



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

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Licensing CDC

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

#### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

#### Part 1 – Premises details

<b>Postal address of premises or, if none, ordnance survey map reference or description</b> Homegrown Music Festival. Field, next to Bicester Sports Association, Green Land, nearest post code OX26 1TH	
OS X (E) 454944 OS (Y) 221064 LAT (WGS84) N51:53:08 (51.885436) LONG (WGS84) W1:12:11 (-1.203117)	
Maps are over leaf	
<b>Post town</b> Chesterton, Bicester	<b>Post code</b> OX26 1TH

Telephone number at premises (if any)

Non-domestic rateable value of premises

BAND A I think.

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as

- |   | Please tick <input checked="" type="checkbox"/> yes |                             |
|---|---|-----------------------------|
| a) an individual or individuals*  | <input checked="" type="checkbox"/>                 | please complete section (A) |
| b) a person other than an individual*   |   |                             |
| i. as a limited company   | <input type="checkbox"/>                            | please complete section (B) |
| ii. as a partnership  | <input type="checkbox"/>                            | please complete section (B) |
| iii. as an unincorporated association or  | <input type="checkbox"/>                            | please complete section (B) |
| iv. other (for example a statutory corporation)   | <input type="checkbox"/>                            | please complete section (B) |
| c) a recognised club  | <input type="checkbox"/>                            | please complete section (B) |
| d) a charity  | <input type="checkbox"/>                            | please complete section (B) |
| e) the proprietor of an educational establishment   | <input type="checkbox"/>                            | please complete section (B) |
| f) a health service body  | <input type="checkbox"/>                            | please complete section (B) |
| g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital   | <input type="checkbox"/>                            | please complete section (B) |
| ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008<br>(within the meaning that part) in an independent hospital in England | <input type="checkbox"/>                            |                             |
| h) the chief officer of police of a police force in England and Wales   | <input type="checkbox"/>                            | please complete section (B) |

\*If you are applying as a person described in (a) or (b) please confirm:

Please tick  yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a \_\_\_\_\_

statutory function

a function discharged by virtue of Her Majesty's prerogative

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

Mr  Mrs  Miss  Ms  Other title (for example, Rev)

**Surname**  
READLE

**First Names**  
LEONARD JOHN

I am 18 years old or over

Please tick ✓ yes

**Current postal address if different from premises address**

9 WAUENY CLOSE  
BICESTER  
OX26 2QP

**Post Town** BICESTER

**Postcode** OX26 2QP

**Daytime contact telephone number**

07922 631165

**E-mail address (optional)**

LEN.READLE@GMAIL.COM

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr  Mrs  Miss  Ms  Other title (for example, Rev)

**Surname**

**First Names**

I am 18 years old or over

Please tick ✓ yes

**Current postal address if different from premises address**

--

**Post Town**

--

**Postcode**

--

**Daytime contact telephone number**

--

**E-mail address (optional)**

--

**(B) OTHER APPLICANTS**

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

Name
Address
Registered number (where applicable)

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

**Part 3 – Operating Schedule**

When do you want the premises licence to start?

Day	Month	Year
1	5	08
2	0	14

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

Day	Month	Year
<del>1</del>	<del>5</del>	<del>08</del>
<del>2</del>	<del>0</del>	<del>14</del>

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

Max expected at one time 800
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Please give a general description of the premises (please read guidance note 1)

3 FIELDS TOTALING APPROX. 30 ACRES, THE THIRD FIELD ONLY WILL BE FESTIVAL SITE WHERE WE WOULD LIKE TO SELL ALCOHOL, PROVIDE LIVE MUSIC, SELL FOOD, AND PROVIDE KIOS PLAY AREA. THERE ARE NO STRUCTURES ON SITE, WE WILL PROVIDE TENTAGE

What licensable activities do you intend to carry on from the premises?  
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Please tick ✓ yes

**Provision of regulated entertainment:**

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)

<input type="checkbox"/>
<input type="checkbox"/>

- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)
- Provision of late night refreshment** (if ticking yes, fill in box I)
- Supply of alcohol** (if ticking yes, fill in box J)

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

Pages 7 - 10 inclusive  
removed as N/A.



# E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	✓
Mon			<p>Please give further details here (please read guidance note 3). APPROX 30 BANDS / MUSICIANS PLAYING WITH PROFESSIONAL SOUND ENGINEERS TO MONITOR AND KEEP IN LINE WITH ACCEPTED DECIBEL LEVELS</p> <p>State any seasonal variations for the performance of live music (please read guidance note 4)</p> <p>Non standard timings. Where you intend to use the premises for the performance of live music at different times from those listed in the column on the left, please list (please read guidance note 5)</p>	Both	
Tue					
Wed					
Thur					
Fri	1400	0000			
Sat	1100	0000			
Sun	1100	2300			

# F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	✓
Mon			Please give further details here (please read guidance note 3). <i>SOME RECORDED MUSIC WILL BE PLAYED BETWEEN BANDS BUT ON A LOW LEVEL</i>	Both	
Tue					
Wed			State any seasonal variations for playing recorded music (please read guidance note 4)		
Thur					
Fri	1400	0000	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times from those listed in the column on the left, please list (please read guidance note 5)		
Sat	1100	0000			
Sun	1100	2300			



# G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	✓
Mon			<b>Please give further details here</b> (please read guidance note 3). <i>THERE ARE A COUPLE OF BANDS THAT HAVE DANCE SECTIONS, IN PARTICULAR A Bhangra Band</i>	Both	
Tue					
Wed			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 4)		
Thur					
Fri	1400	0000	<b>Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times from those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat	1400	0000			
Sun	1100	0000 23.00.			

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the type of entertainment you will be providing</b> KIOS LICENSED ENTERTAINMENT - BOUNCY CASTLE ETC CONTROLLED BY LICENSED OPERATOR		
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both – please tick ✓</b> (please read guidance note 2)	Indoors	
				Outdoors	✓
Mon			<b>Please give further details here</b> (please read guidance note 3).	Both	
Tue					
Wed			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 4)		
Thur					
Fri	14.00	00.00	<b>Non standard timings. Where you intend to use the premises for entertainment at different times from those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat	<del>09.00</del>	<del>20.00</del>			
	11.00	00.00			
Sun	<del>09.00</del>	<del>19.00</del>			
	11.00	23.00			

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both - please tick✓ (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
			Both		
Mon			Please give further details here (please read guidance note 3). THERE WILL BE LOCAL VENDORS SELLING FOOD, COOKED & UNCOOKED, ALL VENDORS WILL PROVIDE ALL RELEVANT CERTIFICATION & HSE		
Tue					
Wed					
Thur			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Fri	1400 23-00	0100			
Sat	<del>0900</del> 23-00	0100			
Sun	<del>0900</del> 23-00	0000	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times from those listed in the column on the left, please list (please read guidance note 5)		

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the sale of alcohol be for consumption - please tick ✓</b> (please read guidance note 7)	On the premises	
				Off the premises	✓
Day	Start	Finish		Both	
Mon			<b>State and seasonal variations for the supply of alcohol</b> (please read guidance note 4). WE OPERATE UNDER THE '21' RULING, ID WILL BE REQUIRED, NO ALCOHOL WILL BE SOLD TO ANYONE UNDER 18 OR NOT ABLE TO PROVIDE ID, PLEASE SEE ATTACHED PLAN THAT HAS FULL INFO.		
Tue					
Wed					
Thur					
Fri	1400	0100			
Sat	1100	0100			
Sun	1100	0000			
			<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list</b> (please read guidance note 5)		

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

Name..... MR LEONARD J READLE.....

Address..... 9 WAKENY CLOSE.....  
 ..... BICESTER.....

Postcode..... OX26 2GP.....

Personal Licence Number (if known)..... CHERWELL PSL 1319.....

Issuing Licensing Authority (if known)..... CHERWELL.....

# K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)**

THERE WILL BE NO ACTIVITIES, SERVICES OR  
OTHER ENTERTAINMENT THAT IS UNACCEPTABLE  
IN ANYWAY, CHILD FRIENDLY ONLY

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon			<p>VENDORS + STORES WILL BE OPEN FROM 0900 TO SERVE FOOD + NON-ALCOHOLIC DRINKS</p>
Tue			
Wed			
Thur			<p>Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)</p>
Fri	1400	0100	
Sat	0900	0100	
Sun	0900	0000	

# M

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

a) **General – all four licensing objectives (b, c, d, e)** (please read guidance note 9)

Please See overleaf for detailed information

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

c) **Public safety**

d) **The prevention of public nuisance**

**A. General**

- THE EVENT IS NOT TO TAKE PLACE ON MORE THAN 2 WEEKEND PER YEAR
- Close liaison with the local Police and following guidelines issued by any such authority
- Fully registered SIA Security company will be operating at all times when the festival is operating, a minimum of 8 during the 'open times' and 2 will be patrolling the areas outside these hours
- Full staff and volunteer training on how to spot issues, how to report and how to control (if required)
- Mobile CCTV will be placed in certain areas to monitor and prevent any issues arising, hard copies will be held only until the end of the festival and then deleted unless requested by the Police
- Personal license holder and DPS will be present on site the whole time of the festival, plus a deputy who also has personal license
- Initial full briefing and allocation of responsibilities to be held on 2 occasions before the event and regular morning meetings between staff will be held and updates reiteration of all these objectives

**B. Prevention of Crime & Disorder**

- Anti-Drugs (Police approved) will be clearly displayed at the entrance and throughout the festival areas, including the car parks and camping areas and inside the toilet blocks
- Consultation with Pub Watch to understand any regular offenders/trouble makers, photographs etc. will be held by the entrance staff)
- No Alcohol allowed to be brought in, absolutely no glass bottles/glasses and the like allowed on the site
- Bag and cost searches on entry will be carried out by professional and licensed personnel, male and female
- Regular uniformed and non-uniformed security personnel will patrol the festival areas that may attract unsavoury issues, such as toilets
- A clear and legible notice outside the premises indicating the normal hours under the terms of the premises licence during which licensable activities are permitted.
- Clear and conspicuous notices warning of potential criminal activity, such as theft, that may target customers will be displayed, anti-pick pocket notices



### C. Public Safety

- Marshals (wearing high visibility clothing) will be posted on the approach roads to the access of the site to ensure minimal delays and to warn drivers approaching from each direction of possible hazard, at least 3 either side of the access (1<sup>st</sup> one 200 meters each end of the access road, 2<sup>nd</sup> within 100 meters, 3<sup>rd</sup> 20 meters) plus 2 at the entrance
- Boards will be posted 7 days prior to the event informing local traffic there will be a festival during the relevant dates
- A log book or recording system shall be kept in the central control room in which shall be entered particulars of inspections made; those required to be made by statute, and information compiled to comply with any public safety condition attached to the premises licence that requires the recording of such information. The log book shall be kept available for inspection when required by persons authorised by the Licensing Act 2003 or associated legislation.
- Adequate access is provided for emergency vehicles.
- An ambulance with a 2 man team of qualified and registered paramedics will be on site the whole time of the festival opening times
- 2 main first aid posts
- The local street pastors have been invited to attend the event
- All parts of the premises and all sanitary accommodation, washing facilities and other installations, will be maintained at all times in good order and in a safe condition.
- Any cables will be securely fitted out of the way of the public to negate any risk issues
- All fencing will be properly secured and clearly marked with high visibility markings
- NO vehicles will be allowed on site during the opening hours, unless an emergency service vehicle which will have escort on foot to ensure safety of the public
- An emergency public address system will be in use
- All Public areas will be regularly patrolled by marshals and security personnel to identify possible issues with public safety

### D. Prevention of Public Nuisance

- Any person who appears to be intoxicated will be passed to the street pastors, should they become violent or unsociable, the local Police will be informed
- There are no residential close to the entrance to the event, however;
- Prominent, clear and legible notices will be displayed at all exits requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly.

- Deliveries of materials necessary for the operation of the business will be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents.
- The Licensee will ensure that staff who arrive early morning or depart late at night when the business has ceased trading conduct themselves in such a manner to avoid causing disturbance to nearby residents.
- A specific taxi operator has been nominated for staff and customers use. The company's telephone number is advertised to customers. The operator, and all drivers are aware that they should arrive and depart as quietly as possible, should not sound vehicle horns as a signal of their arrival or leave engines running unnecessarily.
- A local coach company will be appointed to provide an hourly trip to and from central locations, Bicester centre, railway and bus stations
- Bright lights used during the event will be switched off when daily events finish and will be replaced with normal lights around the area to provide a safe pathway
- Adequate waste receptacles for use by customers will be provided in the local vicinity as well as a central skip (fenced off)

#### **E. The Protection of children from harm**

- We as holders of premises licences and personal licences fully understand and have a statutory responsibility to promote the protection of children from harm in and in the vicinity of the premises.
- The protection of children from harm requires the proactive involvement (and sometimes training) of the management and staff to ensure that the needs of under 18's are considered and addressed in the day-to-day operation of the premises.
- A lost children procedure to be known by all staff (our policy below)
- Any staff/personnel or children's play areas (such as bouncy castles etc.) MUST have an enhanced CRB certificate and provide to the management
- The License holder, the child safety officer and the deputy event organiser all hold Enhanced CRB certificates and these will be viewable at the control centre
- Every effort will be made to ensure the safety of those under 18 and to keep them from harm
- Children will not be allowed in the area of the Bar where alcohol will be sold unless accompanied by an adult
- On entry, ALL children under 16 will be issued a secure wrist band which we will ask the parents/guardians to write their name and a mobile number, this will assist if the child is lost
- We will ask parents and guardians to point out the Security personnel, the meeting points and central control area (all will be clearly marked with flags) in

case the children become lost, they should head for any of these locations and speak to a staff member, who will then follow the lost child program

### **LOST CHILDREN PROCEDURE**

The lost children officer with full enhanced CRB clearance (Julie Moulds) will be employed to cover the Lost Children's Area (situated within the Event Control). The assigned worker will be responsible for looking after the welfare of any child delivered to the Lost Children's Area.

A form (attached) will be completed (in duplicate) giving details of the child's name, age, address, time of arrival, and details of who he/she arrived with. This same form will be used to indicate the return of the child to his/her guardian. A copy of each completed form is to be given to the safety officer (Julie Moulds) as soon as possible after the child is reunited.

#### **The Procedure for Caring for a Lost Child will be as follows:**

A child that is found on the event site is usually presented to the Lost Children's Attendant by a steward who will take the necessary details. However, if the child is presented to the lost children officer by any other person, the safety officer needs to be informed straightaway and details obtained of the person finding the child.

The child should be taken into the lost children's area and reassured. The form completed in detail. The details are to be given to the safety officer as soon as possible so that they can begin looking for the parents. The child must not be left alone at any point. Always take a written description of the child.

The child remains in the lost children's area until his/her guardians are found.

The form is to be completed and signed by the Lost Children's officer when a child has been reunited and left the lost children area.

A copy of the form is to be given to the safety officer as soon as possible after the child is reunited.

If there is any doubt as to the validity of the guardian claiming the child or if there is concern that the child might be in danger – the safety officer should be consulted and the decision left to them.

Do not allow a child to go off with anyone under the age 16.

Do not put yourself in danger or in any compromising situations.

Do not give the child anything to eat or drink – except water.

#### **The Procedure for dealing with a Parent Reporting a Lost Child will be:**

Take the person immediately to The Event Organiser where information regarding the missing child will be logged and transmitted to all stewards.

The person may wish to sit in the Event Control to wait. Attempt to reassure them that the child will be safe and well. Explain that it is better that they wait there for the child than to look for it on the event site.

If the child comes alone to the Lost Children's area ensure that the safety officer is informed so that they can conclude their paperwork. If the child is returned by a lost children officer, confirm that the paperwork has been completed.

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

**CHECKLIST:**

Please tick ✓ yes


- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to the responsible authorities and other where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

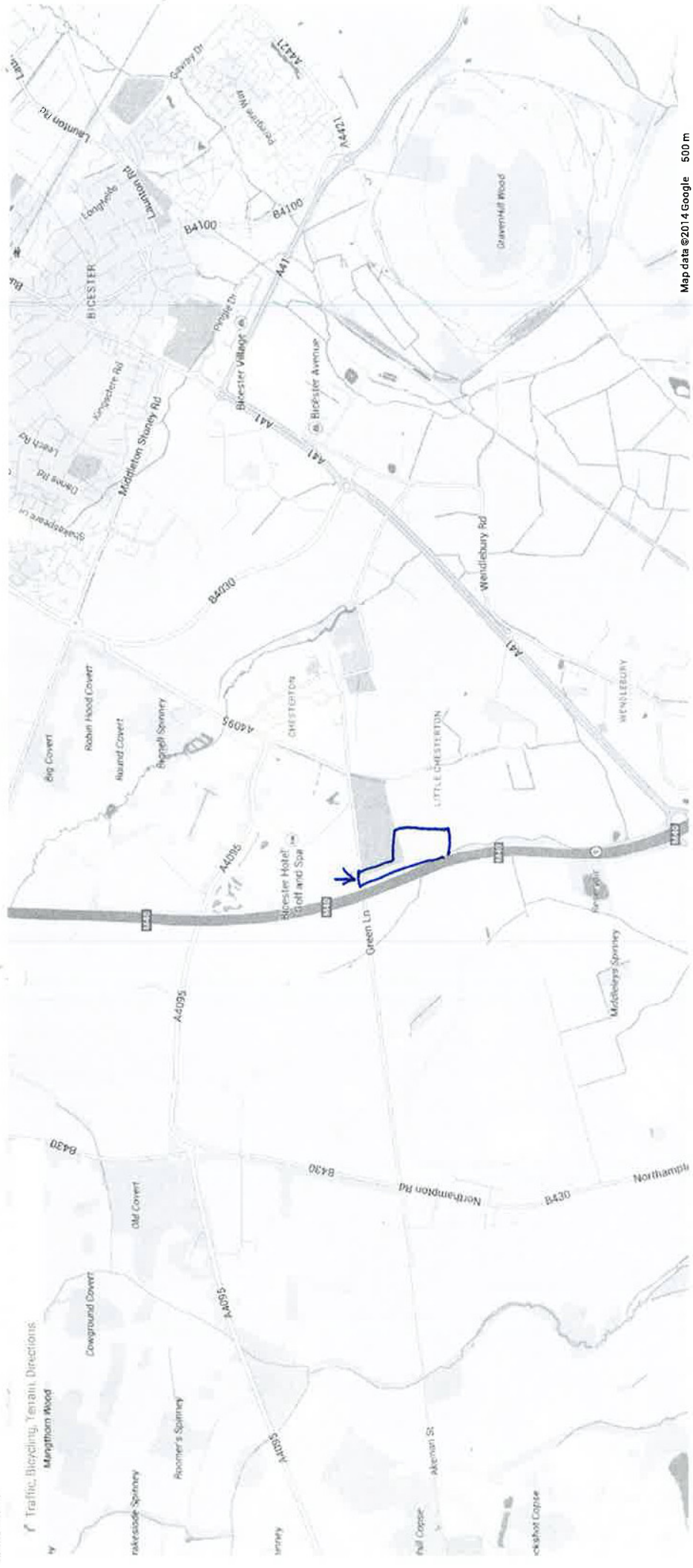
**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant’s solicitor or other duly authorised agent.** (See guidance note 11). **If signing on behalf of the applicant please state in what capacity**

Signature ..... 

Date ..... 18/06/2014

Capacity ..... Licensed Person



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