



\* required information

## Section 1 of 21

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

System reference

Not Currently In Use

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

Your reference

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

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

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

### Applicant Details

\* First name

Max

\* Family name

Weston

\* E-mail

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

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

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

### Applicant Business

Is the applicant's business registered in the UK with Companies House?

☒ Yes ☐ No

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

Registration number

11065875

Business name

SBE Live Ltd

If the applicant's business is registered, use its registered name.

VAT number

Put "none" if the applicant is not registered for VAT.

Legal status

Private Limited Company

*Continued from previous page...*

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Agent Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

☒ An agent that is a business or organisation, including a sole trader

A sole trader is a business owned by one person without any special legal structure.

☐ A private individual acting as an agent

**Agent Business**

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

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

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

**Premises Address**

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

☒ Address ☐ OS map reference ☐ Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

## Section 3 of 21

### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

### Confirm The Following

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

## Section 4 of 21

### NON INDIVIDUAL APPLICANTS

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

#### Non Individual Applicant's Name

Name

#### Details

Registered number (where applicable)

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



Continued from previous page...

### Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

### Contact Details

E-mail

Telephone number

Other telephone number

\* Date of birth   
dd mm yyyy

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

[Add another applicant](#)

## Section 5 of 21

### OPERATING SCHEDULE

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

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

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

The premises is Wings of the Morning and the area surrounding defined by the premises plan for the purposes of holding Southbeats Festival.

Southbeats Festival is a music festival that has been operating in Kent since 2016 with a focus on showcasing renowned live music and DJ artists to festival goers in the South East of England.

*Continued from previous page...*

The event will take place annually for a period up to but not exceeding 5 days including the opening and operation of campsites.

The festival is restricted to adults who are 18 and over.

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

14999

## Section 6 of 21

### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes

☒ No

## Section 7 of 21

### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☒ Yes

☐ No

### Standard Days And Timings

#### MONDAY

Start

End

Start

End

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

#### TUESDAY

Start

End

Start

End

#### WEDNESDAY

Start

End

Start

End

#### THURSDAY

Start

End

Start

End

#### FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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

☐ Indoors ☐ Outdoors ☒ Both

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

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

We will be providing films which will be amplified

State any seasonal variations for the exhibition of film

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

The event will take place annually for a period up to but not exceeding 5 days including the opening and operation of campsites.

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

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

N/A

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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End

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End

SATURDAY

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End

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End

SUNDAY

Start

End

Start

End

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

☐ Indoors ☐ Outdoors ☒ Both

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

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

We will provide live music which will be amplified



Continued from previous page...

State any seasonal variations for the performance of live music

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

The event will take place annually for a period up to but not exceeding 5 days including the opening and operation of campsites.

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

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

N/A

## Section 11 of 21

### PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☒ Yes ☐ No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

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

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

##### FRIDAY

Start

End

Start

End

Continued from previous page...

**SATURDAY**

Start  End

Start  End

**SUNDAY**

Start  End

Start  End

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

☐ Indoors ☐ Outdoors ☒ Both

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

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

We will be providing recorded music which will be amplified

State any seasonal variations for playing recorded music

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

The event will take place annually for a period up to but not exceeding 5 days including the opening and operation of campsites.

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

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

N/A

**Section 12 of 21**

**PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☒ Yes ☐ No

**Standard Days And Timings**

**MONDAY**

Start  End

Start  End

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

Continued from previous page...

TUESDAY

Start  End

Start  End

WEDNESDAY

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THURSDAY

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Start  End

FRIDAY

Start  End

Start  End

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

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

☐ Indoors ☐ Outdoors ☒ Both

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

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

We will be providing performances of dance

State any seasonal variations for the performance of dance

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

The event will take place annually for a period up to but not exceeding 5 days including the opening and operation of campsites.

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

*Continued from previous page...*

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

N/A

### Section 13 of 21

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

[See guidance on regulated entertainment](#)

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

☐ Yes ☒ No

### Section 14 of 21

#### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

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

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

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Start

End

##### THURSDAY

Start

End

Start

End

##### FRIDAY

Start

End

Start

End

##### SATURDAY

Start

End

Start

End



Continued from previous page...

SUNDAY

Start

End

Start

End

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

☐ Indoors ☐ Outdoors ☒ Both

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

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

We will be providing late night refreshments

State any seasonal variations

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

The event will take place annually for a period up to but not exceeding 5 days including the opening and operation of campsites.

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

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

N/A

## Section 15 of 21

### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

### Standard Days And Timings

MONDAY

Start

End

Start

End

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

Continued from previous page...

TUESDAY

Start  End

Start  End

WEDNESDAY

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THURSDAY

Start  End

Start  End

FRIDAY

Start  End

Start  End

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

Will the sale of alcohol be for consumption:

- ☐ On the premises ☐ Off the premises ☒ Both

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

State any seasonal variations

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

We will be providing the supply of alcohol

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

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

The event will take place annually for a period up to but not exceeding 5 days including the opening and operation of campsites

Continued from previous page...

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

**Name**

First name

Family name

Date of birth

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

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

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

Reference number for consent form (if known)

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

**Section 16 of 21**

**ADULT ENTERTAINMENT**

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

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

N/A

Continued from previous page...

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

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THURSDAY

Start

End

Start

End

FRIDAY

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SATURDAY

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End

SUNDAY

Start

End

Start

End

State any seasonal variations

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

The event will take place annually for a period up to but not exceeding 5 days including the opening and operation of campsites



*Continued from previous page...*

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

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

N/A

## Section 18 of 21

### LICENSING OBJECTIVES

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

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

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

The event will be planned, produced and delivered by Proud Events Limited under contract to Southbeats Festival (SBE Ltd.). Proud Events Directors have many years' experience of delivering safe, complex events with multi-agency planning and involvement. They have a strong track record of engaging with local communities to minimise impact and nuisance.

Proud Events have significant event management experience and will work with Southbeats Festival to undertake robust planning, identify and mitigate risks and appoint and manage professional and experienced contractors and suppliers.

Proud Events will also manage a programme of resident and business consultation.

Southbeats Festival and Proud Events will contract with a health and safety advisor and other specialist suppliers including, but not limited to: security and stewarding; traffic management; medical; welfare; fire; waste; noise management and relevant infrastructure providers.

The licence-holder, in conjunction with their health and safety advisor and specialist suppliers will prepare and distribute an Event Management & Safety Plan. The plan will be drafted in consultation with the responsible authorities. The Plan will provide details of the premises, hours of operation, control of access and the relevant operating policies and processes, management plans, and emergency management plans and major incidents plans.

The licence-holder will undertake appropriate risk assessments for delivery and management of the premises and event and include these and associated mitigations into the Event Management & Safety Plan and associated documentation.

The Event Management & Safety Plan is a living document and will be updated routinely. A comprehensive plan sufficient to operate the event in full shall be provided to the responsible authorities no later than 40 days prior to the event start date.

The licence-holder will employ the services of experienced and competent advisors and suppliers to assist them in the planning, delivery and management of the event. This will include but not limited to: Event management, site management and production; health and safety; security and stewarding; medical; welfare; traffic management; noise management; waste management.

The licence-holder, with the assistance of their advisors and suppliers, will undertake and include appropriate risk assessments and risk mitigation plans (method statements and safe systems of working) and provide these within the Event Management & Safety Plan.

The licence-holder shall engage fully with the Tonbridge and Malling Safety Advisory Group and relevant sub groups and incorporate any reasonable requirements and requests into the Event Management & Safety Plan.

Relevant and appropriate insurance will be secured prior to the event.

*Continued from previous page...*

The total capacity for the premises licensed area will be 14,999 people excluding staff?

The licensed premises will be held within a contained, fenced site and access will be controlled by physical means and security and stewarding personnel.

The licensed premises will be made up of three distinct areas: Arena; campsite, including a provision for parking for campers; car and coach parking along with pick up and drop off areas. In addition, the premises will contain provision for back of house, production and equipment storage areas that will all be subject to controlled and restricted access.

Entry conditions will be published in advance of the event and displayed at all customer entry points to the premises.

Access to both the arena and the campsite will be controlled and shall only be granted to customers who hold a valid event ticket and staff and contractors with valid accreditation.

All areas off limits to the general public shall be identified, marked and controlled by security and stewarding personnel. A suitable means of identifying authorised persons shall be detailed in the Event Management & Safety Plan.

An Event Control will be operational for the duration of the live show days with all accidents, incidents, complaints and near misses logged and tracked by the Event Control team.

An event liaison team will be established from key members of the management team, local agencies and local authority as required and will meet at regular intervals and as required during the operation of the event.

All event management communications shall be carried out via a two way radio system in accordance with a communications plan that includes, but it is not limited to, communications protocol, key contact details, radio provision and procedures for what to do in the event on communications failure.

The licence-holder will ensure that all volunteers, staff, contractors, stewards and security are briefed on key safety systems and emergency and evacuation procedures in place for the event.

All sales of alcohol will take place from designated bars, managed by a personal licence holder who will be present at all times.

All personal licence holders will only operate under the permission and authority of the Designated Premises Supervisor.

All bar staff will be subject to licence training prior to the start the event or their shift.

Notification of food traders and required supporting documentation will be provided to the local authority no later than 28 days in advance of the event.

The crowd management plan will provide details of the responsibilities within and outside the event site detailing required experience, qualification, training, duties, resource levels, locations, schedules and shifts along with details of the management and reporting arrangements.

The crowd management plan will identify how the licence-holder will utilise the security and stewarding resources to contribute to meeting the licensing objectives within and outside the premises.

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

An experienced security and stewarding provider will be contracted to deliver a robust crowd management plan detailing the approach to the prevention of crime and disorder to be included as an Appendix to the Event Management & Safety Plan.



*Continued from previous page...*

The licence holder will liaise with the local police and appointed security and stewarding provider in all matters relating to the event including but not limited to prevention of crime and disorder, crowd management, conditions of entry and access control.

The Event Management & Safety Plan will contain details of the procedures for dealing with antisocial behaviour, crime and disorder including procedures agreed with the police for the reporting and management of crime within the premises.

Security staff will wear and display the correct identifications at all times when carrying out security activities at the premises.

Appropriate CCTV will be in operation throughout the event site and controlled by a trained operative from Event Control. Information observed will be relayed to Event Control and security personnel, with signage alerting customers to this.

Conditions of entry to the licensed premises will be advertised to all guests prior to the event taking place and at all entrance points, including a list of items not allowed into the premises such as illegal drugs, glass and items that can be construed as weapons.

All customers are subject to a search process including the use of detection dogs and wands as defined in the crowd management plan and contained within the Event Management & Safety Plan.

Secure amnesty and confiscation bins will be in operation at public entrance points for the secure retention and disposal of all prohibited items including illegal drugs.

An ejection policy and procedure shall be contained within the crowd management plan that will include details of how ejections are managed in the event vicinity. A record of all ejections will be maintained within Event Control.

No customers will be served alcohol if they are intoxicated and a record of all refusals will be maintained by the relevant manager at the bar and passed to Event Control.

No irresponsible drinks promotions will be allowed onsite in relation to the sale of alcohol.

Customers in possession of a valid ticket for camping will be allowed a limit of 24 cans and a litre of spirit or wine, contained within a 'sealed' plastic bottle, per person, into the campsite at the point of entry of the licensed premises. Customers will be advised of this in the terms and conditions of their ticket purchase.

Adequate lighting, including emergency lighting, will be provided within and around the premises to allow for the safe movement of customers, staff and contractors and to ensure vulnerable locations are visible.

**c) Public safety**

The maximum capacity for the premises licensed area will be 14,999 people excluding staff. Procedures detailed in the Crowd Management Plan will ensure this capacity is monitored, centrally logged and adhered to.

The licence-holder, with the assistance of their advisors and suppliers, will undertake and include appropriate risk assessments and risk mitigation plans (method statements and safe systems of working) and provide these within the Event Management & Safety Plan.

A plan detailing major incidents and emergencies procedures will be developed in consultation with the responsible bodies and included within the Appendices of the Event Management & Safety Plan.

Rendezvous points will be agreed with the emergency services, blue routes will be maintained throughout the event site and details will be contained within the Event Management & Safety Plan and held within Event Control.

A fully operational Event Control will be run for the duration of the event with all accidents, incidents, complaints and near misses logged and tracked by the Event Control team.



*Continued from previous page...*

Customers are prohibited from bringing glass on to site and no food or beverages will be served in glass except in restricted and controlled areas on site within staff and artist compounds and in food and drink preparation areas.

Where a customer is deemed to be intoxicated and pose a potential risk to themselves or others they will be managed by the welfare and/or medical team on site and subject to the vulnerable persons procedures contained within the Event Management & Safety Plan.

An appropriately skilled and experienced security and stewarding provider will be contracted to deliver a robust crowd management plan to be included in the Event Management & Safety Plan.

The crowd management plan will identify how the licence-holder will utilise the security and stewarding resources to contribute to meeting the licensing objectives within and outside the premises.

An appropriately qualified, skilled and experienced event medical provider will be contracted to plan and deliver a robust on site medical and first aid service when the event is open to the public. These plans will be based upon a clear risk assessment and defined in a medical plan contained within the Event Management & Safety Plan.

An appropriately skilled and experienced event welfare provider will be contracted to plan and deliver an event welfare service working alongside the event medical, security and event management teams. Event welfare services will operate throughout the period the event is open to the public.

An appropriately qualified, skilled and experienced event traffic management provider will be contracted to plan and deliver a robust traffic management plan based on an assessment of the requirements for the event and to minimise the disruption to surrounding roads. The plan will be contained within the Event Management & Safety Plan.

The traffic management plan will include, as required, the application, implementation and enforcement of temporary traffic orders including, but not limited to the installation of signage, road closures, speed restrictions and parking suspensions.

The fire management plan will include the location and provision of fire marshals and firefighting equipment. A location plan will be kept within Event Control.

All LPG gas appliances will carry a valid safety inspection certificate. LPG gas cylinders will be stored securely away from areas assessable to customers and a record of their location kept within Event Control. Customers are not allowed to bring gas canisters on site.

Combustible materials within the premises will be kept to a minimum and all fabric of event structures, marquees, drapes, linings and any floor covering will be flame retardant to current standards as applicable.

Smoking will not be permitted within enclosed areas and signage will be displayed.

A suitable and sufficient number of emergency exits shall be located around the perimeter of the premises. These will be clearly marked and be stewarded during the operation of the event.

Any enclosed structure within the event site will be operated and occupied in accordance with the stated capacity and exits clearly marked.

Suitable and sufficient emergency signage and lighting will be located across the site where appropriate and details contained within the Event Management & Safety Plan.

All guy ropes and stakes near exits to be maintained clear of pedestrian routes and shall be clearly marked and/or protected to avoid tripping.

Vehicle access to the site outside public opening will be controlled through gates managed by security personnel.



*Continued from previous page...*

There will be no vehicle movement within the front of house arena areas during opening times, except in an emergency and with the agreement of Event Control. Any vehicle movement within the arena during opening times will be subject to marshalling.

An adverse weather plan, including a wind management plan will be developed by the event safety advisor and contained within the Event Management and Safety Plan.

All temporary electrical installations will be planned, installed and tested by an appropriately qualified, competent and experience electrician. Installations will be tested and copy of the test certificates will be held in Event Control.

All temporary demountable structures will be installed by a suitably competent and experienced supplier and completed installation documentation will be held within the Site Office.

Free potable water will be available to all event guests onsite.

The licence-holder shall ensure that the premises and vicinity of the premises is clear of litter after site breakdown

**d) The prevention of public nuisance**

A fully operational Event Control will be run for the duration of the event with all accidents, incidents, complaints and near misses logged and tracked by the Event Control team.

All staff will receive event specific briefings to ensure they understand the premises, emergency procedures and all operating procedures relevant to their roles and responsibilities.

Where a customer is deemed to be intoxicated and pose a potential risk to themselves or others they will be managed by the welfare and/or medical team on site and subject to the vulnerable persons procedures contained within the Event Management & Safety Plan.

A programme of resident engagement will occur prior to the event each year, including engagement with local residents directly and through bodies such as Parish Councillors.

Local residents will be provided with a contact number for the event during live show days and an email address throughout the event process to report issues.

Contact details for the festival will be provided for local resident to report any issues that may arise. This will include an email address and a contact number specifically for live show days.

An appropriately competent and experience noise management consultant will be contracted to prepare and implement a noise management plan in consultation with the local authority. Implementation will include the active monitoring, management and recording of noise levels during the event.

An appropriately qualified, skilled and experienced event traffic management provider will be contracted to plan and deliver a robust traffic management plan based on an assessment of the requirements for the event and to minimise the disruption to surrounding roads. The plan will be contained within the Event Management & Safety Plan.

The licence-holder will prepare and implement a transport plan detailing the arrangements for coach, car, staff and disabled parking, shuttle and taxi collection and drop off, disabled that will be contained within the Event Management and Safety Plan.

A waste management plan will be provided and operated by a suitably competent and experienced waste management provider to include management of waste within the premises and the vicinity of the premises. The waste management plan will be included within the Event Management & Safety Plan.

There will be a proper and adequate control of litter generated by the premises and will be stored securely in a designated

*Continued from previous page...*

area.

The licence-holder shall ensure that the premises and vicinity of the premises is clear of litter after site breakdown

Sanitation will be calculated based on the anticipated number of attendees and have a balance of single, multiple, urinal, accessible and high dependency units as assessed as being required and located throughout the premises. Event/purple guide guidance?

e) The protection of children from harm

The event is for customers who are 18 years of age or older.

An age verification procedure will be in place at the entry to the licensed premises and Challenge 25 will be in action at all points where there is sale of alcohol.

Event welfare services will operate throughout the period the event is operational.

A vulnerable person's procedure shall be in place throughout the event and contained within the Event Management and Safety Plan

A designated area shall be identified and made known to all necessary staff for lost vulnerable adults.

The premises shall comply with the regulations of the Licensing Act 2003 with regards of the sale of alcohol to underage persons.

Any person appearing to be under the age of 25 years will be required to provide photographic proof of their age before being sold or supplied alcohol.

Nudity will not be permitted within any performance

**Section 19 of 21**

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

*Continued from previous page...*

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

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

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

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

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

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

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

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

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.



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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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NOTES ON REGULATED ENTERTAINMENT

*Continued from previous page...*

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

- Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - 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.

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

## Section 21 of 21

### PAYMENT DETAILS

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

Rateable value of £0 - £4300 Band A: £100

Rateable value of £4301 - £33000 Band B: £190

Rateable value of £33001 - £87000 Band C: £315

Rateable value of £87001 - £125000 Band D: £450

Rateable value of £125000 and above Band E: £635

\* Fee amount (£)

2,100.00

### DECLARATION

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

\* Full name

Ben Whur

\* Capacity

14,999

\* Date

08

/

04

/

2019

dd

mm

yyyy

Add another signatory

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

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/tonbridge-and-malling/apply-1> to upload this file and continue with your application.

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



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

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

OFFICE USE ONLY

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