

19 April 2022 at 10.30 am

Council Chamber, Argyle Road, Sevenoaks

Published: 31.03.22

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## Licensing Hearing

### Membership:

Sub Committee B

Cllrs. Pett, Raikes and Waterton (\*substitute)

### Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. Appointment of Chairman		
2. Declarations of interest		
3. Licensing Act 2003 New Application - Little Elses, Morelys Road, Weald, Sevenoaks TN14 6QX	(Pages 1 - 62)	Sue Lindsey Tel: 01732227491

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).

## Licensing Act 2003

- 1.1 Hearings shall be conducted in accordance with this Procedure Note which the Sub-Committee may vary at their discretion if considered in the public interest subject to The Licensing Act 2003 (Hearings) Regulations 2005.
- 1.2 The quorum for a Sub-Committee shall be two members.
- 1.3 At the commencement of each hearing the Sub-Committee shall elect one of its members as Chairman.
- 1.4 The order of business at hearings shall be:
  - (a) Election of Chairman.
  - (b) Declarations of interests.
  - (c) Chairman explains the procedure to be followed at the hearing, including the setting of equal time limits for all parties and the granting of adjournments.
  - (d) Chairman ascertains who is assisting or representing the parties.
  - (e) Officer presentation of report
  - (f) Applicant (or his/her representative) addresses the Sub-Committee.
  - (g) Applicant questioned by members. At the discretion of the Sub-Committee, other parties may be permitted to question the applicant.
  - (h) Any representatives of Public or Statutory Bodies who have made representations in respect of the application (or their representative) address the Sub-Committee. No issues other than those relevant to their representations may be raised.
  - (i) Members question each party at the conclusion of their address. At the discretion of the Sub-Committee, the applicant may be permitted to question other parties.
  - (j) Other persons who have made representations in respect of the application (or their representative) address the Sub-Committee. No issues other than those relevant to their representations may be raised.
  - (k) Members question each party at the conclusion of their address. At the discretion of the Sub-Committee, the applicant may be permitted to question other parties.
  - (l) Sub-Committee may offer the parties a short adjournment to discuss in the absence of the Sub-Committee whether a solution acceptable to all the parties can be put to the Sub-Committee.
  - (m) Applicant (or his/her representative) makes closing address.

- (n) Sub-Committee may grant a short adjournment. The parties may not speak to members regarding the application during adjournments.
- (o) The Sub-Committee considers the application and motions put to accept or reject the application in the terms requested or to grant the application subject to specified conditions. Reasons are to be given for motions.
- (p) The parties will usually be informed of the decision at the Hearing with a decision notice issued thereafter in accordance with Regulation 26 of the 2005 Regulation, along with details of any applicable appeals process.

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**LICENSING ACT 2003 NEW APPLICATION - Little Elses, Morelys Road, Weald, Sevenoaks TN14 6QX**

**Licensing Sub Committee - Tuesday 19<sup>th</sup> April 2022**

**Report of:** Chief Officer Planning & Regulatory Services

**Status:** For Decision

**Key Decision:** No

**Portfolio Holder:** Cllr. McArthur

**Contact Officer:** Susan Lindsey, Ext. 7491

**Recommendation to Licensing Sub-Committee:**

The Sub Committee is asked to determine the application in accordance with the Licensing Act 2003 (as amended), Sevenoaks District Council Statement of Licensing Policy, and the Home Office Guidance issued per Section 182 of the Licensing Act 2003, whilst having due regard to the applicant's submissions and relevant representations.

**Reason for recommendation:**

A new application has been received for a Premises Licence pursuant to Section 16 Licensing Act 2003. 5 representations against the application have been made by local residents.

**Introduction and Background**

- 1 An application has been made to Sevenoaks District Council for a new 'time limited' Premises Licence for Little Elses, Morelys Road, Weald, Sevenoaks TN14 6QX. The applicant is Hang Out Festivals Ltd - **Appendix A**
- 2 Plans submitted with the application can be found at **Appendix B**
- 3 The Event plan describes this event as family friendly food, music and arts festival with a focus on supporting emerging artists, local businesses, local musical talent, engaging the community in the arts, as well as giving people access to enjoy the nature and landmark of the location.
- 4 The Premises Licence is sought to only authorise activities on 28<sup>th</sup> and 29<sup>th</sup> May 2022.
- 5 A draft Event Management Plan has been submitted in support of the application and can be found at **Appendix C**

## Agenda Item 3

- 6 The nature of the proposed Premises Licence which is the subject of the application is to:
- Allow the sale of alcohol for consumption on and off the premises on Saturday 28<sup>th</sup> May from 12:00 noon to 22:00 hours, and on Sunday 29<sup>th</sup> May from 12:00 noon to 19:00 hours.
- Allow live music and recorded music outdoors on Saturday 28<sup>th</sup> May from 12:00 noon to 21:00 hours, and on Sunday 29<sup>th</sup> May from 12:00 noon to 19:00 hours.
- 7 For the attention of Members, a site plan showing the area surrounding the licensed premises is at **Appendix D**.
- 8 The applicant was required to advertise the application by placing an A4 pale blue sign at the premises, and also to advertise in a local newspaper to inform the public of the application.
- 9 A consultation period took place between 21<sup>st</sup> February 2022 and 18<sup>th</sup> March 2022. Responsible Authorities were consulted as part of the process. The applicant conformed to all requirements in accordance with The Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005.

### **Representation received from Responsible Authorities:**

- 10 The following Statutory Bodies (described as Responsible Authorities by the Licensing Act 2003) were consulted about this application
- |                         |                 |
|-------------------------|-----------------|
| Kent Police             | No objection    |
| Environmental Health    | No comment made |
| Kent Fire               | No comment made |
| Child Protection        | No comment made |
| Trading Standards       | No comment made |
| Health & Safety         | No comment made |
| Planning                | No objection    |
| Public Health           | No comment made |
| Home Office Immigration | No comment made |
- 11 The application was shared with Tonbridge & Malling Borough Council as the premises borders their District and they have responded that they are satisfied with the proposed application

### **Representations received from others**

- 12 Representations objecting to this application have been received from 5 local residents. A copy of these representations are at **Appendix E to I**.
- 13 On the basis of the representations received, it is considered unlikely that this application will be successfully mediated before the Sub Committee Hearing.

- 14 Members attention is drawn to the fact that there is currently a separate permanent premises licence application in progress for the same location. This will explain some comments made within the 5 representations submitted against today's application. Only comments made in relation to the application which is the subject of this report, are to be taken into account.

#### Licensing Sub Committee Considerations

- 15 In determining the application with a view to promoting the licensing objectives, the Sub Committee must give appropriate weight to:

- 16 The steps that are appropriate to promote the licensing objectives  
The representations presented by all parties  
The Home Office Guidance issued under section 182 Licensing Act 2003  
The Sevenoaks District Council Statement of Licensing Policy  
Any other relevant legislation

The Licensing Act 2003 requires representations to address the four Licensing Objectives:

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

A representation is a 'relevant representation' if it is about the likely effect of the grant of the licence on the promotion of the licensing objectives. The objector must establish that such a consequence is a *likely* effect of the grant (i.e. more probable than not).

- 17 Sevenoaks District Council has produced a Statement of Licensing Policy in order to comply with its duties and powers under the Licensing Act 2003. A link to this Policy is in the Background Papers section at the end of this report.

The aims of the Policy are:

- To minimise nuisance and disturbance to the public through the licensing process
- To help build a fair and prosperous society that properly balances the rights of people and their communities
- To integrate its aims and objectives with other initiatives, policies plus strategies that will reduce crime and disorder, encourage tourism, encourage an early evening and night time economy which is viable, sustainable and socially responsible, reduce alcohol misuse, encourage employment, encourage the self-sufficiency of local communities, reduce the burden of unnecessary regulation on business, and encourage and promote, live music, dancing and theatre for the wider cultural benefit of communities generally.

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- 18 The Licensing Sub Committee should be mindful of requirements and responsibilities placed on them by other legislation, in addition to those contained within the Licensing Act 2003. These include, but are not limited to, having due regard to the Equality Act 2010 and the Human rights Act 1998.
- 19 The Sub Committee is asked to note the procedures relating to this hearing which are contained within The Licensing Act 2003 (Hearing Regulations) 2005 (as amended). A link to these Regulations are in the Background Papers section at the end of this report.

### Options

- 20 When considering this application for a new premises licence, the following options are available to the Sub Committee:
  - Grant a licence in the same terms as it was applied for
  - Grant a licence, but modify or add conditions as appropriate for the promotion of the licensing objectives.
  - Grant a licence, but modify the hours of licensable activity as appropriate for the promotion of the licensing objectives.
  - Reject the application.

### Right of Appeal

- 21 Under Section 181 and Schedule 5 of the Licensing Act 2003, there is a right of appeal to the Magistrates Court in respect of premises licence applications. This right of appeal is open to both the applicant and to any person who has made relevant representation. The appeal application must be made within 21 days of the written notification of the Sub Committee's decision.

### Key Implications

#### Financial

A decision made by the Sub Committee may be appealed by any party to the proceedings of a Magistrates Court. Costs associated with this matter and incurred by any party, may in certain circumstances be awarded against the Council.

#### Legal Implications and Risk Assessment Statement.

This Hearing is regulated by the Licensing Act 2003 (Hearings) Regulations 2005.

The decision is to be made with regard to the Licensing Act 2003, Secretary of State's Guidance issued under Section 182 of the Act and the Council's Statement of Licensing Policy. Where decision departs from the Policy or Guidance, the departure must be directed solely at the attainment of the licensing objectives, and such departure must be supported by clear and cogent reasons.



Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

**Appendices**

- Appendix A - New Premises Licence Application
- Appendix B - Plan submitted with application
- Appendix C - Draft Event Management Plan
- Appendix D - Site plan showing surrounding area
- Appendix E - Representation Morgan
- Appendix F - Representation Sharma
- Appendix G - Representation Hughes
- Appendix H - Representation Moore
- Appendix I - Representation James

**Background Papers**

[Licensing Act 2003](#)

[Revised Guidance issued under Section 182 Licensing Act 2003](#)

[Sevenoaks District Council Statement of Licensing Policy](#)

[The Licensing Act 2003 \(Hearings\) Regulation 2005](#)

[Hang Out Festival website](#)

**Richard Morris**  
**Chief Officer Planning & Regulatory Services**

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**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 Hang out Festivals LTD  
*(Insert name(s) of applicant)*

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

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description			
<b>Little Elses                  Morelys Road                  Weald</b>			
<b>Post town</b>	Sevenoaks	<b>Postcode</b>	TN14 6QX

Telephone number at premises (if any)	██████████
Non-domestic rateable value of premises	£ n/a

**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)



**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over		Please tick yes	
<b>Nationality</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(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	Hangout Festivals LTD
Address	3 Orchard Place Main Road Sundridge Sevenoaks TN14 6EM
Registered number (where applicable)	13851537
Description of applicant (for example, partnership, company, unincorporated association etc.)	Limited Company

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Telephone number (if any) [REDACTED]
E-mail address (optional) info@hangoutfestival.co.uk

### Part 3 Operating Schedule

When do you want the premises licence to start? 28/05/2022

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you wish the licence to be valid only for a limited period,  
when do you want it to end? 29/05/2022

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

A farmers field, empty with no structures, the event will have craft beers and vineyard wine tasting that can be purchased so some alcohol may be taken off site to be consumed at home

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

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

√

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

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**A**

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



**B**

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

# Agenda Item 3

## C

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

**D**

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

# Agenda Item 3

## E

Live music Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)  Outdoors only	Indoors	
Day	Start	Finish		Outdoors	/
				Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	12:00	21:00			
Sun	12:00	19:00			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)  Outdoors only	Indoors	
Day	Start	Finish		Outdoors	/
				Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	12:00	21:00			
Sun	12:00	19:00			

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## G

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

**H**

<p><b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)</p>			<p>Please give a description of the type of entertainment you will be providing</p>		
Day	Start	Finish	<p><b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)</p>	Indoors	
Mon				Outdoors	
				Both	
Tue			<p><b><u>Please give further details here</u></b> (please read guidance note 4)</p>		
Wed					
Thur			<p><b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)</p>		
Fri					
Sat			<p><b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)</p>		
Sun					

# Agenda Item 3

## I

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



**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	
				Off the premises	
Day	Start	Finish		Both	x
Mon			<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Tue					
Wed					
Thur			<b>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</b> (please read guidance note 6)		
Fri					
Sat	12:00	22:00			
Sun	12:00	19:00			

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

<b>Name</b>	Miss Sharon Howes
<b>Date of birth</b>	██████████
<b>Address</b>	██████████ ██████████
<b>Postcode</b>	██████████
<b>Personal licence number (if known)</b>	2100159LAPER
<b>Issuing licensing authority (if known)</b>	London Borough of Bromley

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## K

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

n/a

## L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b><u>State any seasonal variations</u></b> (please read guidance note 5) None
Day	Start	Finish	<b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6) None
Mon			
Tue			
Wed			
Thur			
Fri			
Sat	12	22:00	
Sun	12	19:00	

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**M**

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

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

Hang Out in the Weald is a family festival with a family ethos, and expect our clientele to be of such, we will be searching bags on entry with valid tickets only to the event, no entry under 16 without accompanied adult and a challenge 25 policy so ID will be checked from all traders selling alcohol. We have a professional sound engineer, professional medical services, and SIA security and traffic control staff on duty all through the festival to help to ensure the smooth running of the event, to keep control and keep safe all attendees of the event by meeting the 4 main licensing objectives

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

On entry to the festival bag searches will be required and a valid ticket and no child under the age of 16 to be unaccompanied a challenge 25 policy will be in place with ID required for all our vendors selling alcohol and all drink to be served in unbreakable drinkware. Violence is not expected due to this being a family festival and frowned upon on the ethos of the event. Drunk or violent persons will not be admitted and the licenced security team will be available for easy deployment to any incident and the police contacted,

**c) Public safety**

Suitable and required risk assessments will be taking place before the event. The family festival has no dangerous activities and consist of a stage and food and drink stalls and craft activities. The field is sizeable for the occupancy that we will be expecting and monitored throughout the day and will be limiting tickets sales to ensure no overcrowding, our security and crowd management staff will also be monitoring this throughout the day, the layout is open with sufficient signed emergency exits if an emergency arises with also an announcement over the tannoid speaker, the noise will be kept to required sound levels by our sound engineers and monitored regularly, drink will be served in unbreakable drinkware, and our professional medical team will be onsite at all times, the area is fenced off securely so only valid ticket holders allowed

**d) The prevention of public nuisance**

The premises that the event will be held is in a field on the outer edge of a village the event hrs are not late to avoid noise late into the evening, security will be ensure and announcement is made for people leaving to be mindful and considerate to other people, the music will be managed by a sound engineer to ensure we meet the sound level requirements, and the erection of the stage for music be in a position thoughtful to noise levels, we have free car parking that will enable 400 cars and in case of this getting full have overflow parking, traffic control staff will be present to ensure smooth entry and exit to premises. The toilets are hire professionally and will be place far away from any housing at the far end of the field to avoid and smells, we will have staff collecting rubbish throughout the day and have a skip for disposal, we will provide bins around the festival.

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

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We will have sufficient staff and SIA security upon entry ensuring bag searches for weapons or drugs and will be on site throughout the day, children under the age of 16 will be required to be accompanied by an adult, the traders selling of alcohol will be adhering to a challenge 25 policy with ID being requested, drinks will not be served in glasses to avoid breakage and injuries, any lost child will be accompanied by a member of staff and an announcement made over the tannoid speaker, the area is also fenced so no entry without the correct ticket will be allowed

### Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. ✓
- I have enclosed the plan of the premises. ✓
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ✓
- I understand that I must now advertise my application. ✓
- I understand that if I do not comply with the above requirements my application will be rejected. ✓
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

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

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

### Part 4 – Signatures (please read guidance note 11)

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

<b>Declaration</b>	<ul style="list-style-type: none"><li>• [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</li></ul>
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	<p>entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</p> <ul style="list-style-type: none"> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	
Date	
Capacity	

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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	[Redacted]
Date	18/2/2022
Capacity	Director

<p>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)</p> <p>Lisa Jayne Palmer                  [Redacted]                  [Redacted]                  [Redacted]</p>			
Post town	[Redacted]	Postcode	[Redacted]
Telephone number (if any)	[Redacted]		
<p>If you would prefer us to correspond with you by e-mail, your e-mail address (optional)</p>			

### 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.

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

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

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

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be 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.
- 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

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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.

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.

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# APPENDIX B



Map navigation controls including search, share, zoom, and other standard map interface elements.

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# Appendix C

## Event Management Plan

### Taste of Kent 28<sup>th</sup> & 29 May 2022 at Little Elsie Farm

This document is the backbone of our Event Management Plans and its purpose is to provide a general overview of all the considerations and detailed planning required staging the event.

As a standalone document it will contain all event details and will reference other documents that may be found as appendices. It is intended that it is a 'working document' that will evolve with ongoing liaison between the event organisers, the local licensing authority and other responsible authorities. The event organisers are an experienced team. They have successfully run the Food Fest for 6 years.

The event planning work is conducted to the highest standard to increase our contribution to arts and culture whilst minimising any adverse effects to local residents, public safety and the environment.

We believe good communication with stakeholders, such as local authorities and community groups, is vital to the success of any event and hope collaborative documents like this aid such communication.

The Taste of Kent is new start up with a team with a 6-year track record without any significant concern, site safety, public safety.

#### 1. Event Summary

The event is a small scale, family friendly food fest, music and arts festival with a focus on supporting emerging artists, supporting local businesses, local musical talent, engaging the community in the arts, as well as giving people to access to enjoy the wonderful nature and landmark of the location as part of the great British festival experience.

The event programme consists of a range of food stalls, farmers market, small vintage funfair for children, arts and crafts, face painting, healing village, outdoor garden games. Live music provided by unsigned local acts, main bar with Kent produced beers and wines with music.

A small glamping area comprising of 15 bell tents will be set up solely for the Food Fest Team, Volunteers and family who are helping and working at this year's food fest, providing onsite management and security support throughout the 2-day event. No members of the public are staying overnight in the grounds.

The ticket cost is £25 for adults, £10 for children or £65 for a family ticket.

The organisers have offered free tickets for the weekend to those living in the immediate surrounding area for their families to enjoy.

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The Taste of Kent as in previous years is NOT a classic music festival with crowd pulling signed acts and weekend camping etc. The event is relatively small in comparison to other well branded festivals. It is set-up and marketed as a family friendly food and music festival community event.

### **2. Contingency Planning**

**2.1 Medical Emergencies** -See section 27 of this document and the Medevent Medical Services Ltd Risk and Resource Assessment Plan and Operational Medical Plan documents.

**2.2 Fire Risk Assessment** - A Fire Risk Assessment has been sent and signed off by Kent Fire and Rescue Service by Samantha Hill who is a Fire Safety Inspector. We have also submitted a fire route safety plan produced by a Fire Safety Consultant from MD Fire Safety. Our Traffic Management Team will ensure the roads are clear for any emergency vehicles if needed.

**2.3 Shuttle Bus Breakdown** – Go-Coach Hire Ltd will be providing the shuttle bus service, with a back-up vehicle on standby in case of mechanical problems.

**2.4 Staff Levels**– From previous experience of running food festivals the required staffing levels are known, however additional staff are available on a call-out arrangement as part of back up planning.

**2.5 Traffic Control** – see ‘Final Traffic Management Plan’ documents.

**2.6 Security of the Site and Crowd Management** – see TMS Protection Limited Crowd Management document.

### **3. The provision of regulated entertainment.**

The provision of entertainment facilities. The supply of alcohol by retail, for consumption on site only. Guests will be subject to bag checks to prevent attendees bringing personal alcohol on site, as well as managing security threats.

### **4. Dates and Times of Production Build**

20<sup>th</sup>, 21<sup>st</sup> 23<sup>rd</sup> of May 2022

### **5. Gambling**

No gambling is permitted at The Taste of Kent as this is a community family event.



## **6. Management Team**

Event Directors Lisa Palmar & Jason Springham.

Site Safety Managers - Kingsley Pattenden, Liam Quinn, Carlin Pattenden, Lisa Pattenden, Lisa Jane Palmer, Richard Stanford, Liam Quinn & Michael Wood.

Premises licence subject to venue application .

Security & Parking event security LTD.

## **7. Contractors and Suppliers**

All contact with suppliers and contractors should be via the event Management Team.

Security and Crowd Management – Event security services.

Medical and First Aid - Medevent Medical Services Ltd

Sound and Lighting - The Bandshop Ltd

Technical Power and Distribution - The Bandshop Ltd

Luxury toilets - Elegance Toilets Ltd

Insurance - 'Event Insurance Limited'. All event contractors will hold an insurance office of repute, public and employer's liability insurance for claims up to and including £1,000,000.

Audience Profile - The event is aimed at families and individuals of all ages and backgrounds. Using data from previous events and ticket sales to date, the Management Team expect the majority of attendees to be families with young children mainly from local surrounding communities. Most attendees return year after year, and many new attendees hear about the event via word of mouth from previous visitors to our previous events.

The audience at our previous events has always been extremely amicable and compliant, with a friendly atmosphere onsite. The aim is to bring people together for a great cause supporting local food and produce, award winning gourmet food traders, unsigned local and UK music.

The Organisers over the past 4 years focused on building an event that occupied a niche that appeals to those that prefer a more intimate outdoor event, embraces local attractions, local unique gourmet food and local musical and artistic talent in a safe and family centric environment as opposed to the intensity and scale of traditional music focussed festivals.

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The Taste of Kent organisers are dedicated to the very highest quality production standards and have a 100% success rate with all previous local authorities and landowners.

All event safety, sanitary and security provisions will be planned to be suitable for this intended capacity.

Licensed Area Capacity For this event the number of attendees is to be limited by the License restrictions on capacity. Category Number Public 1500 a day including Performers, Staff and traders.

### **8. Car Park Capacity**

There is ample space at the event site to accommodate guests in car park one and car park two & three. Parking will be managed by stewards to ensure available space is used effectively and that attendees only park in permitted locations. Further details are provided in the Traffic Plan document.

### **9. Parking**

This car park option has the capacity to hold over 500 cars. With the assumption of 2.5 attendees per vehicle, 1500 attendees on site at peak times and 30% of attendees arriving by automobile, the total peak parking requirement would be 180 car parking spaces. Therefore 87% of car parking can be handled with this parking option.

### **10. Public On-site Car Parking – PAID**

Public car parking will be managed using experienced Traffic Management staff and volunteers. We have the capacity of over 500 car parking spaces available.

Attendees requiring onsite parking will be charged (£5) in advance for parking. This is in order to encourage attendees to utilise public transport, taxi's and walk to the venue.

### **11. Temporary Demountable Structures**

Temporary demountable structures will be used to house the venues, bar and food traders as well as some production facilities.

### **12. Erection and Maintenance of Structures**

The responsibility for the safe erection and maintenance of structures rests with the contractor supplying the structure. They are expected to produce and work to their own risk assessments and method statements and maintain their own liability insurance cover and MUTA documentation.

A representative from each contractor is required to remain on call throughout the event in order to deal with any instances of maintenance or respond to any prevailing weather conditions.

All documentation of this nature collated will be included in the appendices to this document.

Structural Safety and Wind Structural calculations relating to imposed loads from production infrastructure and wind loading will be obtained from contractors in advance of the event and a note made of the wind speeds at which action must be taken.

The production manager will monitor wind speeds throughout the event and ensure that any required action is taken should the prevailing, or forecasted conditions require.

Flame retardancy certificates will be obtained from contractors in advance of the event and be filed in this document.

### **13. Power Supply and Electrical Equipment**

**13.1 Generators** - Generators will be installed and managed by an experienced electrical contractor. The generators will be carefully placed behind our main stage area and fenced off to the public. This area is not assessable to public at any time and will safe guarded for our artists and team.

**13.2** - If diesel generators are used tanks will be double banded and a Diesel Spills Kit available at all times from the production office.

**13.3** - Electrical Installations and Appliances Electrical installations will be managed and signed off by experienced electrical contractors with the relevant qualifications and will comply with all statutory provisions and will be of adequate capacity, reliability and durability in accordance with the requirements set out in the Electricity At Work Regulations (1989).

**13.4** - All appliances brought on site are hired from reputable companies, from whom we can obtain PAT test certification. Any other appliances brought onto site will be PAT tested by onsite electricians before their use is permitted. We will have a qualified PAT testing accredited person on site, to retest any equipment with outdated certification. All electrical equipment exposed to weather will be suitably waterproofed and fitted with circuit breakers. Cables will be flown or buried where necessary and cable ramps used.

**13.5** - Site Lighting Site lighting will be positioned in suitable areas around the event site. Two sets of lighting will be maintained, one for general use and another for emergency use in the instance that the generator, electrical systems or general use lighting fail or have to be switched off. Most site lighting will only

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be used in an emergency, however, the areas listed below will be lit at all times after sundown: Toilets, Production area, Emergency Exits and Security positions.

**13.6** - Additional fire points will be positioned around the campsite providing buckets of sand and water. These will be clearly signposted and easily accessible.

### **14. Fire Safety Checks**

3 checks will be conducted at 0800, 1500 and 2000 of each event day including:

All exits and gateways are unlocked and clear

All exits are clearly signposted and illuminated

All exits lead to a place of safety, and that the place of safety is clear

### **15. Raising the Alarm**

Upon spotting a fire, or being alerted by an attendee, any member of staff or security can communicate this to the production office via radio. The production office can then dispatch fully briefed security response teams to deal with the incident, telephone the fire brigade and begin a partial or full evacuation.

### **16. Fireworks and Sparklers**

Attendees will not be allowed to bring fireworks or sparklers onsite. Any found during security searches will be disposed of.

### **17. Emergency Services Rendezvous Point**

The emergency services rendezvous point is outside the main gates of the Gate House.

### **18. Provisions for Disabled People Disabled access toilets will be provided.**

Routes through the event site will be made suitable for wheelchair users and those that have difficulty walking. Adequate signage will be used to assist those with impaired hearing and vision. Priority parking spaces will be made available to improve access to the event for disabled attendees.

### **19. Crowd Management**

Crowd Management Planning and Implementation will be undertaken by Event security services LTD. The Crowd Management plan details roles, responsibilities and methods for control and evacuation.

Audience Number Control Tickets will be majority sold by pre-sale. A small amount of tickets will be made available on the door for walk up attendees.

## **20. Police**

We will ensure we liaise with all relevant police parties closely in the further planning of the event to ensure they are aware and in agreement with the Event Management Plans. Police presence at the event is always welcomed, though we feel that it is not necessarily required considering the private security arrangements we will have in place. The Taste of Kent has not required Police Presence in the past.

Event security services SIA Licensed security will be used in any positions where searching, refusal of entry, patrolling or intervention may be required and at the sites of all licensable activities. A detailed crowd management plan will be produced following a risk assessment by a security specialist contractor planning exact security team numbers and positions.

Stewards and volunteers will be used to assist with general information and monitoring of activity around the The Little Elise. This team will not replace or replicate the provisions of the SIA Licensed security team; their purpose is to provide information to festival goers and a large network of eyes and ears around the event site. Stewards and volunteers will be trained before the event commencement.

## **21. Security Searches**

The security team will carry out a security assessment and provide a document with detail concerning bag searches.

## **22. Missing Persons or Property**

Any lost property may be handed in to our ticket booth team any security or event staff; this will be dealt with by the welfare team, as can any reports of lost property. Property can be reclaimed at the event by direct description or afterwards via collection or post. Contact details for property reclaim will be clearly shown on the event website. Lost persons can also report to the welfare team, as can reports of missing persons. The Production Manager will then be informed. If the lost person is deemed to be in any way vulnerable, then only persons with a valid DBS check will be allowed to handle the issue. In most cases this would be any of the Welfare team, SIA team, First Aid team, or the event organisers.

Alcohol and our bar on site will be managed in accordance with The Licensing Act 2003 and all Mandatory Licensing Conditions will be met. The bars will stock a wide range of products, including many locally made 'craft' products such as ale, cider and wine. Extremely cheap and excessively strong drinks will not be available.

The bar staff will ask attendees for proof of age identification where deemed appropriate.

## **23. Event Website and Social Media**

The event website and social media channels will provide attendees with information relating to transport, terms and conditions of entry and general safety advice prior to and during the event.

### **24. Radio**

All key staff will be issued with a radio. All event staff will be provided with a contact sheet prior to the event that will state which teams are using which frequencies and a list of key mobile phone numbers for use in case of radio failure.

PA Systems Information and emergency directions can be broadcast to the public using the PA systems available in each venue.

### **25. Loud Hailers**

The security team will provide loud hailers for use during any partial or full evacuation, particularly in the campsite where there is no PA system.

### **26. Signage**

All emergency exits will be clearly denoted using the standard form of white lettering on a green background, and suitably illuminated and displayed at height. Other points of interest will be clearly signposted such as the main entrance, first aid, and control point, as well as delivering safety advice.

### **27. Medical First Aid and Welfare**

The provision of first aid during the event.

Our Paramedic and First Aid Team will be situated clearly in the main stage area and will be clearly signposted. This is situated very close to the main gate house so emergency services can get into our quickly and efficiently. In case of a child getting lost our security team and production team will ensure that this is clearly communicated over loudspeaker on main stage and our team will stay with the lost child until their parents are found and they are reunited with their child.

It will be planned and managed by a suitable specialist contractor, who is confirmed as Medevent Medical Services Ltd.

Our Paramedic team have a vulnerable referable policy which will be sent across shortly.

They will have direct radio contact to the production office and security team to request assistance in meeting the emergency vehicle and ensuring the ambulance can easily access the incident.

Our traffic team will then be messaged so they can direct the emergency services to where the incident has happened. Our site Directors and Site Managers will be radioed, and they will also be there to ensure the emergency is dealt with quickly.

The onsite medical team will be a paramedic and first two first aiders in any medical emergencies and will be responsible for telephoning for assistance from the local ambulance service if required. They will have direct radio contact to the production

office and security team to request assistance in meeting the emergency vehicle and ensuring the ambulance can easily access the incident.

Nearest Hospitals - Nearest A & E Department for minor injuries is:

Pembury Hospital

Maidstone Hospital is 6.1miles away and approximately 14 minutes by vehicle

Refuse and Recycling - No glass will be allowed into the event. Additional measures will be taken to reduce the amount, and types of materials coming onto the event site. Concessions will be required to use compostable serving plates and cutlery which can be provided by The Taste of Kent .

Attendee Waste Bins will be provided across the event site for use by attendees.

Attendees will not be allowed to leave the event with any cups or plastic bottles, helping to reduce any litter dropped outside the event site. At the end of the event a full litter sweep will be conducted across the sections of the estate that have been used and immediate surrounding areas.

### **28. Concession and Production Waste**

Larger industrial bins and liquid containers will be provided for the safe disposal of food waste and production waste such as grey water.

Waste Transfer Licence A copy of the waste disposal contractors Waste Transfer Licence will be made available to local authorities upon request.

### **29. Water Supply**

The Food Fest will be bringing in tested water supply for the event for our traders and our traders bring their own water to small events like this.

Handwashing Sanitising hand gel stations will be available in all toilet facilities. Concessions will be expected to maintain a handwashing station with hot running water for staff use.

### **30. Water and Sewerage**

Grey wastewater from any hand washing, showers and concessions will be collected in containers and collected by a sewerage truck at the end of the event.

Elegance toilets will remove sewerage waste material.

### **31. Environmental Considerations**

## Agenda Item 3

Environmental considerations make up two major factors when planning the show. Firstly, the health and welfare of the customers during the show regarding the dangers from the environment and secondly the impact of the festival to the area.

Fencing will be carefully placed to ensure public safety.

Notice to customers of Environmental risk Laminated posters will be erected pre-show to warn of the risks of any known.

### **32. Operational Preparation**

Life buoys will be available by the lake and security will be briefed to be vigilant and made aware of these provisions at this area.

All fencing will be inspected as part of the fire walk around and any weak spots will be reclipped.

### **33. Environmental impact**

Environmental impact is very important to the ethos of the festival and it is an area that the festival is working hard to improve on each year.

### **34. Waste Management Liquids on Site**

All Traders will have a grey water facility for disposal of all liquid waste created by their operations.

All traders and bar staff will be fully briefed on proper disposal of liquid waste and the consequences of disregarding the briefing. Any trader or bar staff seen to be discarding of liquid waste anywhere other than in its proper place will be subject to a severe verbal warning and the trader will receive a red card and will not be allowed to resume trade until proper systems have been introduced to deal with liquid waste appropriately. Consistent breach of rules will lead to bar staff being relieved of duty and traders escorted off site.

Human liquid waste will be dealt with in a similar manner so as not to pollute water courses and ecosystems. Adequate toilets will be provided.

### **35. Emissions**

Electric appliances will be kept to a minimum and backstage signage will be erected to remind staff and crew to use as little energy as possible. Lights will be turned off in all daylight hours, unless required for artistic purposes. LED lights will be used where practical. No power is available for public use. All generators are eco/super silent, emissions will be logged post show and a strategy will be put in place to reduce the event's carbon footprint for the future.

Wind Safe working wind loads for each Temporary Demountable Structure will be provided by the supplying contractors to the production manager. If at any point the safe wind speed is likely to be exceeded the production manager will ensure



appropriate action is taken. This could include evacuating and dismantling the structure if necessary.

### **36. Flooding and Wet Weather**

Shelter for all attendees is available in various places across the site. The event is taking place on high ground, so the risk of large-scale flooding is minimal. In the event of localised flooding areas will be closed off. Signage will be available to warn of flooding and muddy areas.

Main ingress and egress routes, and key areas such as near to the toilets will be monitored and if necessary, made safe through the use of straw, woodchip or temporary pathway and trackway.

### **37. Extreme Heat and Cold**

In the case of extreme heat (above 27 0C) staff will be briefed to verbally remind attendees of the need to keep hydrated, remain clothed and wear sunscreen.

Sunscreen will be available in the first aid tent and welfare tent for anyone without their own. In extreme cold (below 10 0C) staff will be briefed to verbally remind attendees of the need to keep warm.

Blankets will be available in the first aid tent for anyone who does not have enough clothing.

### **38. Concessions**

There will be a number of concession facilities on the event site serving hot and cold food and drink to attendees and staff.

Copies of food safety and hygiene certificates, gas safety certificates, public liability insurance and risk assessments will be retained by the event organisers and made available to local authorities.

### **39. Traffic and Transport**

As this is a community event most families will walk, arrive by train or share taxis. To avoid any congestion, Little Elsie Farm have three car parks in case overflow. A Traffic Management Plan is attached.

### **40. Speed of Vehicles**

A 5mph speed limit will be in action on site at all times during the event and our presence on site to prevent any accidents and/or collisions including cars and pedestrians attending the event. This will be signposted around the site and access routes. Traffic Signage The event will be signposted in the local area (exact positioning to TBC) via short leg temporary road signage.

### **41. Public Transport**

## Agenda Item 3

We will encourage attendees to travel to the event by public transport if possible. The timetable will be published nearer the time and will correspond with train times and planned engineering works.

A number of local taxi providers will be approached prior to the event to ensure they are aware of the event timings and location.

Their telephone numbers will be published on our website

### **42.Noise**

A noise assessment and management plan will be produced in order to consider and reduce the nuisance effects of noise arising from the event, taking into account the size, type and direction of each Soundsystem.

The following conditions will be adhered to in managing noise created by the event: Between the hours of 11am and 9pm on the 28th<sup>t</sup> May & 11am and 7pm on the 29th May 2022.

We will employ a noise management engineer to be responsible for the regular monitoring and control of noise levels during the event. Records of monitoring and any action taken to will be maintained and made available to the local authority for inspection during the event. Records will be submitted to the local authority following the event.

### **43.Build and Break Procedures**

Our main contractors will only be building main stage, small children's funfair and a marquee bar as this is a small boutique event.

### **44.The Taste of Kent will be checking the following:**

Risk Assessments, Method Statements, all relevant qualifications, documentation connected with specialist equipment (MUTA Marque, general equipment maintenance documentation MSDS sheets, PAT tests, Gas Safety Certificates, Ladder Tags) and insurance. All site crew working directly for The Food Fest will be again fully vetted by the Production Manager and all relevant qualifications will be examined and collated. At the start of each day, the crew will be fully briefed, there will be no lone working activities and all will be in radio communication for the duration of the working day

All personnel will be subjected to a thorough Site Induction on arrival until the first public access day. Personnel will then be required to sign an acknowledgement sheet which will be kept on file, the contents of which will make up an appendix in this document.

3 Emergency Procedures The production manager has overall responsibility for managing emergency situations. If the production manager is unavailable and cannot be called, then the head of security will assume their decision making responsibilities.

#### **45. The Crowd Management Plan.**

The Production manager will assist by coordinating other event staff and resources as needed. If required, the following statement will be read out by the production manager over the relevant PA systems. "Ladies and Gentlemen. Owing to an incident it has become necessary to evacuate this area (specify which area if needed).

Please leave via the exits (specify which exits if needed) and proceed to the (campsite/car park) where further information will be given.

#### **46. Cancellation and Curtailment**

The event organisers will make the final decision to cancel or curtail the event, after consultation with onsite teams, emergency services and local authorities.

Cancellation (Event not yet commenced) Following a decision to cancel the event the following will happen; the police and local authority will be informed of the decision, a written statement will be circulated via emails, event website, social media channels and the press, notices will be erected around the site, security will secure the site until after the due commencement time.

Following a decision to curtail the event, the Head of Security will be notified.

The police and local authority will be informed, the decision will be made by the food fest team and will communicate that event has to be cancelled. All food fest ticket holders will be contacted via email and will announce this across all our social media platforms, event website, social media channels and the press.

#### **47. Cancellation of event.**

If in case of severe weather conditions i.e. flooding and the event is unable to go ahead, we will email our ticket holders and list event as cancelled across all of our social media platforms i.e. Website, Facebook, Instagram and Twitter.

#### **48. Bomb Threats**

A bomb threat is usually in the form of verbal or written threat to detonate an explosive or incendiary device. The device may or may not actually exist. If it does not exist, then the motivations of the threat are more likely to be to induce a state of panic and confusion and to interrupt business operations. After any bomb threat is received a thorough inspection should be undertaken to establish the true motivations of the threat and establish whether an evacuation is necessary. The police should be informed of all bomb threats by the head of security. The head of security and production management team.

#### **49. The Licensing Objectives Statement of Intentions**

As organisers we intend to build on our success with other events, maximizing the positive benefits we offer to arts, culture and communities whilst minimising any disruption or disturbance.

## Agenda Item 3

To satisfy the four main licensing objectives we intend: To provide a safe, enjoyable, and successful event of leading standards. To provide a high standard of planning, organisation, and management. To listen and respond to the needs of local residents and communities. To work in partnership with Sevenoaks District Council, Police, Fire, and Ambulance services, and to involve the authorities in agreeing priorities and setting standards.

### **50. Prevention of Public Nuisance**

The Taste of Kent team, sound and security team will ensure that the sound and our guests are not a nuisance to the local surrounding area & community. This is a family event and do expect any problems.

### **51. Event Sound**

The event will meet the guidelines of the Noise Council Code of Practice on Environmental Noise Control at Concerts (1995). An event Noise Assessment and Noise Management Plan will be produced to ensure compliance with the guidance of the code.

### **52. Crowd Noise**

Crowd noise is not expected to be a problem as this is a boutique family food and music festival raising money for two great causes. A noise assessment risk has been sent across to Sevenoaks Council by our professional sound team The Bandshop Ltd.

Posters will be displayed at the main exit asking attendees to leave quietly, stewards will amplify this message verbally.

### **53. Prevention of Crime and Drugs**

We operate a strict zero tolerance policy on drug use and possession. All guests to the event will be searched upon entry, any drugs found will be confiscated, the offending patron detained, and the police informed.

### **54. Violence**

Violence of any sort is not expected from our guest profile and is very much frowned upon in the ethos of the event. However, measures will be in place to prevent and/or deal with any incidents effectively. All guests will be searched on entry, any weapons found will be confiscated and the police called. Violent persons will not be admitted to the site. A licensed security team will be available for easy deployment to any incident on or off site and the police will be contacted.

Egress Dispersion The security team will carry out post event crowd dispersion. A dispersion plan will be available as part of the Crowd Management Plan.

### **55. Protection of Children from Harm**

The Food Fest team, Right guard Security and our health and safety team will be ensuring any areas of danger are fenced off and monitored at all times.

### **56. Alcohol**

All attendees will be searched upon entry and asked for identification. Any contraband material will be confiscated. Contraband material includes alcohol if the person carrying it cannot prove they are over the age of 18. It is a mandatory condition of entry that any under 18's who appear to be or are found to be intoxicated will be taken to the first aid point where they will be supervised, and the police and their parents or guardians will be contacted. If no contacts can be found, then they will be passed on to the police for further care.

### **57. Age Restrictions**

For Entry Food Fest is a family event and therefore open to anyone of any age. Children aged 16 and under must be accompanied by an adult aged 21+ years at all times during the festival. Parents will not be allowed to drop children off and leave them for the day they must be paying guests at the event and remain with their children at all times. Those aged 17 and over may attend of their own accord but must wear an Under 18's wristband with the contact details of their parents or guardians. Children aged 5 and under can attend for free.

### **58. Lost Child**

A lost child meeting point will be located at the back of the production stage area. Our food fest team and security team will ensure that our production team will announce a child is lost and the appropriate measure will be taken to ensure the child is reunited their parents.

### **59. Public Safety**

The event management plans have been developed in accordance with the guidance given by the Event Safety Guide and are continually being developed as part of the consultation between with local authorities. All activities and installations necessary for the running of the event are fully risk assessed by the event organisers or the supplying contractors, and will meet any relevant regulations, standards and guidance.

Suitable safety barriers will be used in front of stages and to cordon off non-public areas, such as around generators, trip hazards and to form queue lanes.

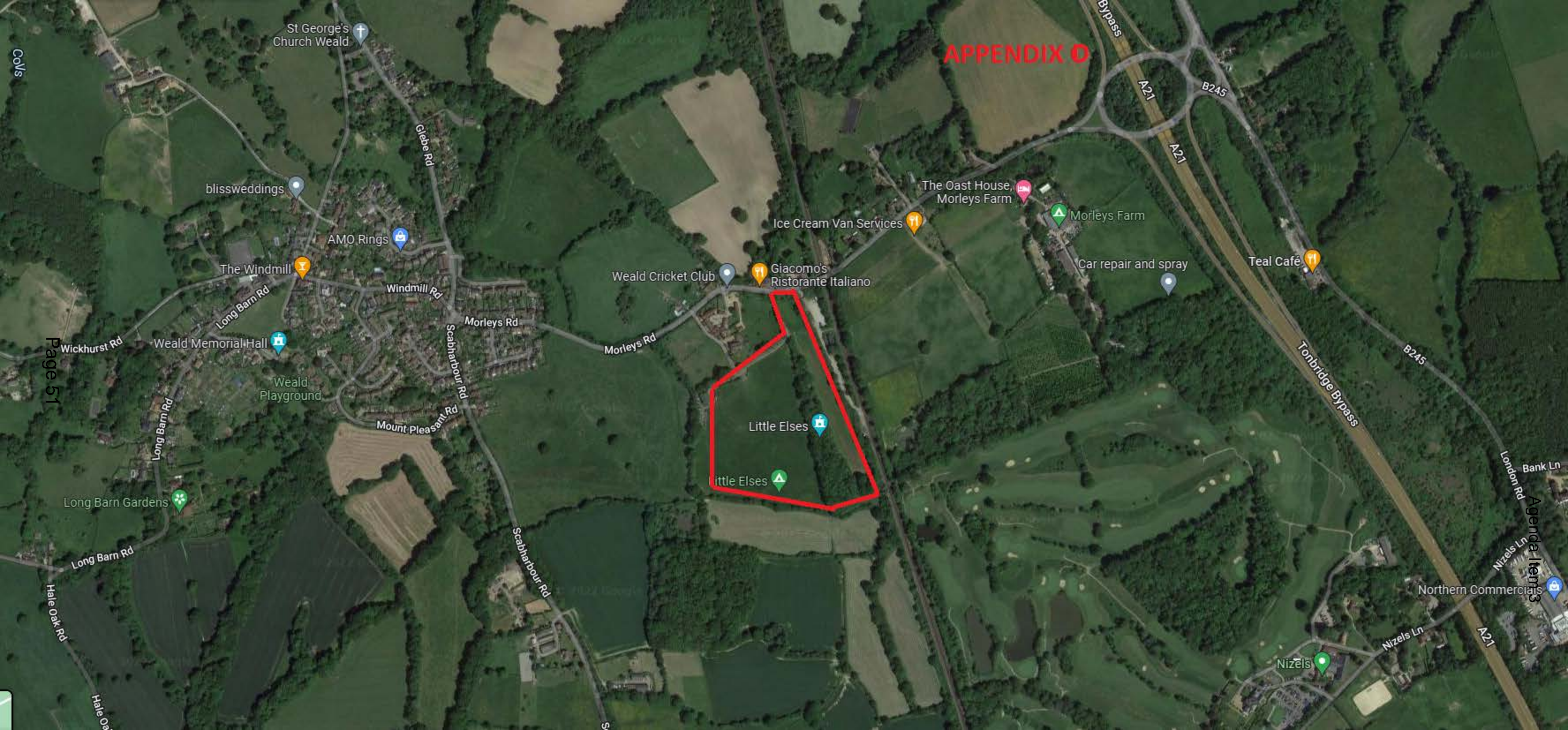
### **60. Traffic Management Plan**

Our traffic management plan is attached to this email, with a plan of Marshalls where they will be carefully situated and in contact radio contact to ensure there is no congestion.

## Agenda Item 3

We have allocated 500 car parking spaces with overflow car park with another 300 spaces and our traffic marshals will be in radio contact to ensure there is no congestion by the venue with hour one system in place.

APPENDIX D



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## Appendix E

We wish to formally object to the proposed alcohol license 22/00356/LAPRE for a 2-day music festival at Little Elses, Elses Farm, Morley Road, Weald on the grounds of public nuisance.

Little Elses is a agricultural field with houses on one side, and a public footpath on 2 sides. The access from Morleys Road is a single dirt track with poor visibility onto Morleys Road. The area is not fenced securely - a public footpath runs up the access track and continues between the field and the small wood (and proposed car park). Our land borders the track and is not securely fenced.

The festival is advertised as a family festival however the alcohol license is until 10pm which suggests a different crowd in the evening. The event is outside which will create noise pollution on the edge of a small (and very quiet) village.

Jane and Ben Morgan  


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## Appendix F

Objection to Application - Ref 22/00356/LAPRE

I wish to raise a formal objection to the above licensing application, which I note is one of 2 being applied for (the other being ref 22/00428/LAPRE)

By granting these licences, it is my view that the additional traffic, parking and related noise and light pollution factors will adversely affect the immediate surrounding area and residents, particularly noting that there are already major parking and traffic issues when local events are held.

While this is bearable on an adhoc basis and for local community events (childrens football etc in Weald recreation park) it is my understanding the proposed applications will lead to continued and on-going noisy and have alcohol served late into the night, which will harm the local area and surroundings. This should be borne in mind given that Weald Village is a recognised Area of Natural Beauty (AONB) which is a primary reason I and others moved into this part of the village.

Kindly acknowledge this email - I have tried to register using Public Access but was unable to do so and advised by the council to email to this address which I hope is in order.

Regards,

Vinay Sharma



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## Appendix G

Noise Disturbance  
Parking  
Prevention of Public Nuisance  
Traffic.

I am concerned that this application, if approved, is setting a precedent for wider and long term festival activities including films, live music, year round. See application 22/00428/LAPRE

Mr Robert Hughes  


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## Appendix H

I've just been made aware of applications for Little Elses, [REDACTED] but have received NOTHING from Sevenoaks Council.

It appears they've put in ridiculous applications with a complete and total lack of any regard to their neighbours peace and safety, to be allowed to sell alcohol practically 24/7 and produce as much 'outside/external' noise as they want ANY DAY OF THE WEEK!!!

I'm not sure why this hasn't been rejected straight away. We moved to the countryside for the peace and you're looking to allow outside entertainment, concerts and other live music, which will MASSIVELY effect the enjoyment of our homes and the surroundings.

We have enough trouble with Giacomos next door not giving a damn about the loudness of his music with his windows open and his amplifiers pointing outside and towards our home - we don't get peaceful evenings when they have their 'live gigs' on but at least they're only 'every so often'. What is being proposed here is completely ridiculous. We don't need drunken drivers leaving Little Elses after a day ... or two ... of drinking at these music events. It's definitely NOT family entertainment and it CANNOT be a concert venue!! Its a field with a couple of tents which they consider 'glamping' and horses.

I also wasn't aware that they are building a house on the site of an agricultural building so they are pushing what you'll let them have WAAAY beyond any reasonable, sensible and logistical point. This is an area of AONB and they're completely taking the [REDACTED]

Yet Little Elses doesn't even have a property to play this music in, all these events with be outside or maybe in a tent ... it will be heard by EVERYONE, regardless of whether they WANT to hear it or not, regardless of whether they're quietly entertaining with family and friends in their gardens.

There is NOWHERE to put 400 cars - we have enough problems with people using Weald as a 'rat run' at high speed with cars parked along the sides of the road, not just between our home and Giacomos, but in front of our house making it difficult to see to get our cars out but also sometimes parked on the grass outside Elses Farm development and most dangerously parked recently all along the road towards the corner on the way into Weald village also.

The 'Rhythm in Oaks' event they had last year was loud and annoying enough with cars toing and froing along our little lanes.

You've previously blocked a car boot being allowed up the hill by Kings because of traffic, but Little Elses is right on the corner opposite Giacomos and many a time cars have sped round that corner only to be confronted by someone turning slowly into/out of Giacomos carpark round the bend.

We DON'T want loud noisy, boozy events on our doorstep, regardless of them being a few hours, one day or two days or more whether concerts, weddings, open air cinemas ... it's simply NOT appropriate for the area or the local community and I seriously hope you will quash such applications that would seriously impact the lives of those people living in the area.

Lynne Moore, Paul Moore, Thomas Moore, Emily Moore  
[REDACTED]

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## Appendix I

I would like to make a formal objection to the above application to host a 2 day festival at this property.

As a resident at [REDACTED] none of us had been notified or consulted about this festival and the applicant did not have the courtesy to notify their neighbours or the residents of Weald village. We believe the applicants intention is to host many future events and on social media many future festivals have been advertised and are being planned.

We are concerned about the impact this will have on the environment, the noise pollution, possible anti-social behaviour and can not fathom where the cars will park for these events - a reference to 400 cars has been mentioned on the application.

Yours sincerely

Lisa James  
[REDACTED]

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