed on the entrance and bars.

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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.**

Declaration	<ul style="list-style-type: none">• [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
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	<p>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).</p> <ul style="list-style-type: none"> 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)
Signature	Mathew David Dyhouse
Date	16.09.2023
Capacity	Company Director

For joint applications, signature of 2nd applicant or 2nd 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

- 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.
- In terms of specific regulated entertainments please note that:

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- 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:

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- 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.

15. 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

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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.

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- 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.

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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.

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.