

## LICENSING ACT 2003 PREMISES LICENCE

### Part 1

**Premises Licence Number** 032868

**Premises detail:** Orrell Hill Wood  
Orrell Hill Lane  
Hightown  
L38 5DA

**Licence Time Limit:** Not applicable

### **Licensable Activities:**

The sale of alcohol by retail  
The provision of regulated entertainment - Plays  
The provision of regulated entertainment - Films  
The provision of regulated entertainment - Live music  
The provision of regulated entertainment - Recorded music  
The provision of regulated entertainment - Performances of dance  
The provision of regulated entertainment - entertainment of a similar description to that falling within the category of live music, recorded music, or performance of dance

### **Times of Licensable Activities:**

The sale of alcohol by retail  
Friday - from 12.00 to 22.30  
Saturday - from 12.00 to 22.30  
Sunday - from 12.00 to 22.00

The provision of regulated entertainment - Plays  
Friday - from 11.00 to 22.30  
Saturday - from 11.00 to 22.30  
Sunday - from 11.00 to 22.00

The provision of regulated entertainment - Films  
Friday - from 11.00 to 22.30  
Saturday - from 11.00 to 22.30  
Sunday - from 11.00 to 22.00

The provision of regulated entertainment - Live music  
Friday - from 11.00 to 22.30  
Saturday - from 11.00 to 22.30  
Sunday - from 11.00 to 22.00

The provision of regulated entertainment - Recorded music  
Friday - from 11.00 to 22.30  
Saturday - from 11.00 to 22.30  
Sunday - from 11.00 to 22.00

The provision of regulated entertainment - Performances of dance

Friday - from 11.00 to 22.30

Saturday - from 11.00 to 22.30

Sunday - from 11.00 to 22.00

The provision of regulated entertainment - entertainment of a similar description to that falling within the category of live music, recorded music, or performance of dance

Friday - from 11.00 to 22.30

Saturday - from 11.00 to 22.30

Sunday - from 11.00 to 22.00

**Opening hours of premises:**

Friday - from 11.00 to 23.00

Saturday - from 11.00 to 23.00

Sunday - from 11.00 to 22.30

**Sales of Alcohol authorised:**

**On Premises**

**Part 2**

**PREMISES LICENCE HOLDER**

**Name:** Mr Wallace Greenwood

**(Registered) Address:** Southport Old Road  
Formby  
L37 0AN

**Telephone number:**

**Email:**  
(if applicable)

**Company/Charity Reg. Number:**  
(if applicable)

**DESIGNATED PREMISES SUPERVISOR**

**Name:** [REDACTED]

**Address:** [REDACTED]  
[REDACTED]  
[REDACTED]

**Telephone number:**

**Issuing Licensing Authority:** [REDACTED]

**Personal Licence Number:** [REDACTED]

## Annex 1 – Mandatory Conditions

1.No supply of alcohol may be made under the Premises Licence:-

- a)At a time when there is no Designated Premises Supervisor in respect of the premises licence,or
- b)At a time when the Designated Premises Supervisor does not hold a personal licence or his personal licence is suspended.

2.Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

1. Admission of children to the exhibition of any film shall be restricted in accordance with the following paragraphs.

2. Where the film classification body is specified in the licence/certificate, unless paragraph 3(b)applies, admission of children shall be restricted in accordance with any recommendation made by that body.

3. Where,

- a) the film classification body is not specified in the licence/certificate, or
- b) the Licensing Authority has notified the holder of the licence/certificate that this paragraph applies to the film in question, admission of children shall be restricted in accordance with any recommendation made by the Licensing Authority.

4.In these paragraphs, ‘children’ means persons aged under 18, and ‘film classification body’ means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984 (authority to determine suitability of video works for classification).

The Licence Holder shall only employ, to carry out security activities, individuals who are either:

- a) authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001, or
- b) entitled to carry out that activity by virtue of Section 4 of that Act.

Where applicable the Licence Holder shall also ensure that such individuals at all times when on duty wear an identity badge, conspicuously displayed and in a form and manner prescribed by the Security Industry Authority.

(1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

- (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
- (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
- (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise antisocial behaviour or to refer to the effects of drunkenness in any favourable manner;
- (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

- (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
  - (a) a holographic mark, or (b) an ultraviolet feature.

The responsible person must ensure that—

- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
  - (i) beer or cider: ½ pint;
  - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
  - (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purposes of the condition set out in paragraph 1 -

- (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

- (b) “permitted price” is the price found by applying the formula  $P = D + (D \times V)$ , where -
- (i) P is the permitted price,
  - (ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
  - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence -
- (i) the holder of the premises licence,
  - (ii) the designated premises supervisor (if any) in respect of such a licence, or
  - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.
3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
4. 1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.



## **Annex 2 – Conditions consistent with the Operating Schedule**

The festival organiser shall have in place written policies to deal with the sale and supply of alcohol (including underage and to intoxicated), disorder and violence, drugs and general crime reduction. An incident log for all incidents shall be kept and maintained. The log shall be available to Police or Council Officers on request.

The local Safety Advisory Group shall be formally notified of any festival type events taking place and shall be provided with a copy of the Emergency Management Plan and Risk Assessment in order the Management Team can liaise closely with the Police and any other relevant Authorities; to ensure the prevention of crime and disorder.

All security staff shall be SIA registered and be provided with the following briefing prior to an event:

- Security staff shall search attendees' bags and belongings for alcohol to prevent persons bringing in their own alcohol
- Stewards shall inform management at the Event Control Base of any potential unruly or anti-social behaviour
- Security staff shall be in radio contact with security control - Security control shall be in radio and face to face contact with the Event Management Team at Event Base Control
- Clear signage shall be displayed at all entrances to the festival site stating that the festival organisation operates a 'Zero

Tolerance' Policy and that all patrons may be subject to a personal search by a clearly identified member of staff on entry, re-entry and at any time whilst they are on the premises. Failure to comply with a request to be searched will result in a refusal of entry or immediate rejection from the premises.

Where patrons are found to be in possession of drugs or offensive weapons this information shall immediately be relayed to the Police.

Events subject to Construction (Design and Management) Regulations 2015 shall be managed by the Event Health & Safety Manager.

Contractors shall provide the appropriate certification to show compliance with Regulatory requirements relative to the inspection and safety of any structures. Copies of the certificates shall be kept on site to be able to be produced for inspection by the appropriate Authorities.

All electrical installations and equipment shall comply with the general requirements of the Electricity at Work Regulations 1989 and shall meet the requirements set out in BS7909 for Temporary Power Installations; with relevant certificates being provided for inspection prior to the start of an event.

All contractors/suppliers using or proposing to use LPG must be able to demonstrate they have a basic understanding of its safe use, characteristics and the emergency procedures to be adopted should a situation arise.

All pipework connections to LPG cylinders shall be in good working order and have undergone a regular inspection, servicing and maintenance regime; to be demonstrated either by the caterer or if hired by the Hire Company.

Documentary evidence of said inspections, service and maintenance shall be held on site.

Any catering unit arriving without suitable evidence of the safety of the gas installation shall be refused access to the site.

Copies of Risk Assessments shall be submitted by all contractors involved in the festival for review by the Event Safety Team.

The festival site shall be enclosed with permanent perimeter fencing as part of the sites landscaping and additional security fencing, where needed. This allows the use of 4 entrances; with special security, monitoring numbers on the door permitting a maximum of 4,999 persons, in total, on site.

Additional security shall monitor the perimeter fence and surrounding area outside the site, forming a queue if there is a surplus.

Emergency egress shall be made through the Heras Gates. Heras type fencing shall be used to secure generators and the backstage area.

The emergency egress from the backstage area shall be formed of a 3m break in the fence line, guarded during an event.

All temporary fences shall be bolted and supported/braced.

The layout of the site shall be designed to ensure that there is adequate provisions in place for safe access and egress in the event of an emergency situation occurring. There shall be an allowance for free flow of attendees during the event.

Simultaneous programming shall avoid overcrowding at peak performance times. If an artist is expected to be particularly popular, extra stewards shall be deployed and site safety informed accordingly.

Security Staff shall be fully briefed on event procedures including: emergencies, fire evacuation and consultation with the local Police Force, if necessary.

The layout of the site shall avoid any congestion points.

Crowd problems shall be dealt with by the deployment of additional stewards and PA announcements.

The site shall be designed to offer refreshments, activities and toilets over a wide area throughout the site to avoid congestion in any one area.

No public vehicles shall be allowed to drive on site. Site vehicles shall only be allowed for site build up and take down. All vehicle movements shall cease one hour before the event starts.

Stewards shall be required to maintain fire lanes where they double as pedestrian walkways.

Full crowd control barriers shall be erected at the front of stage with suitable access/egress. Any acts booked who are likely to cause any crowd surging shall be considered in the operational plan and suitable steward provision scheduled to front of stage to observe and control any issues.

First aid medical services shall be available on site.

The number of persons entering and exiting shall be monitored by a clicker counter operated by entrance staff under the direct control of the head of security.

A specific fire risk assessment shall be prepared in accordance with Regulatory Reform (Fire Safety Order 2005) and shall be available upon request.



All stewarding staff shall be briefed and trained in the emergency procedures and shall act as Fire Marshalls in the event of an evacuation. There shall be sufficient number of stewards and the event safety team available to marshal throughout the event.

The show stop procedure shall be briefed to all relevant staff before the event day. Show stop rights shall be limited to the Festival

Director, Site and Infrastructure Manager, Event Health and Safety Manager/Crowd Safety Manager and Duty Management Committee Member. Show stop rights shall be identified by lanyard and plastic pass.

Any local resident liaison groups shall be contacted and given details of planned events and potential implications to the local community. A letter shall be sent by the festival team to local residents whom may be affected by music from the event. The residents to be covered shall be decided in advance with Sefton Council as part of the noise management plan. The letter shall advertise the timings of regulated entertainment, and shall include an event contact and the Local Authority out of hours noise service.

Lead area stewards shall be supplied with radios and a clear chain of command. Stewards shall inform management at the event control base of any potential crowd problems (e.g. crowding or unruly/anti-social behaviour).

Dogs shall only be allowed on site if kept on a lead at all times.

The main music stage shall face toward a minimal number of residential properties.

A noise management plan shall be submitted to the Licensing Authority at least 28 days prior to the event and shall be adhered to during the course of the event.

The Music Noise Level (MNL) of music and/or vocals shall not exceed the background noise level by more than 15dB(A) over a 15minute period at any time when measured at 1 metre from the boundary of any residential property.

A maximum noise level of 65dB LAeq 15 minute at 63 Hertz and 125 Hertz octave bands from, music and/or vocals, shall not be exceeded at any time when measured at 1 metre from the boundary of any residential property.

For any event occurring after 23:00 hours music including vocals shall not be audible inside any noise sensitive property, with their windows open in a typical manner for ventilation.

A suitable traffic management plan shall be created and agreed with the Local Authority and statutory bodies.

Lost children and vulnerable adults shall be dealt with using the policy which shall be briefed to all security staff, festival staff and volunteers in advance of the event day.

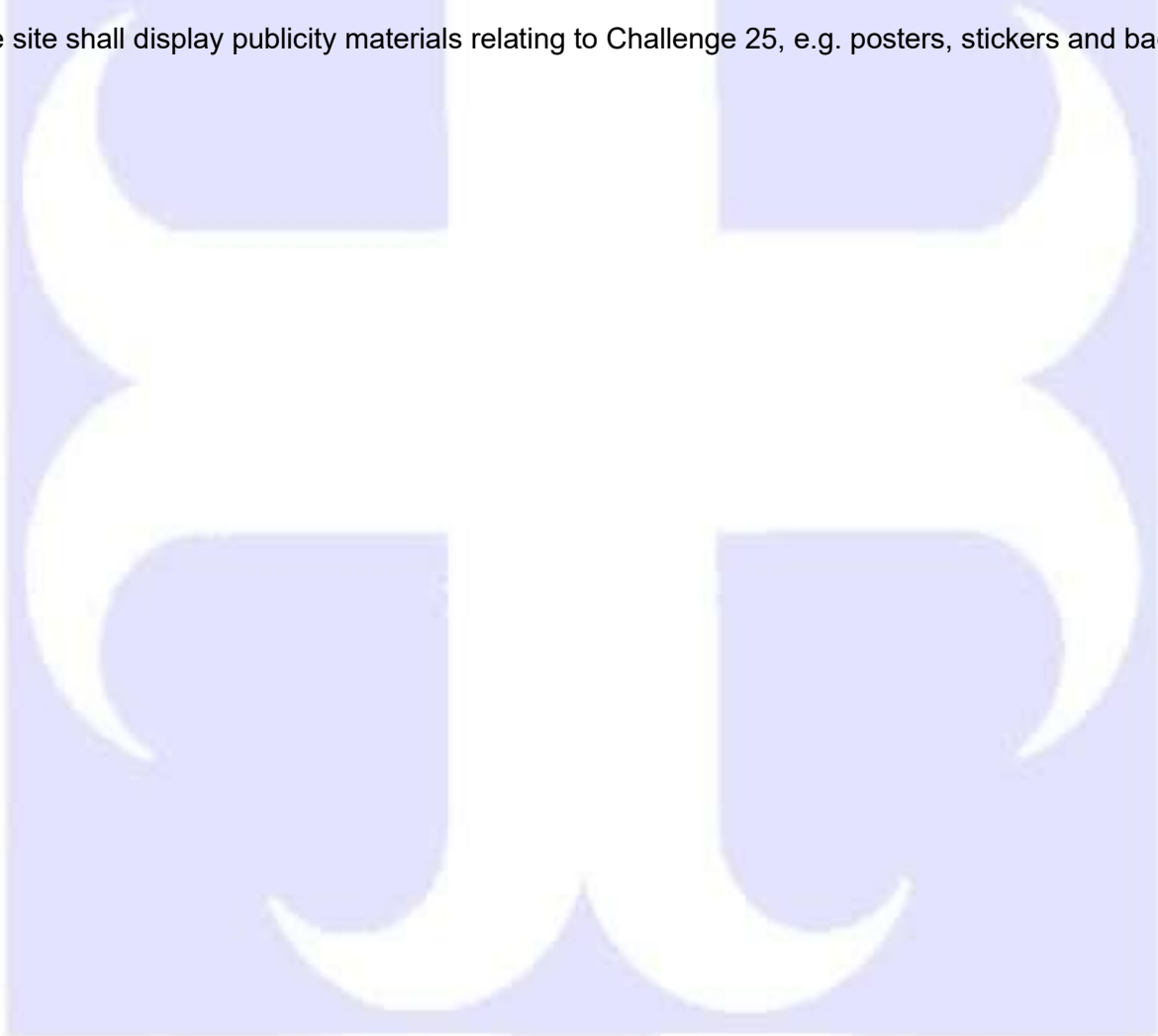
The festival organisation shall have a safeguarding policy in place together with a safeguarding officer for child protection. There shall also be stewards who shall be given the appropriate training as specialist stewards for any stage performance involving youths.

A Challenge 25 scheme shall be implemented and maintained whereby any person that appears under 25 years of age has to prove that they are over 18 by providing ID by means of passport, photo driving licence or ID card approved by the proof of age standards scheme (PASS) and bearing the PASS logo.

A refusal book or a suitable software programme used in conjunction with the electronic till shall be used at the bars for all age restricted products. The information contained within will be provided in a legible form and shall be made available to the Police or Council Officers on request.

Training for all staff on underage sales shall be documented and repeated at regular intervals by the bar operator engaged by the festival organisation. The training shall ensure that staff understand the Challenge 25 scheme. Documentation shall be available for inspection by the Police and Council Officers on request.

The site shall display publicity materials relating to Challenge 25, e.g. posters, stickers and badges.



### **Annex 3 – Conditions attached by Licensing Authority following hearing**

The below conditions shall be applicable to the 1 x 3 day music festival that will be held at this site:

The first festival shall take place on 12 – 14 July 2019. Future dates will be set following three months written notice to, and with agreement of, all responsible authorities.

A draft Event Management Plan in respect of the Orrell Hill Woods Festival shall be submitted to the Licensing Authority and all Responsible Authorities at least three months prior to the event date. The plan must indicate the measures the Premises Licence Holder has put in place to uphold the four Licensing Objectives. The final Event Management Plan must be presented to, and agreed and signed off by the Safety Advisory Group (SAG) and Merseyside Police Licensing Unit.

The premises shall, at all times, operate within the confines of the agreed Event Management Plan.

SIA registered security staff will be employed, the numbers of which to be agreed as per the Event Management Plan, to cover the expected capacity. There shall be sufficient SIA registered security at each entrance to manage the capacity and demands of checking ID and bag searches and also sufficient SIA registered security positioned at exits to deal with the safe and efficient dispersal of patrons.

There shall be a Drug Awareness Policy in line with the Event Management Plan which shall include facilities in which to safely store and dispose of any drugs seized from patrons.

All drinks will be served in non-glass bottles or staff will decant into plastic disposable containers. No glass will be allowed to be taken into public/customer areas. In the event that polycarbonate/plastic bottles cannot be provided by the suppliers then all drinks shall be dispensed and served in polycarbonate/plastic containers.

All bars selling alcohol to be at fixed sites, the location of which to be agreed in the Event Management Plan - there shall be no mobile hawkers.

Alcohol sales shall be strictly monitored and training shall be implemented to staff to ensure that a due diligence policy is in force and that only person of lawful age are sold any such products.

A Challenge 25 policy will be in operation at the premises in that persons who look under the age of 25 years are requested to provide proof of age by way of a photo driving licence, passport or PASS accredited proof of age card.

Persons under the age of 16 shall not be admitted to the event unless accompanied by a responsible adult.

A facility will be provided on site which will be defined as a 'safe area' from where all lost or unaccompanied children can be accommodated before being reunited with their parent/guardian.

For all other events the following conditions shall apply

- a) Merseyside Police shall be notified, in writing, two months in advance of any future public events that will be held at the site.
- b) The Safety Advisory Group shall be notified in respect of any events with an expected capacity of over 500 people. The Premises Licence Holder will comply with any recommendations of the Safety Advisory Group.

- c) For private events a booking procedure shall be in place where full details of the nature of the event shall be recorded which shall include details of the name, address and contact details of those persons booking private functions.
- d) A Challenge 25 policy will be in operation at the premises in that persons who look under the age of 25 years are requested to provide proof of age by way of a photo driving licence, passport or PASS accredited proof of age card.