

# Public Document Pack



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee:** Licensing Sub Committee  
**Date:** Tuesday 21 January 2020  
**Time:** 10.00 am  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

## Membership

Councillor Richard Mould  
Councillor Douglas Webb

Councillor George Reynolds

## AGENDA

1. **Appointment of Chairman of the Sub-Committee**
2. **Declarations of Interest**

Members are asked to declare any interest and the nature of that interest that they may have in any of the items under consideration at this meeting.

**Note:** Any Member with a disclosable pecuniary interest will not be able to participate in the hearing, and should therefore notify the Director: Law and Governance in advance so that arrangements may be made for an alternate Member to attend.

3. **Premises Licence Application Hearing** (Pages 1 - 82)

Report of Environmental Health & Licensing Manager

### **Purpose of report**

To consider an application for a Licensing Act 2003 Premises Licence for Kirtlington Park, Kirtlington, Oxfordshire, OX5 3JN.

## **Recommendations**

- 1.1 There is no recommendation, but in considering the representations received and what is appropriate for the promotion of the licensing objectives, the steps the Sub-Committee can take are outlined in paragraph 6.2.

**Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.**

## **Information about this Agenda**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk) or 01295 227956 prior to the start of the meeting.

### **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

### **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### **Evacuation Procedure**

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

### **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

### **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.

### **Queries Regarding this Agenda**

Please contact Aaron Hetherington, Democratic and Elections  
[democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk), 01295 227956

**Yvonne Rees**  
**Chief Executive**

Published on Monday 13 January 2020

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## Cherwell District Council

### Licensing Sub-Committee

Tuesday 21 January 2020

<b>Premises Licence Application Hearing</b>
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### Report of Environmental Health & Licensing Manager

This report is public

#### **Purpose of report**

To consider an application for a Licensing Act 2003 Premises Licence for Kirtlington Park, Kirtlington, Oxfordshire, OX5 3JN.

#### **1.0 Recommendations**

- 1.1 There is no recommendation, but in considering the representations received and what is appropriate for the promotion of the licensing objectives, the steps the Sub-Committee can take are outlined in paragraph 6.2.

#### **2.0 Introduction**

- 2.1 To consider an application for a premises licence for Kirtlington Park, Kirtlington submitted by U-Live Portfolio Limited.

#### **3.0 Report Details**

- 3.1 Kirtlington Park is situated on the edge of Kirtlington village in a rural location.
- 3.2 An application for a Licensing Act 2003 premises licence was submitted to Cherwell District Council on 3 December 2019 (Appendix 1). The application was made for the premises to be used for one event per year over a maximum of three days and three nights with a 14,999 capacity. The requested activities include Exhibition of Film, Live Music, Late Night Refreshment, Performance of Plays, Recorded Music, Performance of Dance and the Sale of Alcohol. All requested activities would finish no later than 2:00 am, with the exception of Late Night Refreshment which would end at 5:00am. Within the event perimeter, the premises would consist of temporary structures including stages, marquee structures, fun fair rides, food and retail units and sanitation facilities. Members of the Public would be invited to attend for the day only or to stay onsite in tented or live-in vehicle accommodation for the duration of the event. The applicant submitted a draft event management plan outlining the measures that would be put in place to ensure the licensing objectives are met (Appendix 2).

- 3.3 On 31 December 2019 Kirtlington Parish Council objected to the premises licence application due to potential risk to public safety and public nuisance, as well as the impact on traffic volume (Appendix 3).
- 3.4 On 13 December 2019 the Licensing Authority objected to the premises licence application due to insufficient detail on the application and additional documents (Appendix 4).
- 3.5 There has been one representation received from a local resident (Appendix 5).
- 3.6 Whilst no objection was received from the Environmental Protection team, they confirmed that further discussion on noise management would take place through the Safety Advisory Group (Appendix 6)
- 3.7 An overview of the licence application premises and the vicinity is detailed in Appendix 7.

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 There is no recommendation.

## **5.0 Consultation**

- 5.1 When an application for a premises licence is submitted the applicant must display a blue notice at or near the relevant premises and advertise the application in a local publication no later than 10 days after submitting the application. The consultation period runs for 28 days from the day after the application is received. This gives interested parties and responsible authorities the opportunity to make representations in relation to the application.
- 5.2 The responses from responsible authorities were as follows:
- Police – Satisfactory
  - Fire Service – Satisfactory
  - Child Protection – No response
  - Trading Standards – No response
  - Health & Safety Executive – No response
  - Environmental Protection – Satisfactory
  - Health Protection – Satisfactory
  - Planning – No response
  - Parish Council – Objection
  - Licensing Authority - Objection
- 5.3 The applicant and all interested parties submitting representations have been invited to attend this hearing.

## 6.0 Alternative Options and Reasons for Rejection

6.1 At the end of the consultation period the licensing authority must hold a hearing if relevant representations are received. It must take such steps as it considers appropriate for the promotion of the licensing objectives, which are:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

6.2 The steps the Sub-Committee can take are to:

- issue the licence as applied for;
- issue the licence with amended hours or licensable activities;
- reject the application if it is considered necessary in order to promote the; licensing objectives.

## 7.0 Implications

### Financial and Resource Implications

7.1 There are no financial implications arising directly from this report.

Comments checked by Kelly Wheeler, Principal Accountant, 01295 225170,  
[kelly.wheeler@cherwell-dc.gov.uk](mailto:kelly.wheeler@cherwell-dc.gov.uk)

### 7.2 Legal Implications

The determination of this application must be made in accordance with the relevant legislation, statutory guidance and the Council's statement of licensing policy.

Comments checked by Sophie Phillips Solicitor, 01295 753701,  
[sophie.phillips@cherwell-dc.gov.uk](mailto:sophie.phillips@cherwell-dc.gov.uk)

## 8.0 Decision Information

### Wards Affected

Fringfords & Heyfords

### Links to Corporate Plan and Policy Framework

Not applicable

### Lead Councillor

Councillor Andrew McHugh

## Document Information

<b>Appendix No</b>	<b>Title</b>
Appendix 1	Premises Licence Application
Appendix 2	Draft Event Management Plan
Appendix 3	Kirtlington Parish Council Objection
Appendix 4	Licensing Authority Objection
Appendix 5	Resident Objection
Appendix 6	Response from Environmental Protection
Appendix 7	Vicinity of Proposed Premises Map
<b>Background Papers</b>	
None	
<b>Report Author</b>	Michael Sands (Licensing Enforcement Officer)
<b>Contact Information</b>	01295 753744 licensing@cherwell-dc.gov.uk



\* required information

**Section 1 of 21**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

Is your business registered in the UK with Companies House?  Yes  No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

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

**Premises Address**

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

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

**Section 3 of 21**

**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

**Confirm The Following**

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

**Section 4 of 21**

**NON INDIVIDUAL APPLICANTS**

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

**Non Individual Applicant's Name**

Name

**Details**

Registered number (where applicable)

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

Continued from previous page...

Limited company

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /   
dd mm yyyy

\* Nationality  [Documents that demonstrate entitlement to work in the UK](#)

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?  /  /   
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of the premises

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.

The premises is a greenfield site that is comprised of Kirtlington Park parkland and surrounding fields. The premises will be used as a temporary event site. A map is included with this application, which identifies the boundary of the premises. A detailed site plan for each edition of the event will be provided to the responsible authorities at least 28 days prior to the first event.



*Continued from previous page...*

Within the event perimeter, the premises will consist of temporary structures and venues to be used for the provision of regulated entertainment. These include stages, marquee structures, fun fair rides, food and retail units and sanitation facilities. Public will be invited to attend for the day only or to stay onsite in tented or live-in vehicle accommodation for the duration of the event.

The premises is to be used for one event per year over a maximum of 3 days and 3 nights.

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

14999

## Section 6 of 21

### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

Yes  No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

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THURSDAY

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End

FRIDAY

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End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

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

- Indoors
- Outdoors
- Both

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

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

As supplementary entertainment, performances of plays may take place in one or more of the venues within the site.

State any seasonal variations for performing plays

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

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

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

**Section 7 of 21**

**PROVISION OF FILMS**

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes
- No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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

- Indoors       Outdoors       Both

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

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

As supplementary entertainment, exhibition of films may take place in one or more venues within the site.

State any seasonal variations for the exhibition of film

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

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

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

Continued from previous page...

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes  No

**Section 9 of 21**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes  No

**Section 10 of 21**

**PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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

Continued from previous page...

SUNDAY

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

- Indoors
  Outdoors
  Both

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

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

A mixture of amplified and non amplified live music (alongside recorded music) will take place at a number of venues across the site. Main music programming on main stages will not commence before 11:00. Between 09:00 and 12:00, live music will be used to accompany activities such as workshops, be on smaller stages in changeovers of discussions or will be of a 'background' nature.

State any seasonal variations for the performance of live music

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

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

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

**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes
  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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

- Indoors       Outdoors       Both

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

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

A mixture of amplified and non amplified live music (alongside live music) will take place at a number of venues across the site. Main music programming on main stages will not commence before 11:00. Between 09:00 and 12:00, live music will be used to accompany activities such as workshops, be on smaller stages in changeovers of discussions or will be of a 'background' nature.

State any seasonal variations for playing recorded music

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

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

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

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes
- No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

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Will the performance of dance take place indoors or outdoors or both?

- Indoors
- Outdoors
- Both

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

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

As supplementary entertainment performances of dance may take place at one or more venues within the site.

Continued from previous page...

State any seasonal variations for the performance of dance

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

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

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

**Section 13 of 21**

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

[See guidance on regulated entertainment](#)

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

- Yes                       No

**Standard Days And Timings**

MONDAY

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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.

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WEDNESDAY

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SUNDAY

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Give a description of the type of entertainment that will be provided

Debate and discussion panels will also form part of the entertainment offering as well as comedy, roaming performance/ performance art and workshops.

Will this entertainment take place indoors or outdoors or both?

- Indoors       Outdoors       Both

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

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

Debate and discussions in panel format and Q&A with public viewing and engagement on topics of social, political and technological interest will take place in venues within the site.

Comedy entertainment may take place in one or more venues within the site.

Interactive workshops with themes of social, political and technological interest as well as children's activities will take place in one or more venues within the site.

Art installations may be installed across the site.

Performance/performance art such as roaming performers of a similar nature to what may be expected from street theatre or children's entertainment may take place in one or more venues within the site.

State any seasonal variations for entertainment

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

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

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

Continued from previous page...

**Section 14 of 21**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

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WEDNESDAY

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THURSDAY

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

- Indoors                       Outdoors                       Both

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

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

A limited number of food traders to stay open to service those staying at the premises overnight.

State any seasonal variations

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

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

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

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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Start	<input type="text" value="09:00"/>	End	<input type="text" value="00:00"/>

SATURDAY

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Start	<input type="text" value="09:00"/>	End	<input type="text" value="00:00"/>

SUNDAY

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Start	<input type="text" value="09:00"/>	End	<input type="text" value="00:00"/>

Will the sale of alcohol be for consumption:

- On the premises     Off the premises     Both

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

State any seasonal variations

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

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

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

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

Continued from previous page...

**Name**

First name

Family name

Date of birth  /  /   
dd mm yyyy

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

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

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

Reference number for consent form (if known)

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

**Section 16 of 21**

**ADULT ENTERTAINMENT**

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

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

The event may include semi-nudity in the form of burlesque performances and age-restricted films. Where this style of entertainment appears on the programme, age checks will be in place.

Continued from previous page...

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

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

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

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

*Continued from previous page...*

## Section 18 of 21

### LICENSING OBJECTIVES

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

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

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

The first draft of the 2020 Event Management Plan (EMP) and Site Plan have been included with this application to show the breadth of information covered and the plans appended to the main EMP.

The EMP will be a dynamic document with plans developed in consultation with relevant local authorities. U-Live successfully operate large-scale music events across the country and can provide examples from other events of any of the management plans listed below.

1. The Licensee shall engage with the Multi Agency Group established by the Local Authority when planning and debriefing each Event.
2. A draft Event Management Plan (EMP) shall be submitted to the Licensing Authority and the Multi Agency Group at least three months prior to the Event taking place.
3. The EMP shall be agreed with the Licensing Authority at least one month prior to the Event.
4. Any changes to the EMP following its agreement under condition 3 shall be approved by the Licensing Authority.
5. Any changes to the EMP during the Event shall be approved by the Event Liaison Team.
6. The Licensee shall implement and comply with the EMP throughout the Event and the Event shall only take place in accordance with the final approved EMP.

b) The prevention of crime and disorder

7. A draft Crowd Management Plan (CMP) shall be submitted to the Licensing Authority by the Licensee three months prior to the Event taking place.
8. The CMP shall be agreed with the Licensing Authority one month prior to the Event.
9. All SIA Security and Stewards will be dressed in high visibility clothing to emphasise their presence to the public.
10. A perimeter fence shall surround the Event site and each public entrance shall have security staff checking for appropriate tickets of entry and carrying out ticket checks and security searches as appropriate.
11. All temporary structures shall be lit internally, and adequate temporary lighting shall be installed across the site.
12. Event Security shall be appropriately trained to identify suspicious behaviour and assist in the prevention of theft and robbery and the prevention of crime and disorder within the premises.
13. Any crime and disorder shall be reported and recorded via the Event Liaison Team (ELT) and shared with the Police.
14. A draft Alcohol Management Plan (AMP) will be submitted to the Licensing Authority by the Licensee at least three months prior to the Event taking place.

*Continued from previous page...*

15. The AMP shall be agreed by the Licensing Authority at least one month prior to the Event.

16. CH25

a) The licence holder shall adopt a "Challenge 25" policy whereby all customers seeking to purchase an age related product or service who appear to be under the age of 25 are asked for proof of their age.

b) The licence holder shall prominently display notices advising customers of the "Challenge 25" policy.

c) The following proofs of age are the only ones to be accepted:

- UK photo driving licence
- Passport
- Proof of age cards bearing the "Pass" hologram symbol

c) Public safety

17. A draft Safety Management Plan (SMP) shall be submitted to the Licensing Authority by the Licensee three months prior to the Event taking place.

18. The SMP shall be agreed with the Licensing Authority one month prior to the Event.

19. A comprehensive file of Safety Documents including but not limited to risk assessments, method statements and technical drawings to cover event activities shall be approved by a competent Event Safety Manager appointed by the Licensee and shall be made available for review by the Licensing Authority.

20. A draft Event Risk Assessment (ERA) shall be submitted to the Licensing Authority by the Licensee three months prior to the Event taking place.

21. The ERA shall be agreed by the Licensing Authority one month prior to the Event.

22. A draft Medical Plan (MP) shall be submitted to the Licensing Authority by the Licensee three months prior to the Event taking place.

23. The MP shall be agreed by the Licensing Authority one month prior to the Event.

24. An ELT shall be established for each Event. Details of the ELT and Event Control processes will be included in the Event Management Plan (EMP).

25. PS15

The maximum number of persons (including staff and entertainers) allowed at the premises shall not exceed 14,999.

26. The Licensee shall make appropriate provision for the management of access and egress to the Event site, considering the maximum specified capacity at any one time.

27. The Licensee shall make appropriate provision for communicating emergency procedures and issues relating to the health, safety and welfare to staff and public.

28. Sanitary provisions shall be provided for each Event in line with guidance in The Event Safety Guide.

29. The Site Plan shall be agreed with the Licensing Authority one month prior to the Event. The Site Plan will include:

- Scale and grid
- Stages, including the direction of PA
- Structures
- Emergency Exits
- RVPs
- Blue Routes
- Medical Facilities
- Lighting
- Event Control



*Continued from previous page...*

- Sanitation
- Drinking Water
- Campsites, including fire lanes
- Food concessions
- Parking areas
- Location of CCTV (if to be used)

d) The prevention of public nuisance

30. A draft Noise Management Plan (NMP) shall be submitted to the Licensing Authority three months prior to the Event taking place.

31. The NMP shall be agreed with the Licensing Authority one month prior to the Event.

32. The NMP shall consider guidance as updated from time to time, including but not limited to:

- The Noise Council Code of practice on environmental noise control at concerts, 1995
- BS 8233:2014 Guidance on sound insulation and noise reduction for buildings
- World Health Organisation (WHO) Guidelines for community noise, 1999
- The purple guide (& event safety guide HSG195)
- Sound advice HSG 260
- BS 7445-1:2003 Description and measurement of environmental noise. Guide to quantities and procedures

33. Suitable music noise levels shall be agreed with the Licensing Authority at specific agreed noise sensitive locations in accordance with the above guidance and in order to protect the local community. Such music noise levels shall be set out in the NMP.

34. The NMP shall consider the level of music noise, its frequency, duration and the time of day. The cumulative effect of other events on the site shall be considered when agreeing suitable music noise levels.

35. The Licensee shall ensure that monitoring takes place during the Event to check for compliance with the agreed music noise levels. Monitoring shall be undertaken at specific noise sensitive locations with an agreed method of feedback to the Licensing Authority.

36. A post Event report shall be submitted to the Licensing Authority within one month after each Event with the findings of the monitoring and details of compliance with the agreed music noise levels from the Event in question. The report shall also include details of any complaints received by the Licensee and remedial action taken as a result of noise monitoring.

37. A draft Event Timetable shall be submitted to the Licensing Authority by the Licensee at least three months prior to the Event taking place.

38. The Event Timetable shall be agreed by the Licensing Authority at least one month prior to the Event.

39. A draft Waste Management Plan (WMP) shall be submitted to the Licensing Authority by the Licensee at least three months prior to the Event taking place.

40. The WMP shall be agreed by the Licensing Authority at least one month prior to the Event.

41. A draft Traffic Management Plan (TMP) shall be submitted to the Licensing Authority by the Licensee three months prior to the Event taking place.

42. The TMP shall be agreed by the Licensing Authority one month prior to the Event.

43. A draft Community Impact Management Plan (CIMP) shall be submitted to the Licensing Authority by the Licensee three months prior to the Event taking place.

44. The CIMP shall be agreed with the Licensing Authority one month prior to the Event.

*Continued from previous page...*

45. Prior to each Event, the Licensee shall communicate to tickets holders; Event ingress and egress routes and a request to respect local community.

46. The Licensee shall record community feedback and complaints and remedial action taken relating to the licensing objectives and submit to the Licensing Authority within one month post Event.

e) The protection of children from harm

47. An Age policy for each Event shall be agreed with the Licensing Authority by 1st March each year.

48. CP6

Whilst entertainment of an adult nature is taking place within an event venue, no person under the age of 18 shall be permitted entry to the venue and a clear notice shall be displayed at the entrance in a prominent position so it can be easily read by persons entering the venue in the following terms:

“NO PERSON UNDER 18 WILL BE ADMITTED”

49. Security staff at public entrances to the event and age-restricted venues shall assess each customer's age against the pre-agreed event age policy and seek age verification by means of a recognised scheme as appropriate.

50. A draft Child Protection and Vulnerable Persons Plan (CPVP) shall be submitted to the Licensing Authority by the Licensee at least three months prior to the Event taking place.

51. The CPVP shall be agreed by the Licensing Authority at least one month prior to the Event.

52. The CPVP shall contain a Lost Child Policy.

53. For contractors, performers or individuals working with children; specific risk assessments, method statement and DBS checks will be required.

54. Wristbands where parent contact details can be recorded will be made available.

55. The AMP includes provision of Challenge 25 policy adopted for all Events.

## **Section 19 of 21**

### **NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

*Continued from previous page...*

### **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

*Continued from previous page...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

*Continued from previous page...*

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

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

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

## **Section 20 of 21**

### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

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

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

*Continued from previous page...*

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

## Section 21 of 21

### PAYMENT DETAILS

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

Premises Licence Fees are determined by the non&nbsp;domestic rateable&nbsp;value of the premises.

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

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

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

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

2,190.00

### DECLARATION

Continued from previous page...

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text" value="Marie-Claire Hunter"/>
* Capacity	<input type="text" value="Senior Event Manager, U-Live Portfolio Ltd"/>
* Date	<input type="text" value="03"/> / <input type="text" value="12"/> / <input type="text" value="2019"/>
	dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/cherwell/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

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

**OFFICE USE ONLY**

Applicant reference number	<input type="text"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>





## DOCUMENT CONTROL COVER SHEET

Important - this document supersedes all previous version. It is your responsibility to check with the document owner that you are working with the most current version of the plan.

EVENT NAME	KITE 2020
CLIENT	U-LIVE PORTFOLIO LTD
EVENT DIRECTOR	MANDY JOHNSON
EVENT DATES	12 <sup>th</sup> – 14 <sup>th</sup> June 2020
DOCUMENT TITLE	EVENT OPERATING PLAN
DOCUMENT OWNER(S)	MARIE-CLAIRE HUNTER
DOCUMENT STATUS	CONSULTATION / APPROVED
LAST ISSUED	03/12/2019
CURRENT VERSION	1
VERSION HISTORY	1      Version 1 – for consultation



## Event Plan

**Kite 2020,  
Kirtlington Park, Kirtlington**

**Document Control**

<b>Document Title</b>	Event Plan
<b>Event</b>	Kite
<b>Venue</b>	Kirtlington Park
<b>Promoter</b>	U-Live Portfolio Ltd
<b>Event Director</b>	Mandy Johnson
<b>Event Manager</b>	Marie-Claire Hunter
<b>Site Manager</b>	Heather McMillan
<b>Safety Advisor</b>	TBC
<b>Production Manager</b>	Dean Graves
<b>Head of Security</b>	TBC
<b>Traffic Manager</b>	TBC

## Contents

Section	
1.	Event Planning and Management 5
2.	Emergency Planning 11
3.	Venue and Site 11
4.	Communications 14
5.	Crowd Management 15
6.	Traffic Management 17
7.	Temporary Structures 17
8.	Barriers and Fencing 18
9.	Electricity Supply and Lighting 19
10.	Bars and Concessions 19
11.	Merchandise & Non Food Traders 21
12.	Amusements 21
13.	Sanitary Facilities 21
14.	Waste Management 22
15.	Sound and Noise Management 22
16.	Special Effects 22
17.	Camping 23
18.	Facilities for People with Special Needs 24
19.	Medical Provision 24
20.	Information and Welfare / Lost Property 24
21.	Children 24
22.	Artists 25
23.	Television and Radio Broadcast 25
Appendices – to be made available	
A.	Event Safety Plan (ESP) ☒
B.	Event Risk Assessment (Event RAs) ☒
C.	Crowd Management Plan (CMP) ☒
D.	Medical Plan ☒
E.	Show Stop Procedure ☒
F.	Traffic Management Plan (TMP) ☒
G.	Noise Management Plan (NMP) ☒
H.	Event Timetable ☒
I.	Waste Management Plan ☒
J.	Trader & Concessions Briefing ☒
K.	Alcohol Management Plan ☒
L.	Child Safeguarding Plan ☒
M.	Site Plan ☒

☒ = not yet available

☑ = available

## 1. Event Planning and Management

### Overview

Kite is a new event that combines a classic British camping music festival with a discussion of social, political and technological ideas. The 2020 event will be the first year the event has been held at Kirtlington Park.

The music program will consist of culturally relevant artists, showcasing local, national and international acts who will perform across two main stages (one outdoor and one inside a tented arena). The ideas program will include topics of film, gaming, politics and comedy across up to eight smaller venues that may also be used for low-level music programming throughout the day. Other lifestyle and entertainment content will include food, retail and bar offering, interactive workshops, art installations, wellbeing area and children's entertainment.

The event will be ticketed via pre-purchase or 'on the day' options. Audiences will be invited to attend for the day only or to stay on site for the weekend. A choice of campsites for campervans and caravans, tents or pre-pitched glamping will be available. Sanitation facilities including showers will be accessible from the campsites as well as medical and welfare facilities.

Licensable activity will take place on Friday 12<sup>th</sup>, Saturday 13<sup>th</sup> and Sunday 13<sup>th</sup> June 2020. Camping facilities will be available from 14:00 hours on Friday 12<sup>th</sup> June to 12:00 hours on Monday 14<sup>th</sup> June 2020.

The event will be produced by U-Live, who has extensive experience in staging similar events throughout the UK and will ensure that the highest standards are maintained at all times.

This document and the plans contained, are intended to outline how the organisers plan to manage the event in line with the objectives inherent in the Licensing Act 2003 and the highest standards of health, safety and welfare for all workers and attendees.

The procedures and management systems in this plan have been, and will continue to be, developed to ensure that the event operates in line with the following four licensing objectives:

- a) The prevention of crime and disorder
- b) Public safety
- c) The prevention of public nuisance
- d) The protection of children from harm

Various sections below confirm the methods of achieving these objectives at the event, but in brief these include:-

**The prevention of crime and disorder** – the organisers will engage with Thames Valley Police in the planning of all aspects of this event and will utilise the services of a private security firm, who will have extensive experience of working with crowds at events.

**Public safety** – the health, safety and welfare of all those attending (or affected by) the event, whether visitors, community or staff, features high on the organiser’s priorities. The event health and safety policy, risk assessments, show stop procedures are all documented and all contractors working at the event will work within these procedures. Medical provision will be available throughout the event at levels agreed with the Multi Agency Group. Specific, detailed plans for these areas will be included as appendices to this document.

**The prevention of public nuisance** – the organisers will take measures and employ the services of professionals in order to prevent a public nuisance. These measures will include traffic management plans, noise level monitoring, waste management, security and stewarding, child and vulnerable person protection policies and liaising with local residents. Specific plans for these areas will be included as appendices to this document.

**The protection of children from harm** – the organisers will put in place policies and practices that ensure those who are under the age of 18 and other vulnerable persons are protected from harm whilst attending the event. Information will be included as an appendix to this plan as well as the Event Safety Plan and the Crowd Management Plan.

### **Planning Capacities**

This Event Management Plan covers a maximum planning capacity of 5,000 per day, made up of the following groups of attendees; including guests, staff and artists:

<b>Ticket Type</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Camping	1,250	1,250	1,250
Day / Weekend No Camping		3,750	2,750
<b>Total</b>	<b>1,250</b>	<b>5,000</b>	<b>4,000</b>

### **Event Profile**

The event line up will feature a mixture of national and international speakers and musicians. It is expected that the event will attract a diverse adult audience of both students and working professionals ranging from 21 – 60 years. Accordingly, the risk of crowd disturbances or incidents will be low. Children may attend the event and we expect families will attend but an adult over the age of 18 will need to accompany anyone under the age of 16.

An estimated 50% of crew, artists and guests will be accommodated in campsites on the site, the remaining 50% travel from surrounding areas.

Based on the type of entertainment and experience from similar events we do not expect the audience to be particularly difficult to manage or likely to engage in large-

scale disorder, destruction of property or crime. The organisers are realistic enough to expect that there will be elements among the crowd who will engage in these activities and have developed strategies to combat this.

### **Purpose of this Document**


This document (the Event Plan) is intended not only to provide general information about the event, but also to detail the management plans and actions of the organisers with regard to public and worker safety.

These management plans include the plans for dealing with untoward and major incidents, which will be developed in partnership with the representatives in the Multi Agency Planning Group (MAPG) and Safety Advisory Group (SAG) as required. This document is subject to constant revision and should not be considered exclusively; rather the document forms part of the major incident planning for the locality while the event is taking place and should be considered as co-authored by the group as a whole.

This document contains information, which is confidential and may be confidential or privileged and legally protected from disclosure.

Kite organisers will make every effort to ensure that all information contained in this document is true and correct at the time of publication and will ensure that the document is updated and circulated amongst the relevant organisations and authorities on a regular basis. However, it will be accepted that due to the nature of the event that this document relates to, certain elements outside of the control of Kite organisers may be subject to change at short notice.

No other person is authorised to copy, forward or disclose, distribute or retain this document in any form without the consent of the promoter or their agents. For further information please contact:

Marie-Claire Hunter, U-Live 

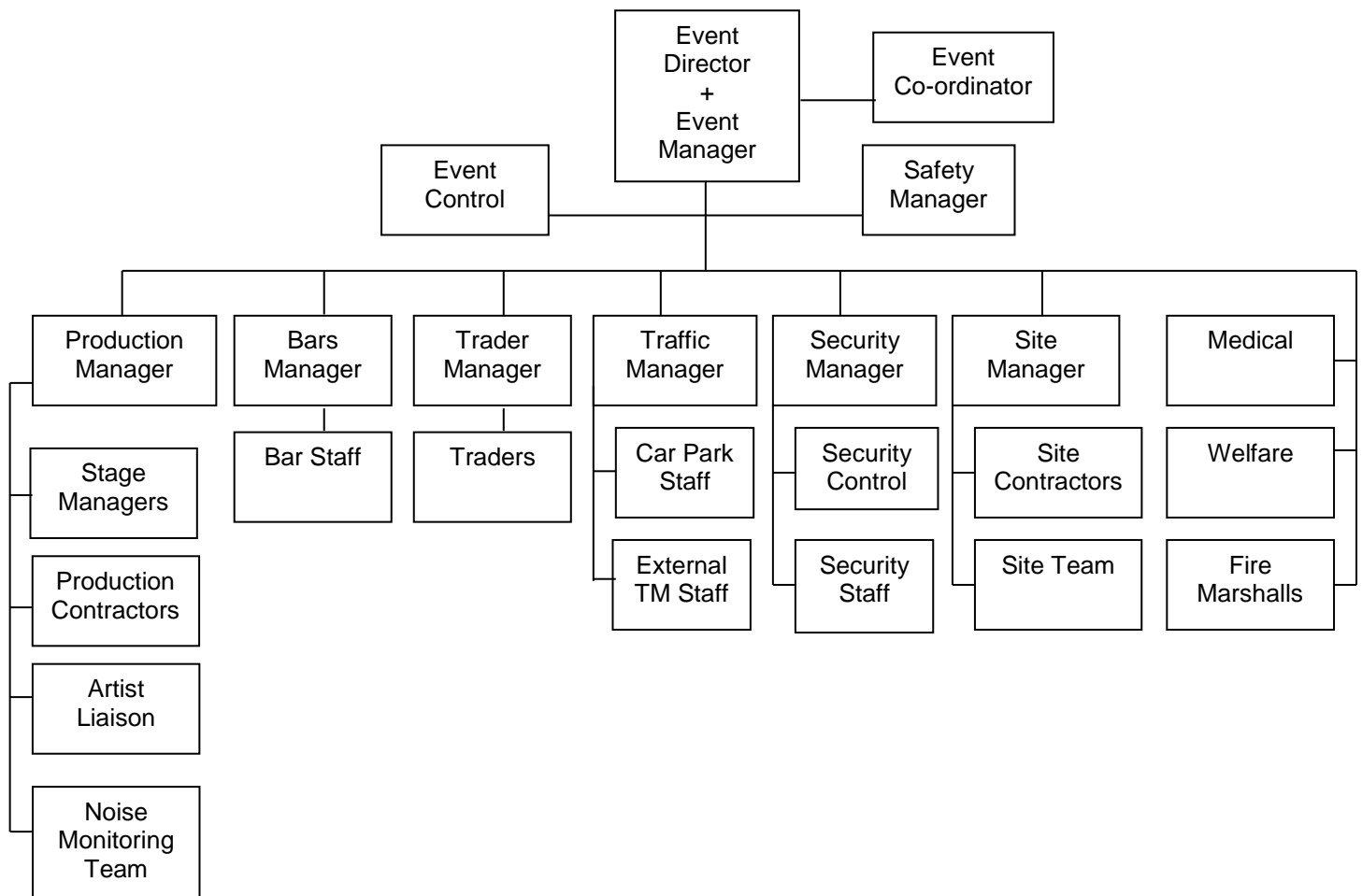
### **Event Management**

A team of professionals with a proven track record of running safe events will form the Event Management Team. Management functions and decisions will be coordinated and recorded via an Event Control process. As the name suggests, this control facility has the ability to assume control of the event in the case of a major incident, whereupon the initial response can be managed.

The organisers will hold regular Event Management Team meetings.

During the overnight phases when the arena is closed the Overnight Security Manager will take over responsibility from the Event Director/Event Manager.

The roles and functions of key individuals in the provisional event management structure are explained in more detail below.



### **Chain of Command**

Under normal operational conditions, The Event Management Team (Event Director, Event Manager, Safety Manager, Production Manager, Site Manager, Security Manager, Traffic Manager, Traders Manager, Bars Manager) will work as a team consulting each other on various aspects of the show and liaising with those working underneath them to ensure that all parties are kept informed of the status of the event, potential problems, situations or incidents.

All on site activity may be halted either temporarily or for the duration of the event by the Safety Manager, Event Director or Event Manager, or Overnight Security Manager.

### **Event Management Responsibilities**

Under normal operating circumstances the event will be run by the Event Management Team which is made up of various departments all reporting in to the Event Director or Event Manager. Members of that team with specific duties are as follows:



**Event Director**

Make decisions about the general operation of the event and deal with the day to day running of the event. In conjunction with the rest of the Event Management Team, deal with incidents and occurrences. Make strategic decisions concerning the overall management and operation of the event with the ultimate view of ensuring that the event is operated safely. Liaise with emergency services colleagues during the operation of the event. Continuously consult with members of the Event Management Team to agree appropriate decisions. In all circumstances other than a major incident, the final decision is that of the Event Director.

During the overnight phases when the arena is closed the Overnight Security Manager takes over responsibility from the Event Director.

**Event Manager**

Deal with the day to day running of the event and acts as second in command to the Event Director. In the absence of the Event Director, the Event Manager will take on the Event Director responsibilities and take overall responsibility for the safe operating of the event.

**Event Co-ordinator**

Support Event Director and Event Manager in the day to day running of the event.

**Site Manager**

To ensure that all aspects of the site infrastructure are built to the correct specifications and are maintained to that standard during the event. To deal with any site related problems that may occur during the festival. To advise the Event Director and Event Manager should any unforeseen issues arise.

**Safety Manager**

To ensure that the festival health and safety policy is implemented and that an on-going assessment of all identified and new hazards take place on a regular basis and to update the Emergency Liaison Team of any changes to the festival plan. To liaise between the Event Management Team in all aspects related to the safe operation of the event. To advise the Event Director and Event Manager should any unforeseen issues arise.

**Production Manager**

To ensure that all stage activity is run on schedule and within the limitations set by the local authority. To oversee the co-ordination of artist movement and welfare at the event. To advise the Event Director and Event Manager should any unforeseen issues arise.

**Security Manager**

To ensure that all aspects of the Security and Crowd Safety plan are implemented and that the Event Director and Event Manager are advised of any potential incident that could raise the operating condition and where appropriate, to liaise with Police concerning crime and crime prevention.

**Traffic Manager**

To ensure all aspects of the Traffic Management Plan are implemented and to advise the Event Director and Event Manager should any unforeseen issues arise.

**Traders Manager**

To ensure that all undertakings included in the Trader & Concession Briefing are put into action on site and to advise the Event Director and Event Manager as and when any unforeseen issues arise.

**Bars Manager (Designated Premises Supervisor)**

To ensure that all aspects of the Bar Management Plan are actioned and to advise the Event Director and Event Manager as and when any unforeseen issues arise.

**Emergency Liaison Team (ELT)**

The Emergency Liaison Team (made up of key members of the Event Management Team), will continuously liaise whilst on site and meet at pre agreed times.

ELT meetings will take place in the Event Office, located in the production area, and have suitable access to working space and communications facilities, to be provided by the organiser.

The designated Event Controller(s) in liaison with the Event Manager and Event Director will co-ordinate on site activity during the event and will also be responsible for the maintenance of the event log.

Should an incident occur on site that requires the involvement or advice of local authority and emergency services, the Event Director will contact the appropriate representative. In the case that an emergency ELT is required to convene, appropriate members of the local authority and emergency services will be invited to assemble on site in a nominated Event Control Room. Should a major incident be declared then control of the event will pass to Thames Valley Police.

If any members of the local authority or emergency services require a wider or permanent presence on site, a desk will be made available for them.

The membership of permanent on site ELT and roles are as follows:-

**Event Director (Event Manager in the absence of the Director)**

In conjunction with the rest of the Event Management Team deal with incidents, occurrences. Make strategic decisions concerning the overall management and operation of the event with the ultimate view of ensuring that the event is operated safely. Liaise with emergency services colleagues.

**Event Controller**

Working alongside the Event Management Team and monitoring a dedicated radio channel they will prioritise and evaluate the information received and either assign tasks or relay information accordingly. Any information received that could affect the

safe running of the event would immediately be shared with the Event Director and an event log will be maintained.

**Medics**

A representative from the medical services will control and co-ordinate the deployment of medical resources around the event, including responding to reports and evacuating casualties from the site. (A Medical Plan will be attached as an appendix to this document).

**Traffic Manager**

The Traffic Manager together with representatives from the Traffic Management contractor will co-ordinate traffic management with Police. The Traffic Manager will be contactable on radio. (A Traffic Management Plan will be attached as an appendix to this document).

**Security Manager**

The Event Controller will support the Security Manager and Supervisors to direct resources around the site and to advise security staff of any live issues. The aim is to provide a swift and suitable response to reported incidents. (A Crowd Management Plan will be attached as an appendix to this document).

## 2. Emergency Planning

Emergency and evacuation plans are detailed in the Event Safety Plan and Crowd Management Plan, attached as appendices to this document.

A scaled, gridded plan of the event site will clearly show all structures, emergency exits, RVPs, blue routes, fire points and first aid facilities.

## 3. Venue and Site

The event will be held at Kirtlington Park, Kirtlington, OX5 3JN. The main arena will be located in fields surrounding the northern side of the main house and adjacent fields to the west and north west will be used as camping, live-in vehicles and car parking fields.

The following is a brief overview of the facilities that will be available on site. Many of the headings are expanded in more detail within this document and further information regarding locations can be found on the site plan.

**Accreditation**

Site and production contractors will be checked to confirm that they should be on site and that they have provided relevant H&S Documentation and are competent in health and safety matters. All contractors will be given an individual pass, which they will wear at all times. Accreditation will only be issued to those individuals who have provided their details to the production team; artists and entourage will be given a pass allowing them access to the relevant areas of the site.

**Site Build and Construction**

This will be carried out over the days leading up to the event from 2 weeks before and will be managed by the Site Manager and their team. During this period, the area will be classed as a working area with all relevant health and safety procedures in place and restrictions being enforced by the Site Manager and Safety Manager. Details of health and safety policies and procedures will be outlined in the Event Safety Plan and the Construction Phase Plan.

A full build schedule will be available prior to the first day of the build from the Site Manager.

**Site De rig and Load Out**

This will take place for up to 7 days after the festival has closed. As with build period, measures will be in place to ensure the health, safety and welfare of everyone who may be affected by the load out.

A full de rig schedule will be available prior to the first day of the de rig from the Site Manager.

**Site Plans**

The Site Manager will ensure that scaled plans of the event site are available clearly showing all structures, access and egress routes, emergency vehicle routes, audience areas and facilities. The final versions of the plan will have a grid reference system and be made available in sizes dictated by the scale of the drawing.

Due to the nature of the event and the fact that changes may be made during the planning process, please ensure that you are working from the most up to date plan. An updated version will be circulated on a monthly basis. The final "as built" plan will be issued the day before the event to reflect any changes made during the build period.

**Structures**

To be supplied by competent contractors who will issue full structural plans and calculations to the Site Manager, Safety Manager and appropriate representatives of the local authority as required. Contractors may be required to have a standby team on site for the duration of the festival to deal with any problems that may occur relating to structural integrity and weather conditions.

**Ground Cover**

The area in front of the stage is traditionally subject to heavy footfall that can lead to severe problems with mud and a build up of water. With this in mind, if weather conditions require it, the working area immediately in front of the stage will be covered using temporary roadway during the build phase of the event to ensure ground is protected. Mulch and bark chippings may be used should the ground conditions in any areas become waterlogged.

**Production Village**

The production area will house the following facilities:-

- Event Office
- Site Office
- Traders Office
- Security Office
- Health & Safety Office

### **Main Stage**

Constructed to consist of a traditional festival stage and a front of house control structure. The available viewing area allows in excess of 5,000 people to see this stage at any one time.

The stage will be isolated with a fenced perimeter containing the backstage area. The front of stage barrier will be of A-frame construction rated to withstand a constant pressure of 5kN/m and signed off as fit by the contractor prior to public admission.

All stage activity will be under the direction of the Production Manager, however the Event Controller will be in contact with the Stage Manager and will be able to implement show-stop procedures and override running orders should the Production Manager be unavailable.

### **Other Entertainment Arenas**

Various marquees and structures will be located in the main entertainment arena. After the performances on the main stage have ended, some of the marquees will remain open. Specific timings will be provided as an appendix to this document.

Stewards and reserves of crowd control barrier will be located at the sides of the tented stage, to ensure that the safety of members of the public can be maintained, should extra supplies of barrier be required. The need for this barrier will be co-ordinated by the Security Manager responsible for the area in conjunction with the Safety Manager and Event Director.

A show-stop procedure (available as an appendix) will be in place allowing the entertainment to be halted and any incident contained and dealt with should the need arise.

### **Backstage area**

A backstage area will include production facilities and dressing rooms. Access to this area will be by appropriate pass only. Vehicle access can be achieved without encroaching on the public areas of the site.

### **Site Inspection**

To comply with the licence conditions, an inspection of the site and facilities will be made before the event is opened to the public. The inspection will ensure the integrity of the site infrastructure and that the site is suitable in order to admit members of the public. The Event Director will agree inspection times with members of the Multi Agency and SAG.

In the event of any item, facility or situation being identified as not meeting any of the licence conditions during the inspection, the Site Manager or Safety Manager should be informed immediately.

### **Opening of Event & Event Areas**

Car Parks, Campsites and Arenas will have different opening times. Prior to the opening of each area to the public, any issues arising from local authority or event management team inspections must be logged and resolved via Event Controller. Once resolved, Event Controller will carry out final opening checks, then give the go ahead to Security Control to open the gates.

If areas are ready to open before the advertised time, the Event Controller will contact the Event Director to request permission for early opening. Priority will always be given to get early arrivals in and help avoid a build-up of people at the gates.

### **Start of Stage Activity**

Once the arena entrances have been opened and not before the advertised times, the Production Manager, when ready, will contact the Event Director or Safety Manager to obtain permission to start the stage activity in each area, in accordance with the schedules. The Event Director or Safety Manager will then advise Event Controller that stage activity is about to commence and if all agencies agree the Production Manager will be given the go ahead to commence.

### **End of Stage Activity**

The stage activity in the main arena will not continue past the curfew time stipulated in event timings. If at any time the Production Manager thinks that this curfew will not be achieved, they will notify the Event Director immediately.

### **Closing of Main Arena**

Once all stage activity has ended the Security Manager will ensure that a sweep of the main arena is conducted to ensure that all members of the public have left the area. Once it is confirmed that the arena is clear the Security Manager will inform Event Director and Event Controller who will lift the vehicle curfew.

## **4. Communications**

A list of site contact numbers (and mobile numbers of key individuals) will be available.

The main mode of communication on site will be a two-way radio system which will be installed for communications during the build and event. Radio channel lists and correct radio procedures will be made available to all radio users on site.

Because of the volume of mobile telephone traffic experienced during large events, mobile phones are not expected to be a reliable form of communication, therefore ALL KEY PERSONNEL ARE EXPECTED TO COLLECT AN EVENT RADIO ON SHOW DAYS.

Kirtlington Park will make available a telephone system enabling external landline communications at all times.

Radio communications will be managed and logged by Event Controller. An event log will be maintained during the show and will provide a formal record of the day's events and key decisions.

### **RADIO NETWORK OPERATION**

Event staff will be issued with radios where required, to negate the need for carrying multiple radios the Event Controller will monitor radio traffic and ensure that relevant messages and intelligence are passed on. Each department will be allocated a designated channel as well as the establishment of a chat channel and an emergency channel.

All safety critical or emergency messages will be transmitted on the Event Control Channel. The Event Controller will be responsible for ensuring that all members of the Event Management Team move from the standard operating radio channels to the Event Control Channel during alert conditions.

Communications with the public will be through the main stage PA, if required.

## **5. Crowd Management**

### **Security and Crowd Management**

A competent security company will be engaged to manage the main arena security, crowd management and campsite security. The organisers will ensure that the security company has extensive experience in managing similar situations at previous events and that the level of security and crowd management at this festival is of the highest standard. A Crowd Management Plan will be appended to this document.

All staff based on entrances, bars and those likely to have significant customer contact will be registered within SIA rules (Security Industry Association).

Under normal circumstances executive control for ALL operational security matters will rest with the Head of Security who will liaise regularly and directly with the Event Director, with operational decisions taken by the various Security Managers.

In addition to the control exercised by the various Heads of Department the Event Director and the Safety Manager will have the authority to direct any member of the security staff to perform any duty in the interest of event safety. This authority will be confirmed by the production of their named accreditation.

Staff will also be present from a voluntary organisation working as stewards. This role will supplement the security companies and will be for information and stewarding purposes only, not for crowd management or security.

### **Crime Prevention**

The organisers are committed to reducing crime at the event. Measures will be taken to ensure that opportunist criminals and organised groups do not have the opportunity to spoil the event for the majority of customers.

Any persons apprehended by security staff in the commission of a criminal offence will be passed to Thames Valley Police. Security staff will also assist, where possible, in the identification and apprehension of offenders and the prevention of crimes.

### **Alcohol**

Bars will be open throughout the event, within the permitted times and as per the event timings documents (found as an appendix to this document).

Camping customers will be allowed to bring alcohol for personal consumption into the campsite but will not be able to take it from the campsites into the arenas. Day customers will not be allowed to bring alcohol into the event.

### **Glass**

Pre event communication to the audience will advise that glass is not allowed into the event (campsite or arena). In the case that camping customers arrive with glass bottles containing liquids that will ruin if decanted (champagne, etc.), the security staff will allow those glass bottles into the campsite: This is on the basis that they are comfortable that the audience member poses a low threat of creating problems relating to the glass. Guests will be warned that they must use the bins provided to dispose of the glass and will not be allowed to take glass from campsites to the arena.

Some of the event bars may sell sparkling wine in glass bottles to be served with shatterproof plastic champagne flutes. In these cases, the glass bottles may not be taken outside of the enclosed garden areas that surround the bar. A security position will be located at the entry/exit to the garden area to ensure no glass is taken beyond that point.

Glassware aside from the above mentioned bottles will not be allowed into the event under any circumstance. Stewards and cleaning staff will be especially observant for discarded glass within the event. No glass will be sold at any concession outlet or bars that do not have an enclosed garden area, any trader found selling glass containers will be asked to remove them from sale or face closure.

### **Acceptable Behaviour**

The organisers will not accept prejudiced or aggressive behaviour amongst audience members, any reports of such incidents will be fully investigated and the perpetrators, if apprehended, ejected from the event or passed to the police. The organisers are also committed to reducing audience injuries through crowd surfing and moshing and will implement a two strikes policy, leading to ejection for those persons who persist in this activity.



### **Show Stop Procedure**

Stopping a show in the middle of a performance can sometimes create unexpected problems such as crowd surges, violent behaviour and confusion and should only be used as a last resort if a situation or incident cannot be resolved whilst the show continues. The organisers have developed a robust show-stop procedure which will be appended to this document. All personnel involved in the stopping of the show at any point will be fully briefed as to their respective roles.

## **6. Traffic Management**

The event organisers will appoint a Traffic Manager who will agree a Traffic Management plan in consultation with the local authority. This plan is intended to reduce the impact of the event on the local highways infrastructure so far as is reasonably possible. The Traffic Management contractor will be responsible for ensuring that all aspects of the Traffic Management & Signage Plan are implemented.

The Event Organiser is responsible for fully funding the Consultation, Design, Implementation and Supervision of a Traffic Management Plan for the event, including all traffic management measures that are necessary to effectively ensure the safe and expedient movement of all road users arriving at and exiting the event. This is to include pedestrians and the mobility impaired persons.

On event day, traffic management immediately outside the event site will be the responsibility of the Traffic Manager in liaison with the organisers and local authority. The Traffic Manager with the support of the Traffic Management & Car Parks Team will manage traffic inside the Estate, which will include staff, artist and guest traffic.

Any issues that arise, external to the event, due to traffic in the surrounding areas will be discussed by ELT.

The Event Organiser will ensure that local residents are informed in advance of any proposed road closures and one-way restrictions required for the event as agreed by the local authority.

Any contractor operating on a highway will obtain relevant approval and be fully accredited. Should such consent not be given, by the due date, the Council reserve the right to procure the necessary services, for which the Event Organiser will be responsible for any of the costs incurred.

The traffic management plan will be found as an appendix to this document.

## **7. Temporary Structures**

The Organisers will engage competent contractors who will issue appropriate documentation to include structural plans and calculations, fire retardant certificates

and wind loading calculations, to be checked by the Safety Manager and made available to representatives of the local authority if required. The contractor who is responsible for the staging structures will ensure that a standby team is on site for the duration of the event to deal with any problems that may occur relating to structural integrity and weather conditions.

All temporary demountable structures to be erected will satisfy the guidance contained in the document Temporary Demountable Structures: Guidance on procurement, design and use (fourth edition) April 2017 published by The Institution of Structural Engineers. In the case that the event commissions bespoke structures to be designed and built for the event only, documentation will be checked by a structural engineer and once built on site, completion certificates issued before it can be opened to the public. In the case of standard TDS supplied with full documentation by competent contractors (e.g. big tops, marquees etc), the Safety Manager will carry out checks on documentation and issue completion certificates. Certificates will be shared with the Local Authority prior to the event opening. Further details, drawings, calculations, method statements for each structure will be kept on file and be available for submission to the Local Authority on request.

## **8. Barriers and Fencing**

### **Barriers**

Three types of barrier will be used at this event, as follows.

#### **Pedestrian Barrier**

This is the traditional galvanised barrier used as a way of creating sterile areas or restricted access points at locations that will only experience low-density crowd movement.

#### **Police Barrier**

Similar to Bike Rack but with low profile tubular feet that do not create a trip hazard and absorb light crowd pressure enabling them to be used in locations with a higher density of crowd movement.

#### **Pit Barrier**

Traditional A-frame load bearing barrier to a rating of at least 5Kn/m that will be used in areas of high crowd density such as in front of the stage and around structures in close proximity to the stage.

### **Fencing**

Two types of fencing will be used at this event:-

#### **Heras**

2.5m high block and mesh fencing. This alongside security patrols will secure the perimeter of the event. It will also be used to segregate areas, can be used braced or with 'triangles' to provide a load bearing barrier; will only resist light crowd pressure.

**Steelshield / Timbershield**

Pressed steel sheeting, 2.4m to 3.3m high, pinned to the ground, the panels are also braced and able to absorb light to moderate crowd pressure.

**9. Electricity Supply and Lighting**

Temporary electrical supplies, including all generators, distribution cabling and end connection for the arena will be installed by a competent contractor in accordance with the site plan and power specifications (which are available from the site manager).

All temporary power supplies will be installed to BS 7909 and fitted with RCD protection, where necessary, and suitably earthed. The provider will sign off all installations as correctly fitted before use.

A full risk assessment and method statement for the installation and management of all temporary power supplies is held in the event technical file.

**10. Bars and Concessions****Bars**

The bars will open and close at the times stated in the Event Timings Document to be found as an appendix to this plan. The event management team will work with the Stewards and begin to close bars earlier if circumstances dictate this course of action would be appropriate.

The positioning of bars can be seen on the site plan.

All bars will have sufficient lighting and fire fighting equipment as well as sanitary and hand washing facilities for staff.

Bar managers will operate a challenge 25 policy to ensure that persons under 18 are not served with alcohol and that all drinks are dispensed in plastic cups or PET containers.

**Food Concessions**

Food concessions will be located around the site, offering a wide variety of hot and cold food and drinks.

The Trader Manager will collate and submit to the Council's Environmental Health Department the following information on all the catering operations:

- a) name and address of the food business,
- b) the food business operator,
- c) the local authority with whom the food business is registered,

- d) the number of units,
- e) an indication of the type of food produced,
- f) the location of each unit at the festival site,
- g) Contact names and mobile telephone numbers for food business operators during the event.

The Trader Manager will carry out checks of all food trader paperwork and on site set-up prior to the event opening to the public. Should any trader be found to not be operating to the required standard, the Trader Manager will stop that trader from operating.

The Trader Manager will ensure that:

- All food concessions comply fully with the relevant requirements of EC Regulation 178/2002 (laying down general principles and requirements of food law and laying down procedures in matters of food safety) and EC Regulation 852/2004 on (The Hygiene of Foodstuffs).
- All food concessions are situated within 50 meters of an accessible supply of water, which has a constant supply of water that is of a potable quality, therefore not supplied by a source that is deployable i.e. bowser.
- All food concessions on the site are registered with, and have been inspected by, the Local Authority where the business is based, prior to the event.
- All food concessions that handle high-risk food (a food that is likely to support the growth of pathogenic micro-organisms or the formation of toxins) have immediate access to hot hand wash facilities.
- Suitable and sufficient facilities for the disposal of all solid and liquid waste shall be provided within the same compound as any food concession.

The onsite Fire Marshall will ensure that all concessions will have suitable fire fighting equipment. The Trader Manager will ensure that sanitary and washing facilities for staff are present and that the trading unit is operating in line with the documentation they have provided.

The Organiser will also ensure that all catering operations are available for inspection by the Council's Environmental Health Department at an agreed time prior to the opening of the event to the public. The Organisers will further guarantee access at all times that the event is open. In addition, the Event Organiser will ensure that immediately at the request of the Council's Environmental Health Department appropriate action is taken to prevent any risk to public health or safety from a food operation or trader not complying with Food Safety or Health and Safety at Work legislation. Appropriate action could include the closure of the operations, or, where necessary, removal from the site.

All traders will be required to order gas via the event-approved gas supplier (who will deliver direct to site). Any remaining gas will be kept in a secure compound away from the busy areas of the site.

The Trader Manager will ensure that any concession/outlet responsible for the supply of any drug alternatives, herbal substances, pills, powder or gases (other than from a dedicated pharmacy approved by the health authorities), which is found to be causing legitimate concerns to any of the emergency services ceases providing that substance and if a concession/outlet continues to sell/provide such items, the Event Organiser will close such outlets on site.

The Trader and Concessions Briefing will be provided as an appendix to this document.

## **11. Merchandise & Non Food Traders**

Merchandising units selling goods and merchandise will be located around the arena and will be identified on the site plan.

Any trademarked merchandise sold at the event will be authorised or licensed by the trademark holder.

It is recognised that all goods for sale will not be in any way dangerous or offensive and any retailer found with such items for sale will be asked to remove these items from display or face being asked to leave the site. Traders will not be authorised to sell inappropriate items i.e. poppers, weapons or prejudiced material.

Only authorised traders will be allowed to sell cigarettes: the sale and advertisement of will be in line with regulations.

Fire fighting equipment will be located around the market areas and waste contractors will ensure that there is no build-up of flammable waste.

## **12. Amusements**

### **Funfair rides**

There are plans to have some funfair rides at this event. They will be supplied and managed by a competent fairground company who is part of the ADIPS scheme and all necessary documentation will be collected and submitted before the rides open.

## **13. Sanitary Facilities**

Toilets for staff and public will be located throughout the arena and campsites in compounds and numbers provided will exceed the minimum requirements as stated in the Event Safety Guide. Access routes for cleaning and replenishing will be provided outside of the public arena. Cleaning and replenishing will be undertaken on a regular basis and a schedule will be circulated.

### **Arena Toilet Provision will exceed the statutory numbers of**

Female	1	Toilet per	75 required
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Male	1	Toilet per	400 required
Male	1	Urinal per	100 required

**Campsite Toilet Provision will exceed the statutory numbers of**

Female	1	Toilet per	75 required
Male	1	Toilet per	150 required
Male	1	Urinal per	250 required

## **14. Waste Management**

A waste management company will be appointed to deal appropriately with all waste from the site. Litter picking will take place throughout the event to prevent a build-up of materials that could be used to start campfires etc. The waste company will ensure that as much waste material is recycled as possible, details of recycling can be made available on request.

Concessions will be encouraged to deal with waste products quickly to prevent an accumulation that could lead to either environmental issues or the gathering of cardboard etc. to be used as fuel for campfires. Skips will be emptied at times when no customers have access to the area.

The Event Organiser will ensure that waste water from all commercial and event catering activities is collected and stored in tanks for proper off-site disposal.

A waste management plan will be available as an appendix.

## **15. Sound and Noise Management**

The sound levels for the event will be agreed with the local authority and will be in accordance with the code of practice for sound control of open-air concerts.

The organisers will appoint an appropriate contractor to monitor noise levels in the surrounding area and investigate any complaints.

The sound monitoring team will be in contact with the Production Manager via Event Control should any action need to be taken during the event and have authority to instruct the sound engineers to adjust sound levels.

Further details can be found in the Noise Management Plan that will be attached as an appendix to this document.

## **16. Special Effects**

Should the organisers wish to use pyrotechnics or lasers, then relevant permission will be sought with only competent contractors engaged to deliver the service and documentation passed on to the local authority prior to the show beginning.

## **17. Camping**

### **Campsite Operation, Facilities and Attractions**

The following is a description of the facilities available on the campsite and the operational method to be employed to manage these facilities. The day-to-day maintenance of the campsite facilities will be the responsibility of the Site Manager and the general operation of the campsite will be the responsibility of the campsite Security Supervisor.

The campsite will open and close at the times stated in the Event Timings document, as appendix of this document.

A separate campsite area is to be available for those customers with campervans and those wishing to upgrade to the boutique or premium camping area.

### **Sanitary Facilities & Showers**

Toilets and showers will be located either within or within immediate proximity to campsite (see site plan). They will be well lit and serviced at regular intervals throughout the weekend. All units will be located so that cleansing of units does not have to operate in public areas.

### **Drinking Water**

Free drinking water will be provided throughout the weekend, water points are located with sanitary points and will be signed and lit as well as being represented on the site maps.

### **Campsite Welfare**

A Welfare operation based in the Medical Tent will be available for the period that the arenas are open. The Medical Tent will be open 24 hours. It will be located in close to the campsites. Throughout the day the Safety Manager, Site Manager and campsite Security Supervisor will make regular checks of the campsites and its facilities.

### **Final Clearing of Campsites**

The campsite will close at the time stated in the Event Timings document, an appendix of this document. A full search of all areas and items left by campers will take place to ensure that all persons have left the campsite and that no objects have been left that could pose a threat to the health, safety and welfare of crew working on the de-rig.

Production and contractors' vehicles will not be allowed into the campsite area until authorised by Event Controller.

## **18. Facilities for People with Special Needs**

Supplying facilities for disabled people represents a particular challenge for festival organisers due to the green field nature of event sites and concentration of people. The promoters accept their responsibility to take all reasonably practicable steps to ensure that people with disabilities are catered for and are signed up to the Attitude is Everything Charter of Best Practice for accessibility at music events.

A viewing area for wheelchair users will be located to provide an unobstructed view of the main stage; suitable toilets will also be located within the site.

An accessible parking area will be designated.

An accessible camping area has been identified with accessible toilets and showers.

## **19. Medical Provision**

### **First Aid and Medical Provision**

The Medical Tent will be located in the arena, close to the campsite for easy access. If required based on an assessment of the audience numbers and profile, a first aid posts will be located next to the main stage to receive casualties and provide a triage and treatment facility depending on the nature of the injury/illness. The objective of the medical plan is to manage the majority of incidents on site with only the most serious being referred to local facilities.

Lost / vulnerable people will be directed to the Medical Tent and be the main point of contact between festival goers and organisers.

Full details of medical deployment will be found in the medical plan appended to this document.

## **20. Information and Lost Property**

An Information Point will operate from the Box Office where members of the public will be able to obtain assistance from staff. This will be located at the event entrance and they will provide event information and deal with lost property. Any items handed in will be logged and if not collected before closing on Monday can then be collected via the event website.

## **21. Children**

In keeping with the priorities of the licensing act, the organisers recognise their duty to protect children from harm.



Any contractors, performers or individuals whose role specifically requires them to have direct contact with children will be required to be DBS checked and to produce a child protection policy.

Parents will be advised that a lost child wristband will be available at the Medical Tent. On collection parents will log their name and phone number and write their phone number of the child's wristband.

The Information & Medical Tents will take responsibility for lost children. A lost child procedure will be in place to ensure that an appropriate procedure is followed to both care for the child and return to the child to their parents or carer. The procedure can be found in the Child Protection Policy and Procedure as an appendix to this document.

## **22. Artists**

A full line up and show-day running order will be made available immediately before the event, to those who need it.

An artist area, including dressing rooms, artist green room, press and media facilities will be established in the backstage area. Admission to this area will be by pass only and this will be managed by security.

Because of the nature of the event there are no artists with a high-risk profile or who are likely to incite the audience to unsafe behaviour or public disorder.

## **23. Television and Radio Broadcast**

There are currently no plans to broadcast the event live but it may be recorded for use at a later date.

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## Appendix 3 - Kirtlington PC Objection

**From:** [kirtlington clerk](#)  
**To:** [Licensing \(CDC\); Michael Sands](#)  
**Cc:** ["David Richardson"](#)  
**Subject:** 19/PRM1663/LAPRE1 | New Premises Licence | | Kirtlington Park OX5 3JN - response from Kirtlington Parish Council  
**Date:** 31 December 2019 16:19:42

---

Dear Mr Sands

[19/PRM1663/LAPRE1 | New Premises Licence | | Kirtlington Park OX5 3JN](#)

The Parish Council wishes to object to this Licence application on the grounds both of potential risk to public safety and potential public nuisance arising principally from the likely very high levels of increased traffic near and within the site at the time of the proposed event.

As far as can be ascertained, it is intended that vehicles will access the north side of Kirtlington Park from Akeman Street, a fairly narrow local road which is at one section single track and which overall is in far from good condition. It is a much-used route for local traffic, notwithstanding the A4095 which takes a parallel course immediately to the north – both are used heavily at rush hour for example. Those living in the village centre already encounter significant difficulty when negotiating the main through road at peak times either as drivers or pedestrians, and it seems safe to assume the additional traffic associated with this event will increase these difficulties for the elderly and for very young pedestrians in particular.

The Parish Council would be grateful for the examination and analysis of this application that a Committee Hearing would afford, in order to be reassured that any risks which may arise are subject to the necessary safeguards, and that local conditions as understood and experienced by bodies such as Thames Valley Police and the County Highways Department are fully catered for.

Yours sincerely

*Ruth Powles*

Mrs Ruth Powles  
Clerk, Kirtlington Parish Council

Office hours: Monday to Wednesday

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## Licensing Responsible Authority representation in respect of Kirtlington Park premises licence application.

- A premises licence grant application for Kirtlington Park, OX5 3JN, was submitted by a representative of U Live Ltd. This application requested that the entire area and land associated with Kirtlington Park should be licensed under the Licensing Act 2003.
- U Live is a company which organises large scale event throughout the country. These events are advertised as ticketed events, with camping facilities, age checks, and security. A copy of U Live website has been attached to this report as **Appendix 1**.
- The licence application describes Kirtlington Park as a temporary event site which will host:
  - Camping
  - Fun Fairs
  - Stages, inclusive of a main stage
  - Retail and food outlets
  - Sanitation facilities
- The licence application requests and outlines the following indoor and outdoor activities from 9am to 2am:
  - Plays
  - Films
  - Dancing
  - Amplified and unamplified live and recorded music
  - Late night refreshment
  - Sale/supply of alcohol
  - Regulated entertainment which would include semi nudity, burlesque acts, and age restricted films.
- The application states that the premises would be open 24 hours a day and requests a capacity of 14,999 at any one time.
- The application offers little or no details of procedural guidelines in order to promote the licensing objectives. Rather the application only really refers to an event plan, and the agreement of the Licensing Authority and the local Safety advisory Group (SAG). Such an event plan is proposed to be published 28 days before an event.
- The additional information supplied by the applicant refers to:
  - A daily capacity of 5,000 people, which contradicts the licence application of 14,999 capacity.
  - A main stage arena with a capacity of 5,000 people being able to view the stage.
  - Communication with patrons advising them not to bring glass bottles etc to the site, but states that bottles would not be prevented from entering the camping site.
  - Patrons being allowed to bring their own alcohol to the event, but not the main entertainment area.
  - The erection and dismantling of the events facilities for a period of approximately 7 days before and after the start and finish dates of the event.

- The Licensing Authority recognises that such large-scale events require a comprehensive Event plan, and such plans are specific to the event, time, location, and circumstances. Based on the vague details of the application, and additional documents, the Licensing Authority objected to the application.
- This objection suggested the following condition to be added to the licence:
  1. A full event plan will be submitted to all responsible authorities, and Safety Advisory group agencies at least 5 calendar months before the first date of the event.
  2. The event plan will outline all event procedures, and facilities, and outline how the event would promote, and comply with, the licensing objectives.
  3. The event plan will be subject to Safety Advisory Group requirements (SAG).
  4. All of the SAG requirements must be agreed and evidenced at least two calendar months before the first date of the start of the event.
  5. Failure to comply with the SAG requirements would cancel the event.
  6. The licence would be granted on a singular event basis and SAG agreement of that singular event.
  7. The licence will only allow one event per calendar year where more than 500 people can attend.
- Following this objection, the applicant agreed to the suggested conditions, except for condition 1. This condition was negotiated to read as:
  1. A full event plan will be submitted to all responsible authorities, and Safety Advisory group agencies at least **3 calendar months** before the first date of the event.
- The Licensing Authority believe that the addition of the stated agreed conditions would ensure that any events or activities taking place at the park would be thoroughly vetted via the SAG committee, thus ensuring that all licensing objectives would be promoted and adhered to.

Specifically, the SAG would consider the events management plan in relation to:

Noise  
 Public nuisance  
 Traffic management  
 Public safety  
 Crime prevention  
 Public health associated matters  
 Protection of children and vulnerable persons  
 Any associated implications of the event  
 Should the event plan not satisfy members of the SAG, and a compromise not reached, then the licence would be deemed as not valid for that event.

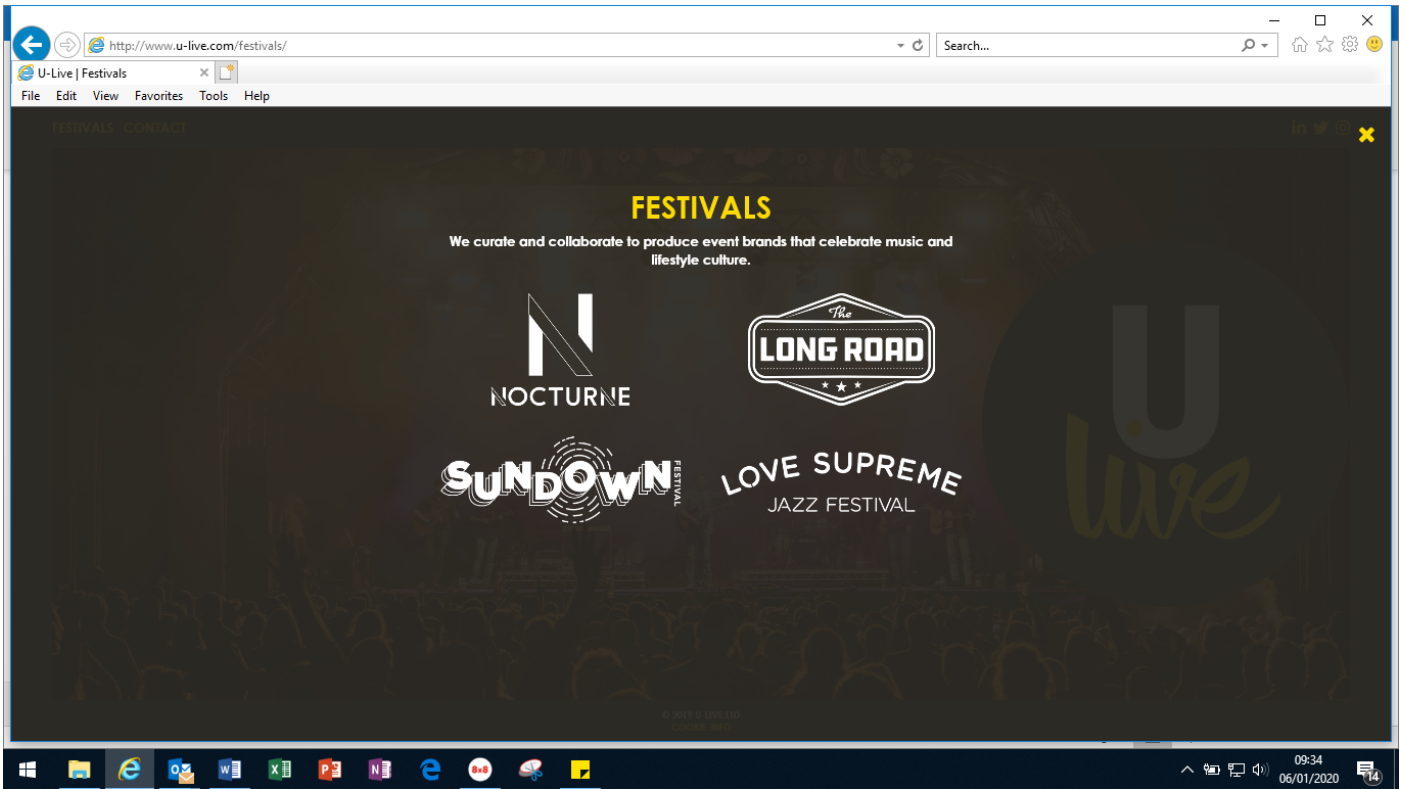
- The committee may wish to use the proposed conditions, add to them, or exclude all or some of them.
- When making the committees decision the Licensing Authority would respectfully request that members also consider the following:
  - A. The licence application covers the entire park, and there are little, or no details listed on the premises plan (such as camping area, stage area/s, retail areas, bars, access and emergency exits).

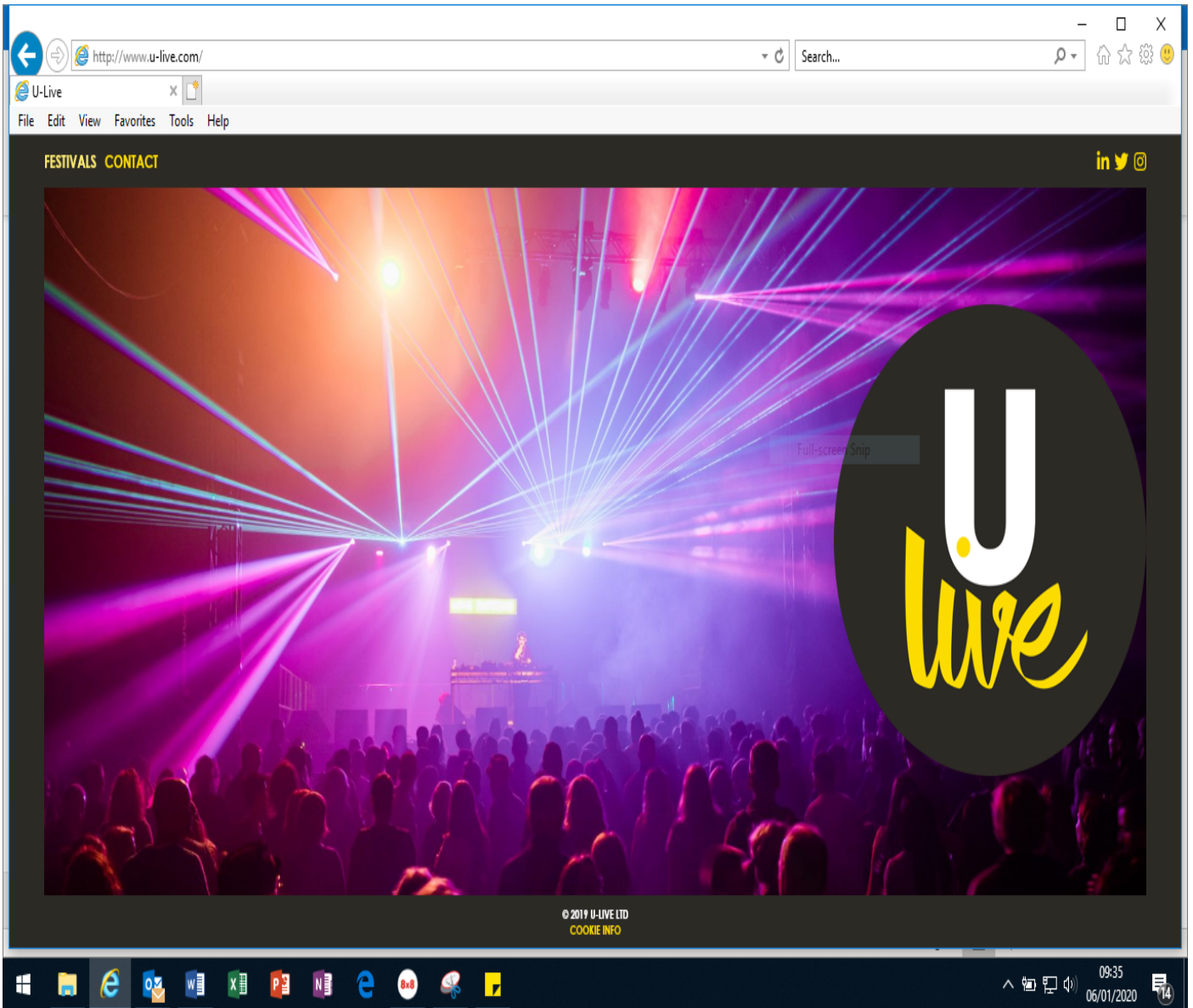
- B. The application requests a licence for a capacity number of 14,999 throughout the year, and opening times of 24 hours, and as such the application has no restrictions to those 14,999 people attending the licensed premises at any time.
- C. All requested licensed activities are requested to run from 9am to 2am.
- D. The application lacks details with regards to adhering to and promoting the licensing objectives.
- E. Kirtlington park is situated in a rural location, and is neighboured by Kirtlington village, working farms, forests, and a Polo club/school. Large events held at the proposed premises may cause a public nuisance, impact on local businesses, cause unnecessary distress to neighbouring life stock, and wild life, and impact on the culture and life styles of all the surrounding area. The premises location is demonstrated on **Appendix 2**.
- F. Kirtlington Park is accessed by the A4095, via Kirtlington village. Other access roads surrounding the park are classified as B roads. This may represent access problems for event infrastructure deliveries, and traffic capacities. The premises location is demonstrated on **Appendix 2**.

Christine Pegler  
Lead Licensing Enforcement Officer

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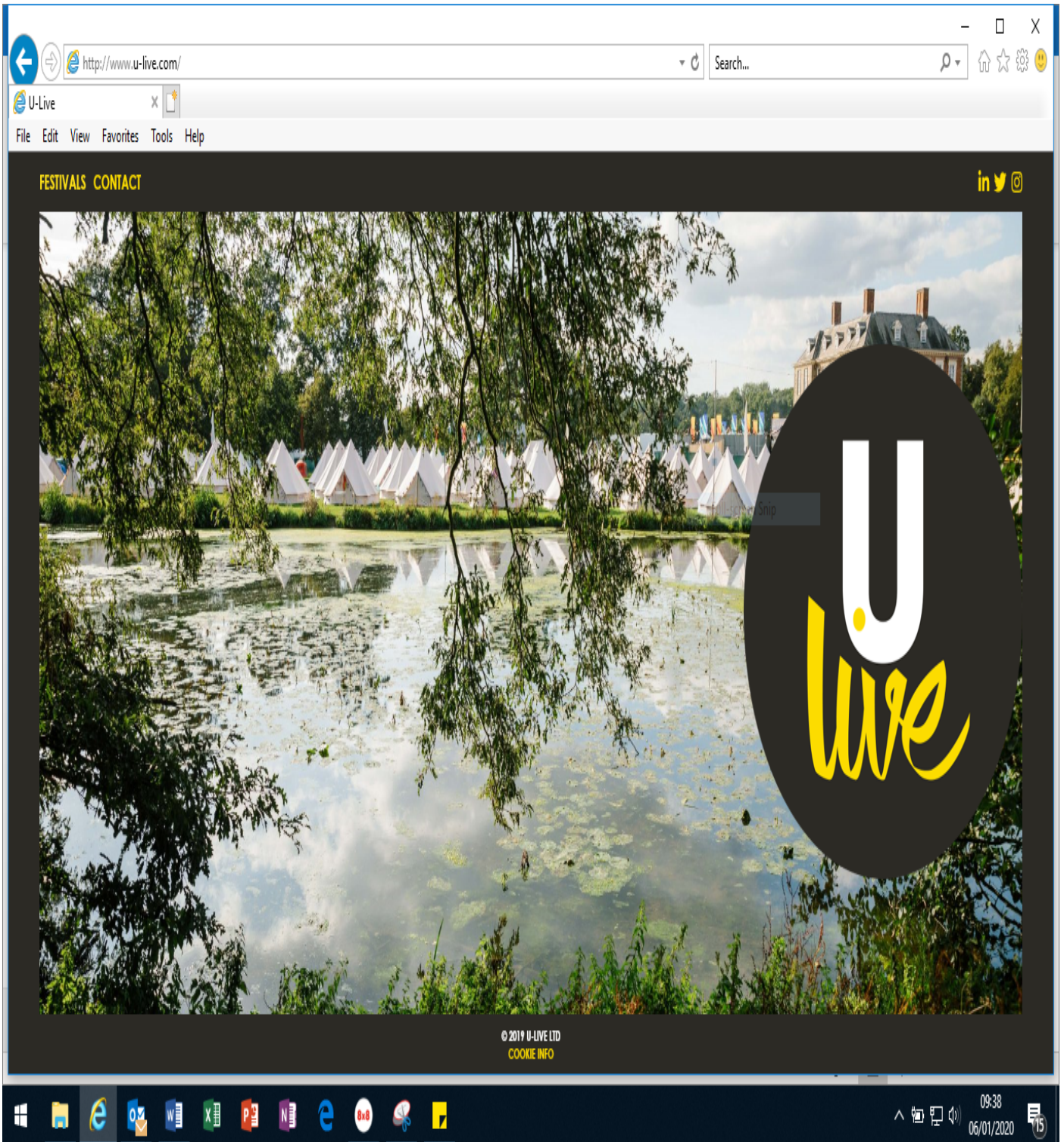


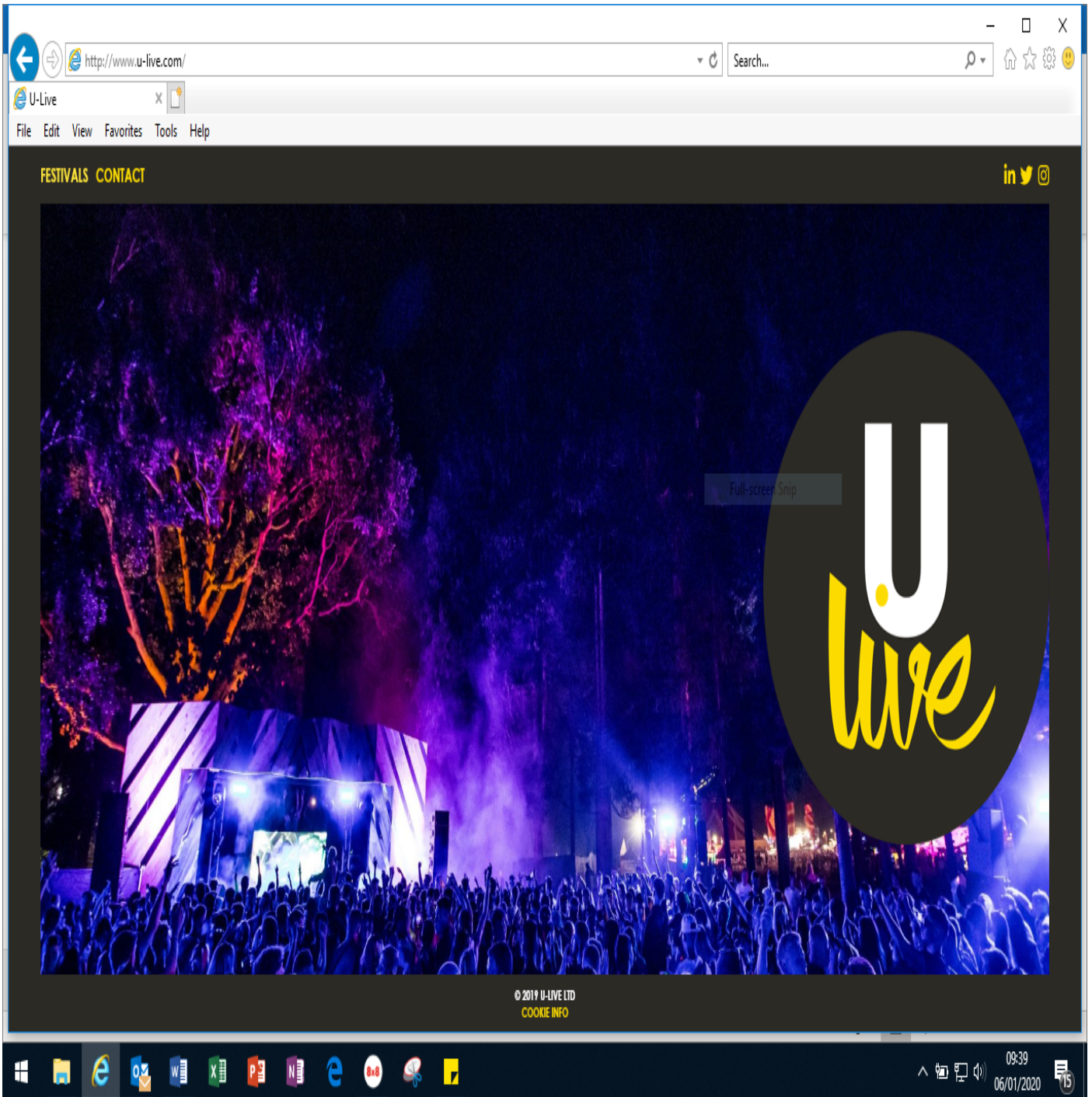












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The image is a screenshot of a web browser displaying the Bing Maps interface. The browser's address bar shows the URL <https://www.bing.com/maps?q=kirtlington+map&FORM=HDRSC4>. The search bar at the top of the map page contains the text "Cherwell, OX5 3JN, England". The map itself shows a green-shaded area representing a park or golf course, with a black location pin in the center labeled "Cherwell, OX5 3JN, United Kingdom". Surrounding features include the "Oxford Canal", "Kirtlington Golf Course", "Kirtlington Golf Club", "The Oxford Arms", "Black Mountain Resorts", and "Stonehouse Farm". The left sidebar is open, showing options for "Directions", "Share", and "Save". Below these are "Save to calendar" and "Nearby" categories including Restaurants, Hotels, Attractions, Coffee Shops, Grocery Stores, and Nearby Transit. At the bottom of the sidebar, there is an advertisement for "Cherwell | Top 20 Cherwell Holiday Homes" with the URL <https://www.hometogo.co.uk/cherwell/holiday-rentals>. The Windows taskbar at the bottom shows various application icons and the system clock indicating 16:16 on 06/01/2020.

Page 73

Browser address bar: <https://www.bing.com/maps?q=kirtlington+map&FORM=HDRSC4>

Search bar: Cherwell, OX5 3JN, England

Map title: Cherwell, OX5 3JN, United Kingdom

Map features: Aerial, United Kingdom · England · Oxon · Cherwell, +, -, Feedback

Left sidebar:

- Directions
- Share
- Save
- Cherwell, OX5 3JN, United Kingdom
- Save to calendar
- Nearby: Restaurants, Hotels, Attractions, Coffee Shops, Grocery Stores, Nearby Transit
- Search nearby
- United Kingdom · England · Oxon · Cherwell
- 51.874771, -1.263875
- Cherwell | Top 20 Cherwell Holiday Homes
- <https://www.hometogo.co.uk/cherwell/holiday-rentals>

Map labels: Tackley, Tackley Church Of England Prim..., Black Mountain Resorts, The Old Flight House, Kirtlington, United Kingdom, The Oxford Arms, Kirtlington Golf Club, Kirtlington Golf Course, Stonehouse Farm, Weston on the Green

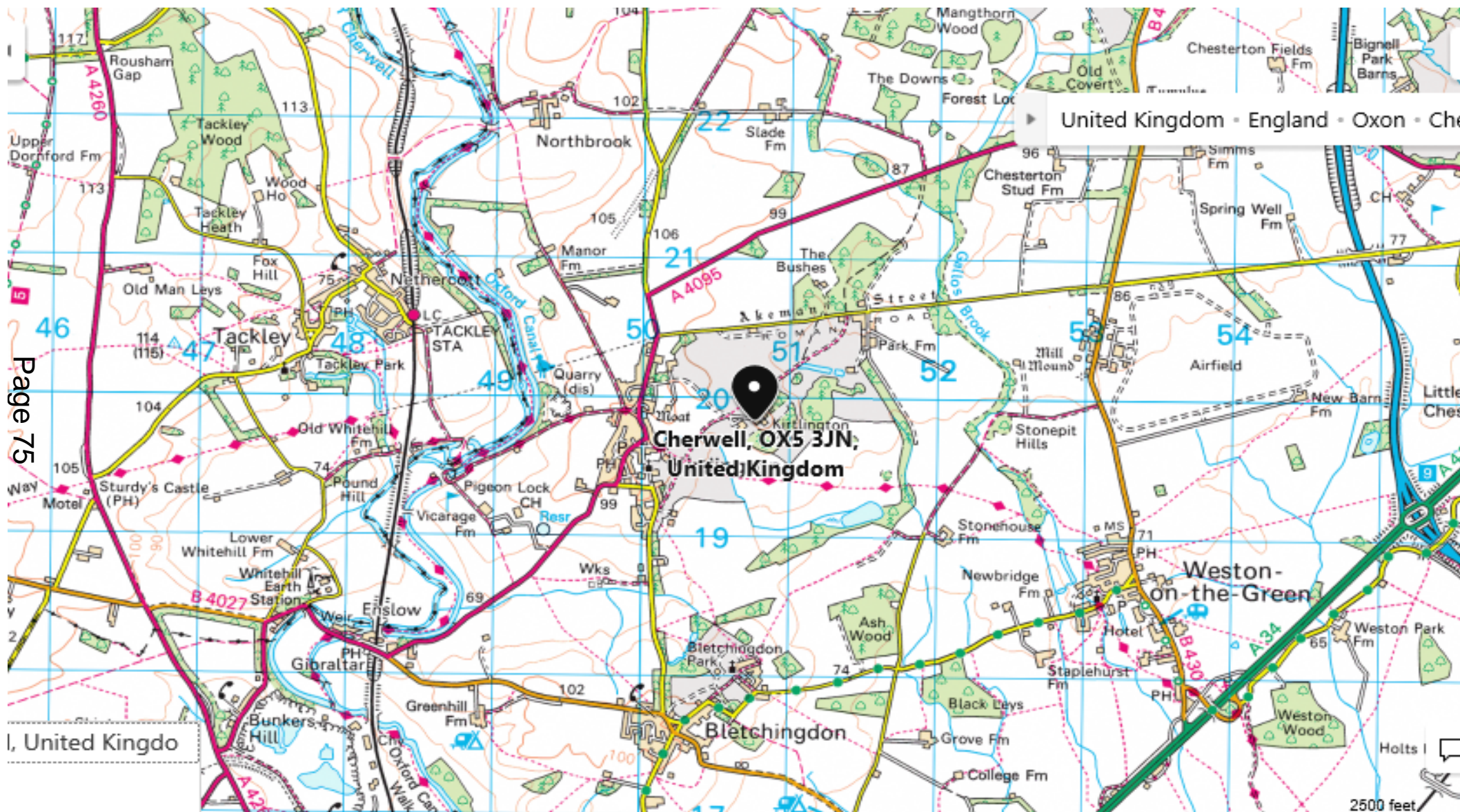
Map coordinates: 51.874771, -1.263875

Map scale: 1000 feet, 500 meters

Map copyright: ©CNES (2019) Distribution Airbus DS, ©2017 HERE, © 2020 Microsoft

Page 74



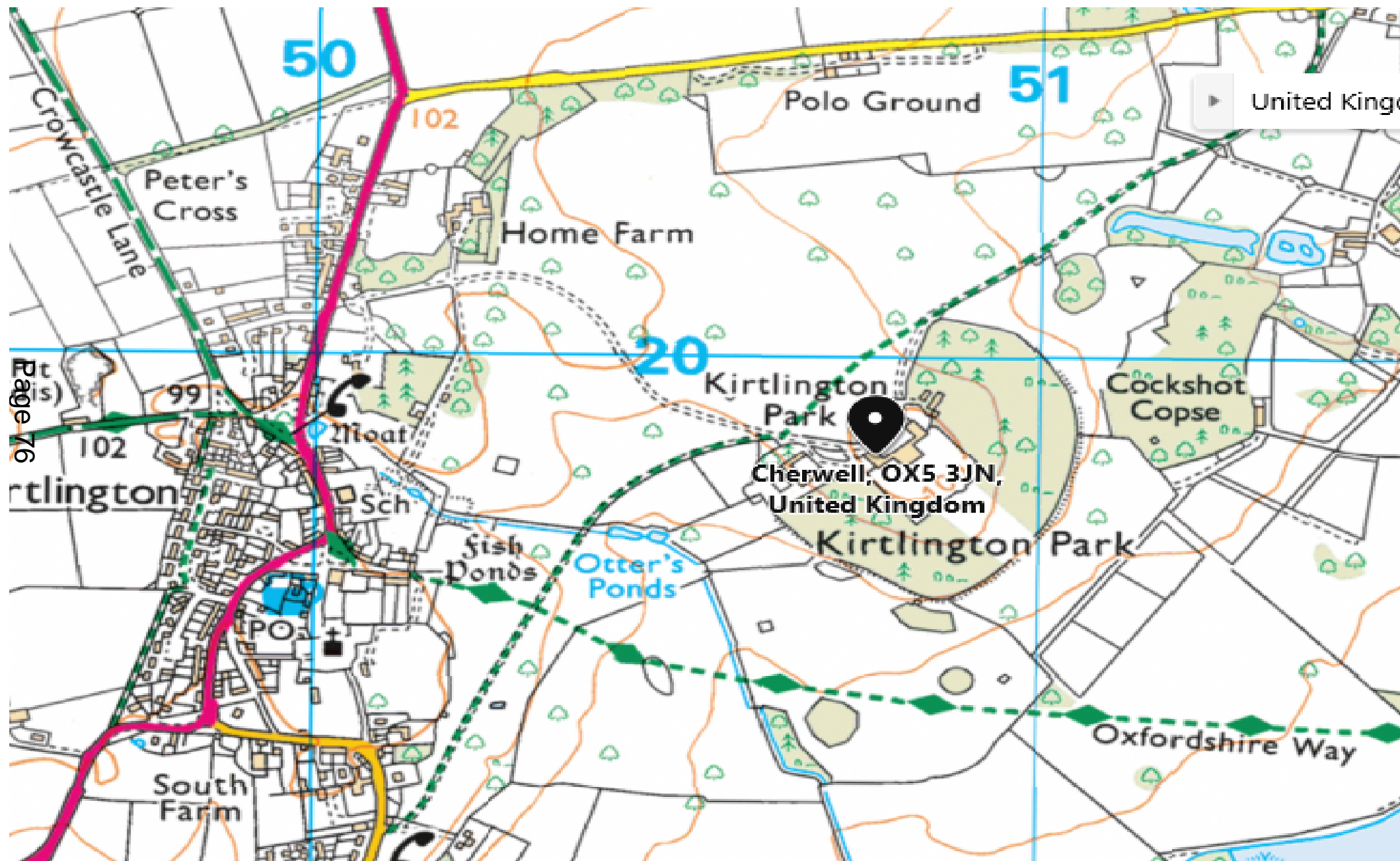


Page 75

United Kingdom

United Kingdom · England · Oxon · Che

2500 feet



## Appendix 5 - Resident Objection

**From:** [REDACTED]  
**To:** [Licensing \(CDC\)](#)  
**Subject:** Kirtlington park festival  
**Date:** 19 December 2019 21:24:55

---

To whom it may concern,

I am a resident of Kirtlington and would like to place a concern regarding any festival.

Whilst I can see how this may be good for the area in terms of revenue, there are quite a few families who live in the village and surrounding villages who have young children and/or work and have to be up early for school and work. Any noise late at night will be of a disturbance to the villagers and their families.

There's also the concern of parking. Where will the festival goers park? The village isn't huge and parking for residences must be a priority. Not to mention the increase of traffic during and either side the festival may cause a nuisance especially late at night.

I don't think it's fair for those who are up early and/or have children to suffer due to any festival with music and drinking.

Do you plan on putting time limits on live music? What about drunkenness and loudness?

Please can you pass on my concerns and let me know how you plan to go about making sure these things aren't an issue.

Yours sincerely,

[REDACTED]  
Kirtlington resident

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## Appendix 6 - Response from Environmental Protection

**From:** [Chris Pegler](#)  
**To:** [Aaron Hetherington](#)  
**Subject:** FW: 19/PRM1663/LAPRE1 - Kirtlington Park House Kirtlington Park Kirtlington Kidlington OX5 3JN  
**Date:** 13 January 2020 14:22:59  
**Attachments:** [image001.jpg](#)

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**From:** Neil Whitton <Neil.Whitton@Cherwell-DC.gov.uk>  
**Sent:** 18 December 2019 15:17  
**To:** Licensing (CDC) <Licensing@Cherwell-DC.gov.uk>  
**Subject:** 19/PRM1663/LAPRE1 - Kirtlington Park House Kirtlington Park Kirtlington Kidlington OX5 3JN

Dear Licensing,

Having studied the licence application and Event Operating Plan provided I see no reason to object to this application as presented. More detailed discussion around noise levels and noise management will be discussed once the Noise Management Plan is received and through the Safety Advisory Group.

Kind Regards

Neil Whitton BSC, MCIEH  
Environmental Health Officer  
Environmental Health and Licensing  
Cherwell District Council  
Tel - 01295 221623  
Email - [Neil.Whitton@cherwell-dc.gov.uk](mailto:Neil.Whitton@cherwell-dc.gov.uk)

<http://www.cherwell.gov.uk/>

Find us on Facebook [www.facebook.com/cherwelldistrictcouncil](https://www.facebook.com/cherwelldistrictcouncil)

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# Appendix 7 - Vicinity of Proposed Premises Map



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