



LICENSING SUB-COMMITTEE

MEETING TO BE HELD IN CIVIC HALL, LEEDS ON

MONDAY, 13TH APRIL, 2015 AT 10.00 AM

MEMBERSHIP

Councillors

Councillor B Gettings – Morley North
Councilor M Harland – Kippax & Methley
Councillor A Khan – Burmantofts & Richmond Hill

**Agenda compiled by:
Governance Services
Civic Hall
LEEDS LS1 1UR
Tel No: 2243836**

A G E N D A

Item No	Ward	Item Not Open		Page No
			<u>PRELIMINARY PROCEDURES</u>	
1			ELECTION OF THE CHAIR	
2			APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded) (*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)	

3			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1) To highlight reports or appendices which:</p> <p>a) officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>b) To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>c) If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of those parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information</p> <p>2) To note that under the Licensing Procedure rules, the press and the public will be excluded from that part of the hearing where Members will deliberate on each application as it is in the public interest to allow the Members to have a full and frank debate on the matter before them.</p>	
4			<p>LATE ITEMS</p> <p>To identify any applications as late items of business which have been admitted to the agenda for consideration</p> <p>(the special circumstances shall be identified in the minutes)</p>	

5			DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct. <u>HEARINGS</u>	
6	Wetherby	10.4(3, 7)	APPLICATION FOR THE GRANT OF A PREMISES LICENCE FOR WETHERBY RACECOURSE, YORK ROAD, WETHERBY To receive and consider the attached report of the Head of Licensing and Registration.	1 - 158

Third Party Recording

Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.

Use of Recordings by Third Parties— code of practice

- a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.
- b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.

CONFIDENTIAL AND EXEMPT ITEMS

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The reason for confidentiality or exemption is stated on the agenda and on each of the reports in terms of Access to Information Procedure Rules 9.2 or 10.4(1) to (7). The number or numbers stated in the agenda and reports correspond to the reasons for exemption / confidentiality below:

9.0 Confidential information – requirement to exclude public access

9.1 The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed. Likewise, public access to reports, background papers, and minutes will also be excluded.

9.2 Confidential information means

- (a) information given to the Council by a Government Department on terms which forbid its public disclosure or
- (b) information the disclosure of which to the public is prohibited by or under another Act or by Court Order. Generally personal information which identifies an individual, must not be disclosed under the data protection and human rights rules.

10.0 Exempt information – discretion to exclude public access

10.1 The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed provided:

- (a) the meeting resolves so to exclude the public, and that resolution identifies the proceedings or part of the proceedings to which it applies, and
- (b) that resolution states by reference to the descriptions in Schedule 12A to the Local Government Act 1972 (paragraph 10.4 below) the description of the exempt information giving rise to the exclusion of the public.
- (c) that resolution states, by reference to reasons given in a relevant report or otherwise, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

10.2 In these circumstances, public access to reports, background papers and minutes will also be excluded.

10.3 Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

10.4 Exempt information means information falling within the following categories (subject to any condition):

- 1 Information relating to any individual
- 2 Information which is likely to reveal the identity of an individual.
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officer-holders under the authority.
- 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- 6 Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment
- 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

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Report author: Miss Jane Wood
0113 2474095

Report of the Head of Licensing and Registration

Report to the Licensing Sub Committee

Date: Monday 13th April 2015

Subject: Application for the grant of a premises licence for Mint Festival, Wetherby Racecourse York Road, Wetherby, LS22 5EJ

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Wetherby		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: 10.4 (3 & 7)		
Appendix number: Appendix C		

Summary of main issues

This is an application for the grant of a time limited premises licence, made by Mint Festival Ltd, for Wetherby Racecourse, York Road, Wetherby, LS22 5EJ.

Responsible authorities and Ward Members have been notified of this application.

This application has attracted a representation from a Ward Councillor.

1.0 Purpose of this Report

- 1.1 To advise Members of an application made under section 17 of the Licensing Act 2003 ("the Act") for a premises licence in respect of the above mentioned premises.
- 1.2 Members are required to consider this application due to the receipt of representation.

History of Premises

Wetherby Racecourse is currently licensed under the Licensing Act 2003 but does not cater for the proposed activities.

- 2.1 The Mint Festival was previously held at Lotherton Hall, albeit this was a one day event with no camping facilities. The last event held in Leeds was in 2013. A decision was taken to find an alternative site as the topography of Lotherton Hall was unsuitable for the event, and in particular the road infrastructure created problems for vehicle access and egress.

2.0 The Application

- 2.1 The applicant is Mint Festival Ltd.
- 3.2 This is an application for a time limited Premise Licence, to be held on an annual basis to cover a four day period to facilitate one event, the Mint Festival. The event will usually be held on the third weekend of September each year.
- 2.3 The application form may be found at **Appendix A** to this report.
- 2.4 In summary the application is for:
- Supply of Alcohol for consumption **On** the Premise
 - Plays
 - Films
 - Live Music
 - Recorded Music
 - Performance of Dance
 - Anything of a similar description

Friday to Monday: 00:01 – 00:00 and

- Late Night Refreshment

Friday to Monday: 23:00 – 00:00

- 2.5 The Festival will take place on Saturday 19th and Sunday 20th September, with the event arena open both days from 10:00hrs until 23:00hrs.
- 2.6 The Premises Licence is required for additional days and hours for the purpose of the campsites where low key entertainment and bars will be provided.

3.0 Other matters relevant to the application

- 4.1 It is brought to Members attention that a Pro-forma risk assessment for Outdoor Events has been completed and submitted with the application. This may be found at **Appendix B**.
- 3.2 The applicant has supplied the Event Management Plan and Transport Management Plan which are presently in draft format and subject to discussion

between the relevant members of the Safety Advisory Group and responsible authorities. These together with additional information supplied by the applicant may be found at **Appendix C** of this report. It should be noted that the contents of these documents are potentially exempt information under Access to Information Procedure Rule 10.4(3) and (7) as it includes information relating to the financial or business affairs of any particular person and it may contain information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

- 3.3 Members are asked to consider exclusion of the press and public from the hearing if the matters contained within Appendix C are to be discussed.
- 3.4 Subject to the approval of this application meetings of the Safety Advisory Group will continue in order to finalise the content of the Event and Transport Management Plans to agency satisfaction.
- 4.5 At the time of writing this report there were no implications for equality and diversity. Any decision taken by the Licensing Sub-Committee will be in accordance with the four licensing objectives as prescribed by the Licensing Act 2003.

4.0 Steps to promote the Licensing Objectives

The applicant proposes to take specific steps to promote the licensing objectives identified in section P of the application form and as previously mentioned by way of pro-forma risk assessment and the Event /Transport Management Plan.

4.1 Proposed Designated Premise Supervisor

Valerie Constance Rose is to be the Designated Premise Supervisor. Ms Rose is in possession of a Personal Licence issued by Leeds City Council. In addition there will be a number of personal licence holders on duty at the bars during operational times of the event.

5.0 Licensing Hours

- 5.1 Members are directed to paragraphs 6.8 to 6.15 for the Statement of Licensing Policy which states the criteria that will be applied to any decision for new applications or variations which include extending hours.
- 5.2 In brief the Policy states at 6.14 that restrictions may be made to the proposed hours of use where, after receiving relevant representations, the council considers it appropriate for the promotion of the licensing objectives to do so. The council will take into account the existing pattern of licensed premises in an area when considering what is appropriate to promote the objectives. Applications which are significantly out of character for a locality will need to demonstrate that granting the hours sought will not impact on the licensing objectives, given the potential for neighbouring premises to seek the same additional hours to prevent rivals gaining a commercial advantage.
- 5.3 A list of premises in the local area and their licensed hours and activities is provided at **Appendix D**.

6.0 Location

- 6.1 A map which identifies the location of this premise is attached at **Appendix E**.

7.0 Representations

- 7.1 Under the Act representations can be received from responsible authorities or other persons. Representations must be relevant and, in the case of another person, must not be frivolous or vexatious.

7.2 Representations from Responsible Authorities

- 7.3 In their capacity as a Responsible Authority a representation has been received from West Yorkshire Police.

- 7.4 Any representations submitted may be agreed prior to a hearing. In this instance the operating schedule has been amended to include measures agreed. A copy of which may be found at **Appendix F**

7.5 Other representations

- 7.6 A representation has been received from a Ward Councillor. A copy of which may be found at **Appendix G**. Concerns are raised surrounding possible crime and public disorder, noise nuisance and public transport to and from the event.

8.0 Options Available to Members

- 8.1 The licensing sub-committee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives:

- Grant the application as requested.
- Grant the application whilst imposing additional conditions and/or altering in any way the proposed operating schedule.
- Exclude any licensable activities to which the application relates.
- Reject the whole or part of the application.

- 8.2 Members of the licensing sub committee are asked to note that they may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be appropriate in order to promote the licensing objectives.

9.0 Background Papers

- Guidance issued under s182 Licensing Act 2003
- Leeds City Council Licensing Policy
- Representations received from other persons



PREM1

Entertainment Licensing, Leeds City Council, Civic Hall, Leeds, LS1 1UR

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

We , Mint Festival Limited

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 Wetherby Racecourse York Road Wetherby	
Post town LEEDS	Post code LS22 5EJ

Telephone number of premises (if any)

01937 582035

Non domestic rateable value of premises

£

Part 2 – Applicant Details

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

Please tick as appropriate

- | | |
|---|---|
| a) an individual or individuals* | <input type="checkbox"/> please complete section (A) |
| b) a person other than an individual* | |
| i. as a limited company | <input checked="" type="checkbox"/> please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> please complete section (B) |
| c) a recognised club | <input type="checkbox"/> please complete section (B) |
| d) a charity | <input type="checkbox"/> please complete section (B) |
| e) the proprietor of an educational establishment | <input type="checkbox"/> please complete section (B) |

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

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

Please tick yes

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

Surname First names

Please tick yes

I am 18 years old or over

☐

Current postal address if different from premises address

Postcode

Daytime contact telephone number

Email address (optional)

SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other title (for example, Rev) <input type="checkbox"/>
Surname		First names		
<input type="text"/>		<input type="text"/>		

I am 18 years old or over Please tick yes ☐

Current postal address
if different from
premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

(B) OTHER APPLICANTS

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

Name MINT FESTIVAL LTD
Address 51 Selby Road LEEDS LS9 0EW
Registered number (where applicable) 08080606
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any) 01132 488480
E-mail address (optional) shane-mint@hotmail.co.

Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			
0	1	0	9	2	0	1	5

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

Day		Month		Year			
1	4	1	0	2	0	1	5

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

This is an application for a time-limited Premises Licence, renewable on a yearly basis to cover a four-day period to facilitate one event, usually to be held on the third weekend of September each year.

Wetherby Racecourse is as described, and is set on the outskirts of the market town of Wetherby in 300 acres of countryside making it ideal for the activities set out in the application. It is far enough from habitation to negate any noise nuisance and has excellent transport infrastructure to allow easy movement of attendees.

The racecourse itself possesses a Leeds City Council Premises Licence (PREM/02171/003) which does not fully cater for the proposed activities, hence this specific application.

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

19,999 maximum

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

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

Please tick ☒ yes

Provision of regulated entertainment

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

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2) Outdoors and in tents		Indoors <input type="checkbox"/>
					Outdoors <input checked="" type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	00:01:00	00:00:00			
Tue					
			State any seasonal variations for performing play (please read guidance note 4)		
Wed					
Thur					
			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri	00:01:00	00:00:00			
Sat	00:01:00	00:00:00			
Sun	00:01:00	00:00:00			

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick (please read guidance note 2) Outdoors and in tents		Indoors <input type="checkbox"/>
					Outdoors <input checked="" type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	00:01:00	00:00:00			
Tue					
			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Wed					
Thur					
			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri	00:01:00	00:00:00			
Sat	00:01:00	00:00:00			
Sun	00:01:00	00:00:00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed			
Thur			
Fri			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list. (please read guidance note 5)
Sat			
Sun			

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon				Both	<input type="checkbox"/>
Tue			Please give further details here (please read guidance note 3)		
Wed			State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 4)		
Thur					
Fri			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. (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2) Indoors and in tents	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	00:01:00	00:00:00			
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur					
Fri	00:01:00	00:00:00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (Please read guidance note 5)		
Sat	00:01:00	00:00:00			
Sun	00:01:00	00:00:00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2) Indoors and in tents	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	00:01:00	00:00:00			
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur					
Fri	00:01:00	00:00:00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat	00:01:00	00:00:00			
Sun	00:01:00	00:00:00			

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2) Outdoors and in tents	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	00:01:00	00:00:00			
Tue					
Wed					
Thur			State any seasonal variations for the performance of dance (please read guidance note 4)		
Fri	00:01:00	00:00:00	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat	00:01:00	00:00:00			
Sun	00:01:00	00:00:00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing Visually performing artistes/on-stage personnel exhibiting visual entertainment ancillary to the provision of live or recorded music		
			Will the entertainment take place indoors or outdoors or both – please tick (please read guidance note 2) Outdoors and in tents	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	00:01:00	00:00:00			
Tue					
Wed					
Thur			State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri	00:01:00	00:00:00	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within e), f) or g) at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat	00:01:00	00:00:00			
Sun	00:01:00	00:00:00			

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2) Outdoors at designated catering facilities/concessions	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	23:00:00	05:00:00			
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur					
Fri	23:00:00	05:00:00	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat	23:00:00	05:00:00			
Sun	23:00:00	05:00:00			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption on or off the premises or both – please tick (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	00:01:00	00:00:00			
Tue					
Wed			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Thur					
Fri	00:01:00	00:00:00			
Sat	00:01:00	00:00:00			
Sun	00:01:00	00:00:00			

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

Name

Address

Postcode

Personal licence number (if known)

Issuing licensing authority (if known)

K

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

No adult services or entertainment are being provided.

The event will be for over 18's and identification checks rigorously carried out to prevent under 18's gaining entry.

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	00:01:00	00:00:00	
Tue			
Wed			
Thur			
Fri	00:01:00	00:00:00	
Sat	00:01:00	00:00:00	
Sun	00:01:00	00:00:00	
			Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list. (please read guidance note 5)

M

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

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

The applicant is accustomed to hosting events of this nature, and has done so for many years in a variety of outdoor locations throughout the UK. As with their previous events, reputable event management personnel and appropriate health and safety, medical and security professionals have been sourced for the pre-application planning and event proper.

The first draft of the Event Safety Management Plan (ESMP) and the Leeds City Council Proforma Risk Assessment submitted as appendices to this application to give an overview of their compliance with current legislation and determination to ensure a safe, peaceful and lawful event.

The ESMP is a living document and will be subject to further enhancement and update subject to the successful grant of this Premises Licence.

A licensing consultant has been employed to advise on all matters pertaining to alcohol provision on site, and appropriate age verification procedures will be in place and adequate warning notices displayed relating to under-age purchases of alcohol, serving to drunks, and the requirement to be able to supply to, and also notify customers of smaller alcohol drinks measures available.

Attendees will not be allowed to bring their own alcohol on-site.

b) The prevention of crime and disorder

The ESMP submitted describes the security provision for this site for the current and then subsequent yearly events proposed. The applicant will ensure that a reputable security provider with experience of staffing events of this nature will be used with clear policies and procedures in place to firstly deter, then defuse or combat any crime or disorder.

Links with the local police will be in place and consideration given to payment for police staff to work on-site at appropriate times, excluding event build-up or closedown, but when the event proper is in progress and perceived risk of crime and disorder is heightened.

Appropriate crowd management, search and refusal/ejection policies will be in place from the start of the admissions procedure to prevent under-18's gaining access to the site and also the smuggling in of drugs, weapons and other prohibited articles, a list of which can be found in the ESMP.

The applicant is seriously considering use and deployment of general purpose dogs with handlers for crowd control purposes, should intelligence suggest a need for them, and for use of drugs sniffer dogs, particularly in entrance queues.

c) Public safety

The ESMP highlights all measures both proposed and already set in place to ensure public safety within the live performance arena and on site generally.

Additional concerns regarding increased risk to pedestrians on nearby rural roads accessing and leaving the site, particularly during the hours of darkness will be alleviated by the provisions of shuttle buses and other measures.

The health and safety, event management, security staff and police presence (where applicable) ensure more than adequate Public Safety measures are in place.

d) The prevention of public nuisance

Noise nuisance and measures to negate this are contained within the ESMP. Specialist advice and instruction from Environmental Health professionals has been taken into account when formulating policies and operating procedures for any event operating under the umbrella of this Premises Licence.

Also within the ESMP are specific instructions on how waste will be disposed of in appropriate and environmentally-friendly ways, and for an extensive litter pick of the site on conclusion.

All measures have been designed to eliminate adverse impact on the site itself plus the general local area.

e) The protection of children from harm

This is an 18+ event so no children will be allowed on site.

The applicant is aware of the potential attraction of the event to children and has ensured that a rigorous identification, search and Check 25 procedure will be in place to prevent juveniles entering the site.

Any juveniles not with an adult that do attend and are in possession of tickets will be refunded and safeguarded until either a parent or other responsible adult comes to collect them. If this is impracticable they will be provided with adequate shuttle or other transport to remove them from the area to a home address or other place of safety.

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 ☒

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

Part 4 – Signatures (please read guidance note 10)

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

Signature Shane Graham	
Date 12 February 2015	
Capacity Owner; Mint Festival Limited	

For joint applications signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

Contact Name (where not previously given) and address for correspondence associated with this application (please read guidance note 19)

Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	

Licensing Act 2003

Guidance Note

Proforma Risk Assessment for Outdoor Events V2



Please complete the details below:

Applicant name:	Mint Festival Limited
Business name:	Mint Festival Limited
Business address:	51 Selby Road LEEDS
	Postcode: LS9 0EW

Guidance about this document

1. The Licensing Authority recommends that you complete this specially designed pro forma risk assessment to help you decide what should be entered in your operating schedule to show how you will promote the four licensing objectives.
2. Whilst the Licensing Authority cannot insist that you use this document it takes the view that it assists responsible authorities in assessing the operating schedule, promotes discussions and partnership working and will reduce the number of representations and hearings.
3. If you do not use this risk assessment pro forma then you will need to demonstrate how you will meet the licensing objectives by providing other supporting evidence via your operating schedule.
4. The Licensing Authority strongly recommends that you consult with the responsible authorities early in the application process to ensure that the measures you are suggesting are appropriate and sufficient for your application. Contact details for the responsible authorities are in the guidance note in the application pack. Please contact Entertainment Licensing if you cannot find this information.

How to use this document

1. If you are happy to volunteer the control measures as part of your application place a tick in the relevant box in the right hand column. You can then enter the corresponding codes in page 14 of your application form in the boxes which match up with the licensing objectives or simply write "see pro forma risk assessment". These measures will then appear on your licence.

General	CODE	✓
The Licence will be used for licensable activities on the occasions as specified.	2OE001	x
The nature of the event/audience profile will not be changed without the consent of the Responsible Authority	2OE002	x
The licensed site will be open to the public during the hours specified.	2OE003	x
The public will not be admitted to the licensed site until such time that the Licence Holder/nominated person is satisfied that the site is safe and suitable for its intended use.	2OE004	x
Any authorised officer of the Responsible Authorities shall have free access to all parts of the licensed site whilst the licence is in force for the purposes of supervising the compliance of this Risk Assessment Proforma and Event.	2OE005	x
The Premises Licence Holder or a nominated person shall be in charge of and remain upon the licensed site whilst the site is being used for licensable activities.	2OE006	x
An Event Safety Co-ordinator will be appointed who shall be of sufficient competence, status and authority effectively to take responsibility for safety at the event and be able to authorise and supervise safety measures. The Event Safety Co-ordinator and deputy shall have no other additional duties.	2OE007	x
Event Safety Coordinator will ensure that periodic wind speed measurements are taken throughout the event. The results of these measurements are to be recorded and made available to the Licensing Authority.	2OE008	x
<p>Comprehensive and detailed colour plans shall be supplied with the Event Management Plan to all Responsible Authorities. The plans shall be to a scale and grid referenced to the standards required by the Responsible Authorities.</p> <p>The Plans should contain the following items (not exhaustive):</p> <ul style="list-style-type: none"> • All boundary fencing (defining the arena, backstage areas, etc) • All vehicle access routes, including routes for emergency vehicles • The locations and reference number of all entrance and exit points/gates (including backstage and emergency access points); • All structures (type / use identified) • Fire Points • First Aid Points • Toilet Blocks • Water Points • Welfare provisions, lost & found etc. • CCTV locations • Security Control • Production office etc. 	2OE009	x

Plans should identify highway routes to the site, car parks, entrances/exits to car parks, pick up points, etc external to the site. It may therefore be necessary to supplement the site plans with colour coded/ grid referenced area maps for this purpose.		
There will be no changes to the plans without the consent of the Responsible Authorities.		

Insurance	CODE	✓
Public Liability and Third Party Insurance adequate for the total capacity of the licensed site and the duration of the event shall be taken out and retained on the site.	2OE010	x

Ticket Sales	CODE	✓
A means to allow the Licensing Authority information as is necessary to enable an audit of ticket sales shall be provided.	2OE011	x

Sale of Alcohol	CODE	✓
Where the sale of alcohol is a licensed activity, all alcohol sales must be made under the authorisation of a Designated Premises Supervisor (DPS) who is a Personal Licence Holder.	2OE012	x
A supervisors register will be maintained at the licensed site to identify the names and licence details of any other Personal Licence Holders at the licensed site who are to authorise the sale of alcohol. This register will be produced for inspection by any authorised officer of the Responsible Authorities, and shall be retained by the Licence Holder / nominated person for a period of 6 months after the event.	2OE013	x
The 'Check 21' Scheme will be used to prevent the sale of alcohol to persons under 18 years of age	2OE014	x

Public Safety	CODE	✓
The security and safety of the public whilst on the licensed site will be the responsibility of the Premises Licence Holder.	2OE015	x

CCTV	CODE	✓
A suitable CCTV system will be installed, maintained and be operated on the site at all times when the public are on the site.	2OE016	x

<p>The Event Management Plan will contain detailed information of the CCTV system to be used, including the location of cameras, monitoring and recording arrangements and the retention of recorded information.</p> <p>Any changes to the CCTV arrangements may only be made upon agreement with the Responsible Authorities.</p>	2OE017	x
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Security	CODE	✓
<p>Sufficient number of security staff and stewards shall be provided in accordance with the current Event Safety Guide (Purple Book), or to any other standards / numbers as agreed with the Responsible Authorities.</p>	2OE018	x
<p>The event Management Plan will contain a Security and Stewarding Plan, including details of the security command structure, the numbers of security and stewarding personnel, their locations, duties and responsibilities, methods of communication, means of identification (including personal identification), briefing arrangements and contingency plans.</p> <p>The Security & Stewarding Plan will not be changed without the agreement of the Responsible Authorities.</p>	2OE019	x
<p>Security & Steward Personnel Register:</p> <p>A register will be maintained to record all security and steward personnel working on the licensed site. Details recorded in the register will include: the full name of each individual employed, accompanied by their date of birth, home address, employer, their unique personal identification number allocated for the purpose of the event, and registration number held with the SIA (if applicable). The register must also contain records of the date and times during which the individuals commenced and finished duty which a signed acknowledgement by each individual.</p> <p>The register will be maintained at the licensed site and be produced for inspection by any authorised officer of the Responsible Authorities.</p> <p>The Licence holder will retain the register for a period of 6 months following the event.</p>	2OE020	x

Search Policy	CODE	✓
<p>A search Policy for patrons entering the licensed site will be provided to the satisfaction of the Responsible Authorities.</p> <p>A Search Policy will be contained within the Event Management Plan.</p>	2OE021	x

<p>Notices will be displayed at the entrances of the site which state:</p> <ul style="list-style-type: none"> • A search will be conducted as a condition of entry to the site; • Incidents of crime and disorder will be reported to the police; • Entry to the site will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; <p>Entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances.</p>	20E022	x
<p>Members of the public who commit acts of anti-social behaviour will be removed from the site and prevented from returning.</p> <p>Any such instances will be recorded in the Incident Report Register.</p>	20E023	x
<p>Any seizure of drugs or offensive weapons shall be recorded in the Incident Report Register and reported to the West Yorkshire Police.</p>	20E024	x
<p>A suitable receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police.</p>	20E025	x

Incident Register	CODE	✓
<p>Written records of all accidents and safety incidents involving members of the public will be kept in the form of an Incident Report Register.</p> <p>The register will be maintained on the licensed site and produced for inspection by an authorised officer of the Responsible Authorities.</p> <p>The Licence holder will retain the register for a period of 6 months following the event.</p>	20E026	x

Glass Receptacles	CODE	✓
Glass containers and cans will not be taken into the licensed area/s occupied by the public.	20E027	
No glass bottles or cans shall be sold or supplied in the licensed area.	20E028	
Notices will be prominently displayed at entrance/s to the site which inform customers that glass containers and cans may not be taken into the site.	20E029	x
Sealed skips will be used for the deposit of glass containers.	20E030	x

Capacity	CODE	✓
The Licence Holder shall ensure that the capacity of the site is controlled and does not exceed the figure as agreed with the Responsible Authorities.	20E031	x

<p>The Event Management Plan will include policies and procedures on:</p> <ul style="list-style-type: none"> • Entry to the site (including monitoring of any capacity limit) • Crowd control and management once the public are in the site (ie front stage pressure) • Capacity control within any structure/marquee • Egress from the Site – a policy to ensure the gradual dispersal of customers from the site • Emergency Evacuation of the site <p>All relevant staff shall be trained on these measures, and all other matters relating to the safety of the public.</p>	20E032	x
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Signage	CODE	✓
<p>All access and egress routes, sanitary accommodation, drinking water, first aid points, campsites, car parks and security control units shall be adequately and conspicuously signposted at all times. All access and egress gates are to be provided with relevant gate numbers identifiable from both inside and outside the arena and correspond with the site plan.</p> <p>Emergency exit gates shall be appropriately identified.</p>	20E033	x

Vehicle Movement	CODE	✓
A fully navigable route for vehicle use avoiding conflict with pedestrian traffic will be provided to all areas for the licensed site	20E034	x
Vehicular movement while the public are on the Licensed Site will be limited to those which are essential and will be controlled to ensure safety of the public. The use of 'golf type' buggies on the Licensed Site and back stage will be limited to essential use and will controlled to ensure safety of public and staff.	20E035	x
Where vehicles conflict with pedestrians leaving the arena (ie vehicles travelling from the back stage area) there shall be an agreed vehicle curfew commencing from when pedestrians start leaving the arena until the arena has been cleared.	20E036	x
During the event of an evacuation of the site there shall be no vehicle movement until the Licence holder is satisfied that all pedestrians have vacated the area.	20E037	x
Concessions shall be briefed to the effect that vehicle movement within the licensed site is strictly prohibited.	20E038	x
Any person in charge of a vehicle shall be suitably qualified/trained.	20E039	x

Emergency Vehicles	CODE	✓
Emergency vehicle access routes to the arena and all parts of the Licensed Site shall be provided to the satisfaction of the Responsible Authorities.	2OE040	x
Emergency vehicle access routes shall be clearly signposted and shall be kept clear of obstructions at all times.	2OE041	x

Fire Safety	CODE	✓
The licensee has a fire risk assessment under the Regulatory Reform (Fire Safety) Order 2005. This will be made available at the request of an authorised officer.	2OE042	x

Lighting	CODE	✓
Lighting will be provided in all key areas of the site to which the public have access inside and outside the site, including emergency and general access/exit routes, passages, corridors and stair cases, toilets, first aid points, car parks, designates pick up points, bus terminals and any campsites. Enclosed structures, ie marquees, will be provided with exit sign boxes lit by both primary and emergency lighting.	2OE043	x
An electrical emergency lighting system will be installed and maintained. The source of supply for this lighting will be separate from that for the general lighting.	2OE044	x
The emergency lighting will illuminate all exit signs, gate number and exit routes from the site.	2OE045	x
The general and all emergency lighting systems will be tested prior to the admission of the public. Records of such tests will be maintained on site for inspection by any authorised officer.	2OE046	x

Site Safety Check	CODE	✓
A full safety check of the licensed site, including the availability of exit gates and routes for pedestrians and emergency vehicles, will be carried out prior to the admission of the public.	2OE047	x
Periodic safety checks will be carried out whilst the public are on the site. Records of all such checks will be maintained on the licensed site and produced for inspection by an authorised officer of the Responsible Authorities. The Licence holder will ensure that such records are maintained for a period of 6 months after the event.	2OE048	x

Electrical Installations	CODE	✓
All electrical installations are to be certified by an electrician as approved to current British Standards as detailed in the HSE Event Safety Guide. All electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989 or to any revised standards.	2OE049	x
Electrical installations will be inspected prior to the start of the event by a suitably qualified person.	2OE050	x
Portable electrical appliances including those brought in temporarily onto the site will be checked on a regular basis by a suitably qualified person to ensure they are in a safe condition.	2OE051	x
Temporary electrical wiring and distributions will be inspected by a suitably qualified person before they are put into use.	2OE052	x
Records of all inspections and copies of certificates will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authorities. The Licence Holder will retain copies of such records and certificates for a period of 6 months following the event.	2OE053	x

Structures	CODE	✓
All staging, ramps, stairs front of house barriers and other structures erected on the Licensed Site in connection with the event will comply with the provisions of the HSE Event Safety Guide, and the relevant safety regulations appertaining to the structure.	2OE054	x
The event Management Plan will contain a schedule of the temporary structures to be installed on site including details of the dimensions / loadings, history of use and details of the suppliers / installation arrangements. The locations of all temporary structures will be identified on the site plan.	2OE055	x
All temporary structures shall be suitable and fit for their intended purpose and installed in accordance with the manufacturer's instructions.	2OE056	x
No additional temporary structures will be allowed on the site other than those for which the details have previously been submitted to and approved by the Responsible Authorities.	2OE057	x
Completion certificates for all temporary structures will be obtained prior to the admission of the public to the licensed site. Certificates will be maintained on the site for inspection by any authorised officer and retained for a period of 6 months after the event.	2OE058	x

Regular safety inspections of temporary structures shall be undertaken. A written record of these inspections will be kept. The records will be maintained on site for inspection by an authorised officer and retained for a period of 6 months after.	2OE059	x
A supervision policy will be maintained to prevent people from inappropriate behaviour, including climbing which may lead to a fall from height.	2OE060	x
Regular safety checks of guarding to fires and open flames will be undertaken.	2OE061	x
All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls	2OE062	x

Catering	CODE	✓
28 days prior to the event Environmental Health Services shall be provided with a full list of food concession units detailing their names, addresses, type of operation and proposed locations within the licensed site. The licensee or sole franchise holder shall ensure that no other food concessionaires other than those already notified are admitted to the licensed site.	2OE063	x
At the request of an Environmental Health Officer, any food operation not complying with the food hygiene and Health and Safety at Work legislation shall be closed down.	2OE064	x
The provision of and location of all refreshment / concessionaire facilities shall be positioned well away from the stage and not obstruct access to any exit from the Licensed Site.	2OE065	x
All concession units shall remain stationary whilst the public are on the site and shall remain stationary for a minimum of 30 minutes once the public have left the site.	2OE066	x
Concessions will be made aware that the movement of any vehicles, including golf buggies, on the licensed site whilst the public are present is strictly prohibited. Any concessions ignoring this requirement will be rejected from the site.	2OE067	x
No catering vehicles approved to be on the site shall be parked down a slope unless the vehicles have been adequately checked.	2OE068	x
The preparation and serving of hot food and drink will be positioned to prevent the risk of scald and burns to the public.	2OE069	x

Medical Provisions	CODE	✓
Medical provisions calculated on the attendance figures for the event will be supplied in accordance with the current version of the HSE Event Safety Guide (Purple Book, or to any other standards / numbers as agreed with the Responsible Authorities.	2OE070	x
<p>The Event Management Plan will contain a Medical Plan, which will include details of the medical provider, a breakdown of the numbers, qualifications and experience of medical personnel.</p> <p>The Medical Plan will also have particular reference to the quantity and quality of the first aid points, including the size, location, signage, electricity, lighting, flooring, water supply and access by emergency vehicles.</p> <p>First aid points will be identified on the site plan.</p>	2OE071	x
If paramedics are to be deployed their registration numbers must be provided to the appropriate Ambulance Authority at least 28 days prior to the start of the event.	2OE072	x
Public access to any part of the licensed site will be subject to confirmation that the Medical Provider and adequate first aid cover is in place.	2OE073	x
The Medical Co-ordinator shall be provided with details of the intended programme of acts and activities and shall ensure that any alterations to the programme are notified immediately.	2OE074	x
A written procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. All relevant staff will be appropriately trained in such procedures.	2OE075	x

Special effects	CODE	✓
The Event Management Plan will contain a written health and safety policy covering all aspects of the safe use of strobes lasers, smoke machines or any other special effects.	2OE076	x
The use of strobes and similar effects shall be displayed on event advertising media (including electronic publicity) and displayed on the event tickets and upon entry to the site.	2OE077	x
Details of all Lasers to be used during the event must be provided to the Leeds City Council Health and Safety team no later than 28 days prior to the event.	2OE078	x

Tattoo Artists	CODE	✓
The Licensing Authority shall be provided with 28 days notice of details of any tattooists or body piercers which are to trade on the Licensed site.	2OE079	

Disabled Facilities	CODE	✓
<p>Special provisions for disabled persons, namely access and egress. Car parking, sanitation facilities and viewing areas where appropriate shall be provided.</p> <p>Such facilities will be identified on the site plan.</p>	20E080	x
The event Management Plan shall contain a procedure for the safe evacuation of disabled persons. Staff will be trained in the procedure and a record kept of such training.	20E081	x

Public Nuisance	CODE	✓
The Event shall be carried out in such a way to comply at all times with the Code of Practice on Environmental Noise Control at Concerts (published 1995 by the Noise Control Council ISBN Z 900103515).	20E082	x
<p>The Event Management Plan shall contain a Noise Management Strategy.</p> <p>The Strategy shall identify how noise arising from the holding of the event will be effectively controlled so as to prevent public nuisance and show full compliance with licence conditions and with the Code of Practice on Environmental Noise Control at concerts (published by the Noise Control Council ISBN 2900103515). This strategy shall include proposals for dealing with noise from:</p> <ul style="list-style-type: none"> • Regulated Entertainment • Concessions including funfair rides • Fireworks and other pyrotechnics • How any overrun will be prevented or controlled <p>Once agreed the contents of the strategy shall be followed throughout the event.</p> <p>Noise from the licensed site will be inaudible at the nearest noise sensitive premises.</p>	20E083	x
<p>A noise propagation test shall be undertaken and completed in the morning prior to the start of the music event, or the day before the event.</p> <p>Appropriate control limits at the sound mixer position and adjustments to sound amplification equipment will be fixed as a result of testing. The sound system will be configured and operated in a similar manner as intended for the event. The sound source used for the test will be similar in character to the music likely to be produced for any major music event.</p>	20E084	x

An independent noise consultant to assess the positioning of sound sources pre-event and to monitor noise throughout the event must be present. Any testing of sound equipment will not take place before 10:00hrs and will last for a maximum of 2 hours on any one day. The noise consultant will be available throughout the duration of the event and will have complete authority to ensure licence compliance without interference from the Premises Licence Holder or any other party on behalf of the event and will have an on site team to monitor noise throughout the event. The noise consultant will maintain a noise log which will be available at all times for inspection by an authorised officer.	20E085	x
Bottles will not be placed in the external receptacle after 23.00 hours to minimise noise disturbance to adjoining properties.	20E086	x
Waste collection, plant and machinery, deliveries and other activities that might generate noise will be located as far as possible from residential properties and other noise-sensitive properties.	20E087	x
No nuisance will be caused by noise or vibration emanating from the site from external plant or equipment.	20E088	x
The rating level of noise from plant and machinery will be no higher than 5dB below the lowest background level at the most affected noise sensitive premises during the operation of the plant. Plant and machinery will be regularly serviced and maintained to continue to meet the rating level.	20E089	x
All lighting on the site shall be of a suitable intensity and positioning. All lighting on or at the site will be operated in a manner which will not cause a nuisance to nearby properties.	20E090	x
The site will be operated in a manner which will prevent unwanted odours causing a nuisance to persons in the immediate area or nearby properties.	20E091	x
<p>The Event Management Plan will contain a Litter & Waste Management Strategy. The Strategy will identify:</p> <ul style="list-style-type: none"> • Location and number of containers • Emptying and replacement schedule • Steps to remove litter throughout the event • Standby procedures to address any identified refuse accumulations e.g. overflowing receptacles • After event cleaning schedule • Steps to prevent litter from being dropped offsite • Steps to remove litter along roads, entrances and exits adjacent to the site • Arrangements for waste produced by traders • Methods proposed to evidence that the above steps have been taken. 	20E092	x
The site will have an adequate supply of litter bins. Notices requiring customers to use the litter bins will be displayed prominently at the site. Litter bins will be emptied regularly.	20E093	x

All materials used to promote or market the event are to be displayed lawfully. The Licensee will take measures to encourage agents, servants, employees or any party acting on her/her behalf to display promotional materials lawfully.(E.g. By way of contractual agreement.)	2OE094	x
All reasonable steps will be taken to ensure that activities promoting or publicising the event do not cause littering. Measures to remove such litter as and when it occurs shall be put in place.	2OE095	x

Sanitation	CODE	✓
Sufficient sanitary accommodation units, washing facilities and hand wash/sanitation units and drinking water facilities will be placed in suitable locations around the licensed site in accordance with guidance laid out in the current HSE Event Safety Guide.	2OE096	x
<p>The event Management Plan will include a water and sanitation management strategy. This shall contain the following</p> <ul style="list-style-type: none"> • Location, numbers and types of drinking water points • Sources of water supply • Methods of sterilisation of taps and erected systems prior to use • Methods and frequency of ongoing cleaning and sanitising. • Monitoring of water points throughout the event. • Drainage of water point areas. • Water quality sampling regime before and during the event. • Methods proposed to evidence that the above steps have been taken. • Location, numbers and types of sanitary accommodation. • Disabled facilities • Male/Female split. • Washing facilities provided. • Methods and frequency of emptying, cleaning and monitoring of the sanitation facilities throughout the event. • Methods and frequency of refilling and monitoring of hand sanitation units • Drainage of sanitation areas • Methods proposed to evidence that the above steps have been taken. <p>Once agreed, the contents of the strategy will be followed throughout the event</p> <p>The locations of such facilities will be identified on the site plan.</p>	2OE097	x
Sufficient drinking water points will be placed around the licensed site for the adequate supply of free, potable and wholesome drinking water for visitors throughout the event. Provisions will be made for an alternative supply of drinking water in case of failure of planned sources of drinking water.	2OE098	x

All sanitation and drinking water supplies shall be in position and serviced prior to the admission of the public to the site.	2OE099	x
<p>The drinking water point areas will be monitored on a regular basis throughout the event. Monitoring will include checks on adequacy of drinking water supply, checks on cleaning and sanitisation of the points, checks for leaks, damage, flooding and blockages. Any problems will be addressed straight away.</p> <p>Records of all such checks will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authorities.</p> <p>The Licence Holder will retain copies of such records and certificates for a period of 6 months following the event.</p>	2OE100	x
Sanitary accommodation units will be regularly emptied throughout the event by a competent Licensed Contractor. To ensure public safety during the emptying of sanitary units, emptying procedures will conform to site safety rules as outlined in any Risk Assessments and site safety plans.	2OE101	x

Traffic Management	CODE	✓
<p>A traffic management plan will be provided to the satisfaction of all relevant agencies. This will include details of:</p> <ul style="list-style-type: none"> • Traffic Routes • Traffic Regulation orders • Traffic Signage • Car Parks • Management of vehicle gates • Traffic Spotters • Tow Away Facilities • Advanced information in the media • Use of Public Transport / Coaches • Pedestrian Access Facilities <p>The plans of the licensed site shall identify routes for emergency vehicles around the licensed site and location of car parks. This plan should be supplemented with area maps identifying traffic routes to the site, access & egress points to car parks and the identified access/egress routes for emergency vehicles (unless this information may be contained on the same site plan).</p>	2OE102	x
All vehicular access points into the Licensed Site shall be provided to a standard appropriate for the nature and volume of traffic shall be laid out and constructed to the satisfaction of the Responsible Authorities.	2OE103	x
Designated areas will be used for car parking. Such areas will be adequately stewarded, illuminated and signed.	2OE104	x

Protection of Children	CODE	✓
Where entertainment of an adult nature is to take place, the Licence Holder will provide clear signage that the event is not suitable for under 18's	20E105	
Where the event consists of children's activities and / or has crèche/lost children's facilities, the Licence Holder will ensure that the necessary background checks including relevant police checks on all potential staff are carried out. This will be demonstrated in the Event Management Plan. The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers	20E106	
All staff will receive training to the procedures for dealing with unaccompanied and lost children on the site to prevent them from harm. Such training and procedures will be demonstrated in the Event Management Plan.	20E107	

Cinema and Film Exhibition	CODE	✓
Children will be restricted from viewing films in accordance with the recommendations of a competent body (usually the British Board of Film Classification) or the Licensing Authority.	20E108	

Camp Sites	CODE	✓
Where camping is to be provided, the Event Management Plan will contain a Camp Site Plan This should include detailed information of all facilities to be provided in the camp sites subject to the numbers of people camping, including (but not exhaustive): <ul style="list-style-type: none"> • Monitoring and control of tents/camper vans; • Security/Fire Patrols (including contingency plans for calling the Fire Authority); • Sanitary and washing facilities • Drinking Water • Medical provisions • Catering • Lighting • Signage • CCTV • Policy on cooking / campfires The layout of the campsites with all access and egress points and location of watch towers, fire patrols, etc will be included on the site plan.	20E109	x
Grass will be cut if necessary, and all cut grass should be removed from areas used for sleeping accommodation.	20E110	x

The public will not be admitted to the campsites until such time that the Licence Holder is satisfied that the campsites are safe and suitable for the intended use and all provisions are in place and operative.	20E111	x
Campsites shall have clearly defined emergency vehicle access lanes. The lanes should be designed to allow emergency vehicles access and egress from a camping area without the vehicle having to turn back on itself.	20E112	x
Camping must be controlled to ensure that tents do not encroach onto the vehicle lanes.	20E113	x
All tents and sleeping accommodation shall be controlled and monitored to ensure that tents etc are adequately spaced having regard to public safety.	20E114	x
The camp site shall be monitored to ensure that no overcrowding occurs	20E115	x
An on site privately organised fire team with off road capability to provide fire cover at all times that the site is open for members of the public shall be provided subject to discussions with fire authority.	20E116	x
Fire watchtowers shall be provided and staffed by at least two competent personnel at all times during the event. All towers to have radio communications with campsite control.	20E117	
Prior to the admission of the public on the camp site, all systems used for giving warning in the event of fire, and evacuation procedures, shall be tested. Records of such tests will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authorities. The Licence Holder will retain copies of such records and certificates for a period of 6 months following the event.	20E118	x
Fire points shall be clearly signed and visible.	20E119	x
Cooking facilities shall be monitored by stewards, any that are out of control shall be extinguished.	20E120	x
All campers on entering the campsite shall be given a leaflet detailing the onsite fire precautions, the action to be taken in the case of a fire and safe practice regarding the use of LPG cylinders for cooking and lighting. The leaflet shall also contain a warning that any persons considered to be acting irresponsibly will be ejected from the site.	20E121	

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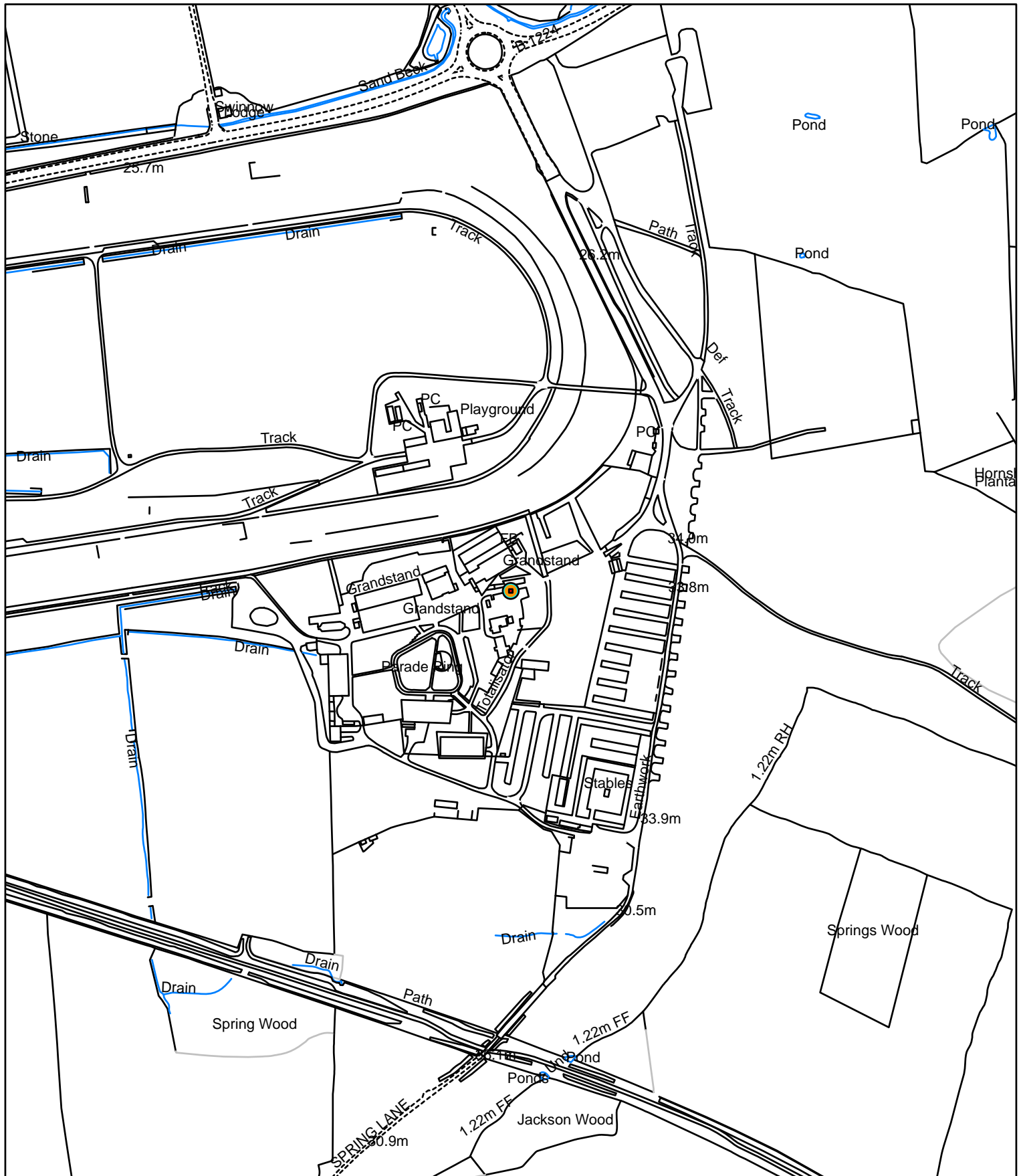
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Issued premises licences and club certificates within an area



PREM/02171/003 - Wetherby Race Course, York Road, Wetherby, Leeds, LS22 5EJ

Sale by retail of alcohol	
Every Day	10:00 - 03:00
Provision of late night refreshment	
Every Day	23:00 - 03:00
Performance of a play	
Every Day	10:00 - 00:00
Indoor sporting events	
Every Day	10:00 - 00:00
Performance of live music	
Every Day	10:00 - 02:00
Performance of recorded music	
Every Day	10:00 - 02:00
Performance of dance	
Every Day	10:00 - 02:00
Entertainment similar to live music, recorded music or dance	
Every Day	10:00 - 02:00

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Deighton, Charlotte

From: Dobson, Lynn <lynn.dobson@westyorkshire.pnn.police.uk>
Sent: 13 March 2015 11:06
To: Entertainment Licensing
Cc: Parker, David; Hemingway, Neil; Patterson, Bob
Subject: Mint Festival - Signed Part 2 [NOT PROTECTIVELY MARKED]
Attachments: Mint Festival - Signed Part 2.pdf; ATT00001.txt; ATT00002.htm

Please find attached a scanned copy of part 2 of the letter of representation. As agreement has been reached WYP can withdraw their representation based on the attached measures appearing on any future licence.

Thank you

Lynn

PC 5783 Lynn Dobson
 Leeds District Licensing Department
 Leeds District
 Elland Road, Leeds, LS11 8BU
 Internal: 50215
 External: 0113 3859415
 To report a crime, please ring 101. Always dial 999 in an emergency.



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**WEST YORKSHIRE
POLICE**

Leeds District Licensing Department

Leeds District Licensing Department
West Yorkshire Police
District Headquarters
Elland Road
Leeds
LS11 8BU

Tel: 0113 385 9415

e-mail:

lynn.dobson@westyorkshire.pnn.police.
uk



11 March 2015

Mr S Graham
Mint Festival Limited
51 Selby Road
Leeds
LS9 0EW

cc. Entertainment Licensing Section. Leeds City Council, Civic Hall, Leeds. LS1 1UR
cc. Mr R Fulliove, Pro-Tech Security, Leeds

**RE: MINT FESTIVAL, WETHERBY RACECOURSE, YORK ROAD, WETHERBY, LS22 5EJ
NEW PREMISES LICENCE – LICENSING ACT 2003:
POLICE – LETTER OF REPRESENTATION – 'QUALIFIED' OBJECTION:**

Thank you for submitting your application for the above premises, received at the address above on 12th February 2015.

West Yorkshire Police are of the opinion that your application contains insufficient information about how you intend to meet the licensing objectives.

We therefore confirm that we are submitting a formal representation against your application on the grounds of:

1. the prevention of crime & disorder
2. the prevention of public nuisance, and
3. the protection of children from harm.

However, West Yorkshire Police are also of the opinion that the said objectives could be met should you be prepared to incorporate certain identified measures within your operating schedule, in addition to what you may have offered in your application.

Please find enclosed a document which at **Part 1** contains the suggested measures which this authority considers are proportionate and appropriate to the nature of your application.

Should you be in agreement with the suggested measures then please signify this by completing and signing **Part 2** of the enclosed form and return the complete document to this office as soon as possible..

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

Upon receipt of your consent at **Part 2**, it will be taken that you signify your wishes for the licensing authority to amend your operating schedule to incorporate the proposed measures.

Alternatively should you disagree with the proposed measures, then please complete **Part 3** and again return the complete document to this office as soon as possible.

PART 1 - to be completed by the Responsible Authority:

West Yorkshire Police propose the following control measures under the Licensing Act 2003 (in addition to those that you may have already offered), for the premises:

**MINT FESTIVAL,
WETHERBY RACECOURSE,
YORK ROAD,
WETHERBY,
LS22 5EJ**

Having considered the application under the Licensing Act 2003 for the above premises, West Yorkshire Police considers that the following measures are relevant, proportionate and necessary in order to promote the following licensing objectives:

- the prevention of crime & disorder
- the prevention of public nuisance
- the protection of children from harm

Your application also states that this application should start on 1 September 2015 and should come to an end on 14 October 2015. Reference has been made in the main body of the text that the premises licence is 'renewable on a yearly basis'. This is point worth clarifying and as a time limited premises licence any licence granted does not require annual renewal. By the very nature of the licence it is time limited and can be only used for the period stated but each year.

Measures / Additional measures proposed:

- A complete Event Management Plan will be lodged with West Yorkshire Police, all responsible authorities and interested parties no later than 28 days before the proposed event.

West Yorkshire Police are satisfied that the proposed measures are not adequately dealt with by other legislation.

By signing the declaration enclosed overleaf at **Part 2**, the applicant agrees to incorporate the proposed measures within the Operating Schedule for the said premises.

Upon the satisfactory completion of the declaration, West Yorkshire Police will provide notice to the Licensing Authority that our representation is withdrawn in accordance with schedule 10(a) of the Licensing Act 2003 (Hearings) Regulations 2005.

*Lynn Dobson
PC 5783
Leeds District Licensing Officer*

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PART 2 – to be completed by the applicant or applicant's representative:

Consent for all proposed control measures under the Licensing Act 2003.

Name & Address of Premises:

MINT FESTIVAL,
WETHERBY RACECOURSE,
YORK ROAD,
WETHERBY,
LS22 5EJ

I/~~we~~..... SHANE GRAHAM on BEHALF OF MINT FESTIVAL

Confirm that I am / ~~we are~~ the applicant / ~~the applicants representative~~ (delete as appropriate) for the premises as stated above.

In signing this document:

- I /~~we~~ agree with the measures proposed by West Yorkshire Police,
- I /~~we~~ provide our consent for the Licensing Authority to incorporate the said measures into the operating schedule for the stated premises, and furthermore,
- I /~~we~~ confirm the premises will then operate in accordance with those measures agreed to.

Signed:



Dated:

12/03/2015

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

PART 3 – to be completed by the applicant or applicant's representative:

Proposed control measures under the Licensing Act 2003

Name & Address of Premises:

MINT FESTIVAL,
WETHERBY RACECOURSE,
YORK ROAD,
WETHERBY,
LS22 5EJ

I / We

Confirm that I am / we are the applicant / the applicants representative (delete as appropriate) for the premises as stated above.

I / We formally advise that we are not prepared to accept the proposed measures as suggested by the West Yorkshire Police.

In this instance we understand that West Yorkshire Police will maintain their representation to my /our application, which will now proceed to a hearing before the Licensing Sub-Committee, at which I / we will be required to attend.

Signed:

Dated:

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Wood, Jane

From: Procter, Cllr John
Sent: 12 March 2015 15:39
To: Holder, Stephen; Wood, Jane
Cc: Mulcahy, John
Subject: Mint Festival application

Dear Stephen/Jane

Regarding the application for the Mint Festival at Wetherby racecourse in September, I am concerned about the event for a number of reasons. Given the fact that there are 10,000 plus people expected for what is a dance music festival, I am concerned that there are likely to be problems with possible crime, public disorder, noise nuisance for local people and problems accessing the site, particularly as public transport is not the best.

Accordingly, I would be grateful if you could send the application to the Licensing Sub-Committee for full consideration by elected members.

Regards

John

Cllr John Procter
Chair of Scrutiny Board (Housing and Regeneration)
Deputy Leader of the Conservative Group
Wetherby Ward

Conservative Group Office
2nd Floor East
Civic Hall
LS1 1UR
0113 24 74213

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