

Annex 1



CITY OF YORK COUNCIL

Licensing Services, Hazel Court EcoDepot, James Street, York, YO10 3DS

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 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 Futuresound Events Limited
(insert name(s) of applicant)

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description York Museum Gardens, Museum St, York	
Post town York	Post code YO1 7FR

Telephone number of premises (if any)

01904 687687

Non-domestic rateable value of premises

£ 0

Part 2 – Applicant Details

Please state whether you are applying for a premises licence as:

Please tick as appropriate

- | | |
|---|---|
| a) an individual or individuals* | ☐ please complete section (A) |
| b) a person other than an individual* | |
| i. as a limited company/limited liability partnership | ☒ please complete section (B) |
| ii. as a partnership (other than limited liability) | ☐ please complete section (B) |
| iii. as an unincorporated association or | ☐ please complete section (B) |
| iv. other (for example a statutory corporation) | ☐ please complete section (B) |

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

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

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

Surname First names

Date of Birth Please tick yes ☐ I am 18 years old or over

Nationality

Current postal address if different from premises address

Post Town Postcode

Daytime contact telephone number

Email address (optional)

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information).

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr ☐

Mrs

☐ Miss

☐ Ms

☐ Other title
(for example, Rev)

Surname

First names

Please tick yes

Date of Birth

I am 18 years old or over

☐

Nationality

Current postal
address if different
from premises
address

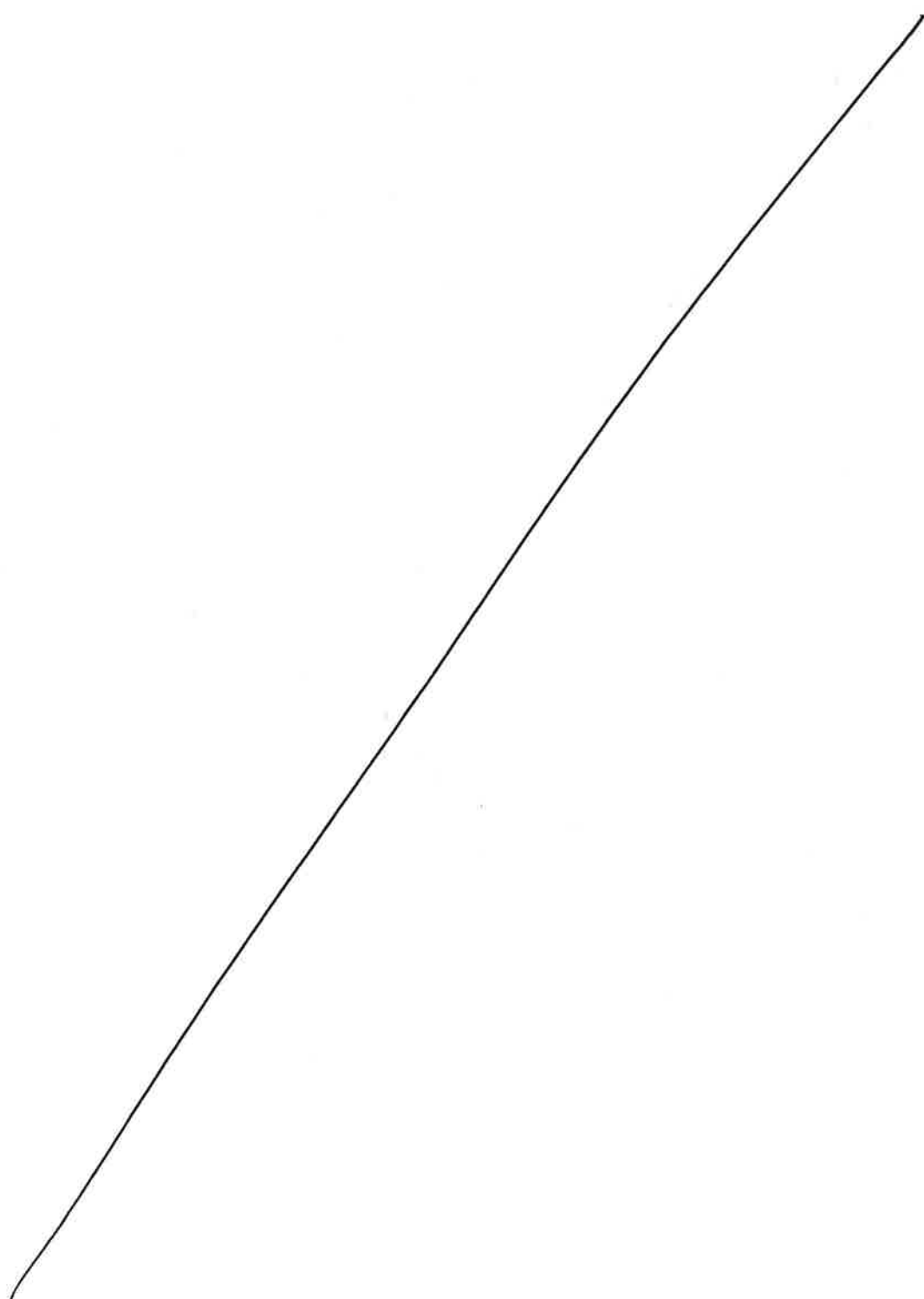
Post Town

Postcode

Daytime contact telephone number

Email address (optional)

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information).



(B) OTHER APPLICANTS

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

Name Futuresound Events Limited
Address 2nd Floor Munro House Duke Street Leeds LS9 8AG
Registered number (where applicable) 05348129
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			
0	1	0	1	2	0	2	7

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

Day		Month		Year			

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

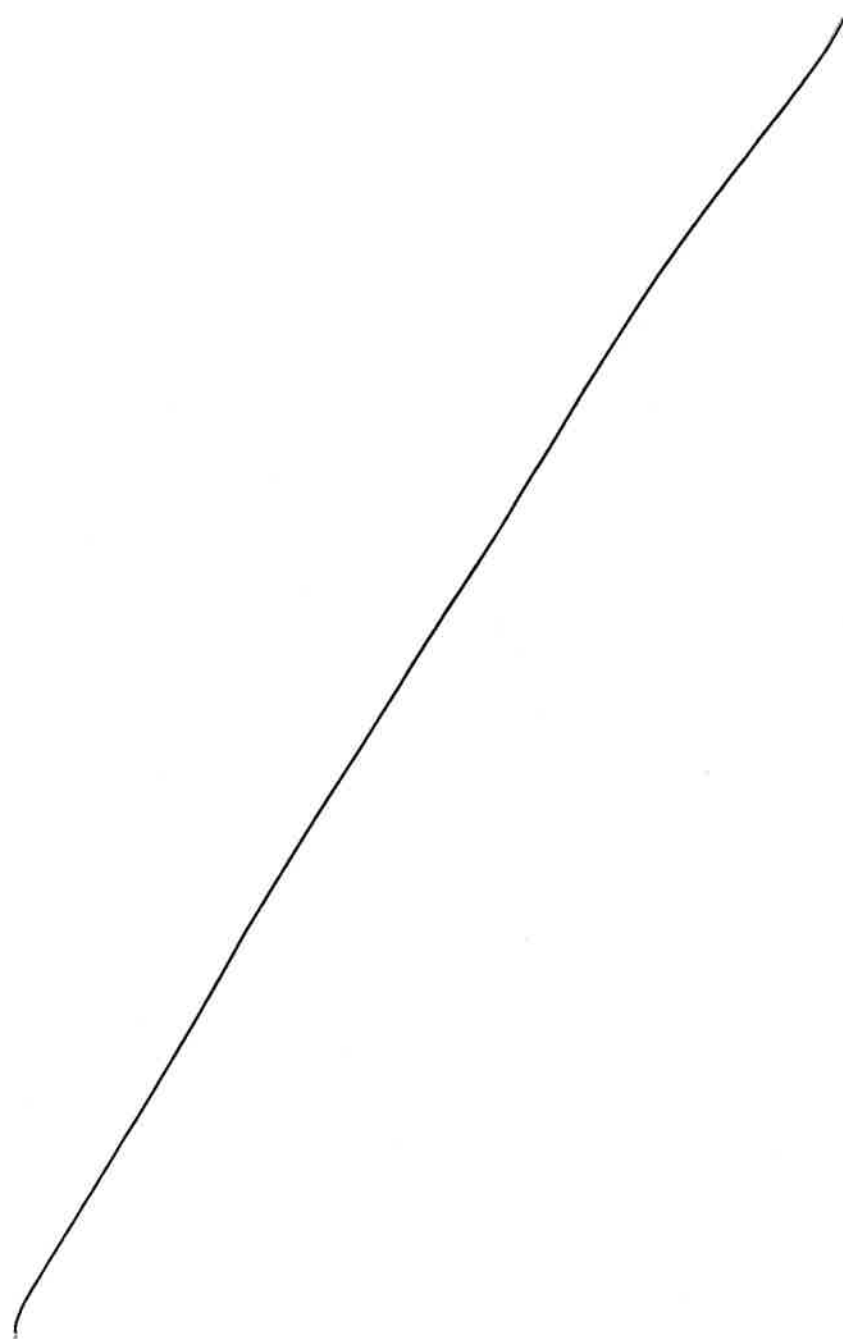
Over ten acres of gardens in the heart of York. Located within the city centre and close to the Railway Station and other key attractions. Established in the 1830s by the Yorkshire Philosophical Society, the gardens are the backdrop of the medieval ruins of St. Mary's Abbey.

The Gardens extend to the back of York Art Gallery and include an Edible Wood and an Artists Garden with outdoor changing exhibitions.

Licensed area shown in drawings included.

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

6000



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

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

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) | ☐ |
| 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) performance 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)

☐

Sale by retail of alcohol (if ticking yes, fill in box J)

☒

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	
			Indoors	☒
			Outdoors	☐
			Both	☐
Day	Start	Finish	Please give further details here (please read guidance note 4)	
Mon				
Tue				
Wed			State any seasonal variations for performing play (please read guidance note 5)	
Thur				
Fri				
Sat			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)	
Sun				

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of a films take place indoors or outdoors or both – please tick (please read guidance note 3)	
			Indoors	☒
			Outdoors	☐
			Both	☐
Day	Start	Finish	Please give further details here (please read guidance note 4)	
Mon				
Tue				
Wed			State any seasonal variations for the exhibition of films (please read guidance note 5)	
Thur				
Fri				
Sat			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6)	
Sun				

C

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

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	
Day	Start	Finish	Indoors	☒
Mon			Outdoors	☐
Tue			Both	☐
Wed			State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 5)	
Thur				
Fri				
Sat				
Sun				

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	☐
				Outdoors	☐
				Both	☒
Day	Start	Finish	Please give further details here (please read guidance note 4) Performance stages with PA systems and a variety of amplified live performances including spoken word / comedy, acoustic, live vocals to backing track and full band performances. Indoor use refers to temporary structures		
Mon					
Tue			State any seasonal variations for the performance of live music (please read guidance note 5)		
Wed					
Thur	11:00	22:30	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (Please read guidance note 6)		
Fri	11:00	22:30			
Sat	11:00	22:30			
Sun	12:00	22:30			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	☐
				Outdoors	☐
				Both	☒
Day	Start	Finish	Please give further details here (please read guidance note 4) DJ led performance between live music, and as part of live music performance. Indoor use refers to temporary structures		
Mon					
Tue			State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Wed					
Thur	11:00	22:30	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 6)		
Fri	11:00	22:30			
Sat	11:00	22:30			
Sun	12:00	22:30			

G

Performance of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	
			Indoors	☐
			Outdoors	☐
			Both	☒
Day	Start	Finish		
Mon			Please give further details here (please read guidance note 4)	
Tue			Dance performances set to both amplified and to live music, and most frequently as part of musical performance	
Wed			State any seasonal variations for the performance of dance (please read guidance note 5)	
Thur	11:00	22:30		
Fri	11:00	22:30	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list. (please read guidance note 6)	
Sat	11:00	22:30		
Sun	12:00	22:30		

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing Street theatre, comedy, music workshops, circus skills and similar	
			Will the entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	
			Indoors	☐
			Outdoors	☐
			Both	☒
Day	Start	Finish		
Mon			Please give further details here (please read guidance note 4)	
Tue			Mostly non-licensable activities, including talks, workshops, spoken word but activities similar to music and performance of dance (some of which are not yet known)	
Wed			State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)	
Thur	11:00	22:30		
Fri	11:00	22:30	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list. (please read guidance note 6)	
Sat	11:00	22:30		
Sun	12:00	22:30		

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	
Day	Start	Finish	Indoors	☒
			Outdoors	☐
			Both	☐
Mon			Please give further details here (please read guidance note 4)	
Tue			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)	
Wed			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list. (please read guidance note 6)	
Thur				
Fri				
Sat				
Sun				

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption on or off the premises or both – please tick (please read guidance note 8)	
Day	Start	Finish	On the premises	☒
			Off the premises	☐
			Both	☐
Mon			State any seasonal variations for the supply of alcohol (please read guidance note 5)	
Tue				
Wed				
Thur	11:00	22:30	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 6)	
Fri	11:00	23:00		
Sat	11:00	23:00		
Sun	12:00	23:00		

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

Name Jason Dean Bridge

Address

Postcode

Personal licence number (if known) LEEDS/PERL/11487/22

Issuing licensing authority (if known) Leeds

K

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

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	Note : The gardens are open to the public for non-licensable activities that are outside of the scope of the licence, including tours, bird watching, plant sales, picnics and no restriction is sought upon these activities.
Mon	00:00		
		24:00	
Tue	00:00		Non standard timings. Where you intend to open 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 6)
		24:00	
Wed	00:00		
		24:00	
Thur	00:00		
		24:00	
Fri	00:00		
		24:00	
Sat	00:00		
		24:00	
Sun	00:00		
		24:00	

Checklist

Please tick to indicate agreement

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

[Applicable to all individual applicants, including those in partnership which is not a limited liability partnership, but not companies or limited liability partnerships]

- I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15) ☒

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

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

Part 4 – Signatures (please read guidance note 11)

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

Declaration	[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] • I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15).
Signature	
Date	15/4/2026
Capacity	solicitors and agents on behalf of the applicant

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

Signature	
Date	
Capacity	

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 10)

see attachment

b) The prevention of crime and disorder

see attachment

c) Public safety

see attachment

d) The prevention of public nuisance

see attachment

e) The protection of children from harm

see attachment

Contact Name (where not previously given) and address for correspondence associated with this application (please read guidance note 14)	
Licensing Lawyers The Old Counting House, 82e High Street	
Post town Wallingford	Post code OX10 0BS
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

- a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you

intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.

10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.
15. **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

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

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

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

They do this in one of two ways:

- 1) by providing with this application copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Home Office online right to work checking service

As an alternative to providing a copy of original documents, set out 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 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, will allow the licensing authority to carry out the check.

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

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

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

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

- 1) This licence shall be valid for a period of no more than twelve days per annum.
- 2) The Premises Licence Holder (PLH) shall give notice to the Licensing Authority (LA) of any event date/s no later than four months before the first day of the event.
- 3) Attendance within the Premises will be monitored and will not exceed 6000 persons or the maximum safe occupancy figure indicated by a Fire Safety Risk Assessment under the provisions of the Regulatory Reform (Fire Safety) Order 2005, whichever figure is the lesser.
- 4) All licensable activities provided at the event will take place in accordance with the relevant Operational Document within the Event Safety Management Plan (ESMP).
- 5) The PLH will participate, where invited, in at least two SAG meetings (minimum of one advance meeting and one de-brief meeting) that may be convened each year in line with the LA's schedule.
- 6) A draft ESMP shall be submitted to the LA no less than four calendar months in advance of the event. The ESMP shall give due regard to the Purple Guide and shall include references to :-
 - o Adverse Weather Plan
 - o Alcohol Management Plan
 - o Anti-drugs policy
 - o Crowd Management, Security and Stewarding policies and plans (including, but not limited to; search policy and procedure, drug control, weapons, eviction, ejection and deflection, counterterrorism)
 - o Emergency Response plan
 - o Event Schedule (to include operating hours of all licensable activities)
 - o Fire Safety plan
 - o Medical plan
 - o Sound Management plan (to include operating hours, how off site and front of house sound levels will be monitored and how any complaints of sound will be dealt with)
 - o Risk Assessment
 - o Site Map
 - o Traffic Management plan
 - o Contact details of key personnel.
 - o The location of the rendezvous point for responsible authorities
 - o The location of free water dispensing points
 - o Glass management within the VIP area & prevention from leaving the area
 - o CCTV Coverage, including details of data holder, data storage, accessibility to recordings, monitoring responsibility and reporting.
 - o Any other detailed plans agreed with the LA
- 7) The final published ESMP shall be submitted to the LA at least 14 days before the first day of the event. The final ESMP will account for advice received via the SAG consultation process and have changes clearly logged. This version will only be amended in the 14 days prior to the event or during the event in the case of emergency or where the changes are typographical in nature. Such changes will be notified to the LA as soon as reasonably practicable.
- 8) The ESMP provisions will be taken as requirements of the licence in so far as they relate to a licensable activity and are not relevant to an existing statutory provision.
- 9) The PLH will ensure that Event Liaison Team (ELT) meetings are held daily during the event to allow dissemination of relevant information; to identify any threat or risk to the event; and to enable prompt decision making. Representatives from LA and Responsible Authorities will be invited to join ELT meetings.

- 10) The PLH shall require the Event Control to keep an 'Event Control Log' in which data relating to all incidents are recorded. Report forms (including time, date and named person completing the form) will be completed as soon as is reasonably practicable.
- 11) All alcohol sales will be made or authorised by a Personal Licence Holder.
- 12) No glassware or glass bottles will be permitted in the audience areas save for within VIP areas.

b) The prevention of crime and disorder

- 13) A reputable and experienced SIA-accredited security and stewarding company will be appointed to ensure public safety and to prevent crime and disorder. The details of the anticipated provider will be given to the police
- 14) Event security and stewarding will be provided with a briefing, which shall include access and egress, emergency procedures, illegal substance use, vigilance and identification of suspicious behaviour and the need to take appropriate action to assist in the prevention of theft and robbery and the prevention of crime and disorder within the premises. Event Security representatives and key event management personnel will attend any agreed counter-terrorism training delivered by the LA in advance of the event.
- 15) A Crowd Management Plan and an Access and Egress Plan shall be prepared, which shall be referenced in the ESMP. These plans shall be implemented whilst licensable activities are taking place and until 30 minutes after the premises close.
- 16) Representatives from the appointed security company(ies) used during events shall be contractually required by the PLH to attend event liaison team meetings during the live event.
- 17) The organiser will use screening on the entry points to the event to exercise the right to refuse entry to any unauthorised or disorderly person.
- 18) To ensure security and integrity of the site, a search policy shall be prepared and implemented.
- 19) The PLH will have a clear and definitive policy on the use or possession of illegal substances at the event and will cooperate fully with other authorities to implement this.
- 20) The PLH will provide anti-crime and drugs awareness advice to ticket holders. Security will not permit illegal substances into the venue. Any illegal substances found will be confiscated where possible.
- 21) Prior notification that the event organisers operate a strictly no drugs policy shall be provided to ticket holders, including details of the bag policy for that event.
- 22) Anyone who appears to be drunk or intoxicated shall be refused entry to the event site.
- 23) CCTV cameras shall be installed and maintained throughout the duration of the event days. A plan detailing the location, number and viewpoint of the CCTV cameras, the operator and data holder shall be included within the ESMP. Footage recorded from the cameras shall be retained for a period of no less than 30 days from recording and shall be made available upon request to a responsible authority, subject to the requirements of data protection legislation and the tests for disclosure being met.
- 24) Organisers will ensure that clear entry terms & conditions including prohibited items are displayed at the entry points to the event
- 25) Admission shall be by ticket or wristband only.

c) Public safety

NOTE:

All matters of public safety are governed by ;

The Health and Safety at Work etc Act 1974

The Regulatory Reform (Fire Safety) Order 2005

In view of the provisions, no additional conditions are considered to be necessary but the ESMP will contain relevant references to the measures in place to comply with this legislation

d) The prevention of public nuisance

- 26) The PLH shall hold at least one consultation meeting for local residents, local businesses and stakeholders. An email address published on any event website will be available to enable local residents, local businesses and stakeholders to request information about the event.
- 27) Prior to the event, information will be shared to residents in the direct locality of the venue, including a dedicated number and email address that can be used to contact the event during the live show.
- 28) A suitably qualified and experienced acoustic consultant shall be engaged no later than 28 days prior to any live music event. The competent person shall liaise with all necessary persons responsible for controlling sound before and during each event. (For the purpose of the above all necessary persons includes the licensee, promoter, sound system supplier, sound engineer and representatives from the licensing authority)
- 29) The Event Organiser shall, with the acoustic consultant and having regard to any advice and guidance provided in writing before the event by the LA, develop and comply with a Sound Management Plan (SMP) specific for the event that will further have regard to the 'Code of Practice on Environmental Noise Control at Concerts' that is in publication at the time of preparation of the plan and shall contain the methodology which shall be employed to control sound produced on the premises. The SMP shall also include ;
 - (a) The maximum sound limits
 - (b) The Management command and communication structure/methods for ensuring that permitted sound system output and finish times are not exceeded.
 - (c) Publication and dissemination of information to the public and arrangements for provision and staffing of a hotline number for dealing with complaints.
 - (d) Action to be taken by the Event Organiser following complaints.
- 30) Sound propagation tests shall be undertaken prior to the event in order to set an appropriate maximum sound limit at the sound mixer position. The sound source used for the test shall be similar in character to the music likely to be produced for the event. The sound system shall be configured and operated in a similar manner as intended for the event.

- 31) A copy of the SMP shall be provided to the LA no less the 7 days prior to an event, unless otherwise agreed.
- 32) The background sound level shall be assessed at such positions as are agreed with the LA prior to the commencement of any event involving regulated entertainment in the open air which is intended to conclude after 22:00.
- 33) The result of all sound monitoring that is logged during each concert will be made available to the LA no later than 28 days after the event.
- 34) In the instance that sound levels are found to be in exceedance of the maximum sound limit as set out within the SMP, action shall be taken as soon as is reasonably practicable to reduce the sound to below the maximum sound limit.
- 35) Suitable communication links will be provided between the promoter, sound engineer and acoustic consultant and offered to the LA to promote effective and efficient communications between all parties be made during each event.
- 36) Sound propagation tests shall be undertaken prior to the event in order to set appropriate sound control limits at the sound mixer position to comply with the agreed levels. The sound source used for the test shall be similar in character to the music likely to be produced for the event. The sound system shall be configured and operated in a similar manner as intended for the event.
- 37) The Licensee shall ensure that the acoustic consultant, promoter and sound engineers are informed of the sound control limits any instructions from the licensing authority regarding sound control shall be implemented.
- 38) Suitable communication links shall be created between the promoter, sound engineer and acoustic consultant and offered to the LA to ensure that communications between all parties can be made during each event.
- 39) Rehearsals and sound checks will occur only between the hours of 09:00- 20:00.
- 40) An experienced traffic management team including CSAS operatives will be engaged to assist with minimising the impact of increased traffic in the area.
- 41) A dedicated waste management team will be engaged and required to provide additional waste receptacles and litter-picking stewards for during and after each event.

e) The protection of children from harm

- 42) A 'Challenge 25' policy will be in operation at all events where alcohol is sold. The only documents that are to be accepted as proof of age are Photo card Driving Licence, Passport, or PASS approved card. A refusals log will be kept and proxy sales monitored as part of this.
- 43) The ESMP shall contain reference to plans and policies relating to lost & found children.
- 44) All children under the age of 14 years must be accompanied by a person over the age of 18 years. A person over the age of 18 can accompany a maximum of 4 children. Age checks will be undertaken at point of entry.