



Report of the Head of Elections, Licensing and Registration

Report to the Licensing Committee

Date: 2 August 2016

Subject: Leeds Festival 2016 - Event Management Plan

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Wetherby and Harewood		
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 B		

Executive Summary

1. The Leeds Festival is an annual event held within the grounds of Bramham Park over the August Bank Holiday weekend. The event is held under the authorisation of a premises licence issued under the Licensing Act 2003.

Recommendations

2. The Licensing Committee is asked to consider this report and
 - 2.1 agree to delegate approval of the Event Management Plan to the Head of Elections, Licensing and Registration, including any minor amendments necessary to the Plan before the Festival takes place.
 - 2.2 agree that should the Event Management Plan be subject to amendment without the relevant agency consent, or be of a nature which officers consider may impact on the Licensing Objectives, then it will be brought back before the Licensing Committee prior to the Festival taking place.

1.0 Purpose of this Report

- 1.1 This report advises Members of the progress of the multi-agency meetings and the Event Management Plan for the 2016 annual festival, and recommends that the approval of the final Event Management Plan be delegated to the Head of Elections, Licensing & Registration.

2.0 Background Information

- 2.1 The premises licence for the Leeds Festival was considered and approved by the members of the Licensing Committee on the 28 April 2006.
- 2.2 The licence is held for Bramham Park and allows the festival to take place every August Bank Holiday.
- 2.3 Members resolved to grant the application as requested and accepted the applicant's offer to include the following additional three conditions:
1. There shall be an Event Management Plan which incorporates the operating schedule submitted to the Licensing Authority at least 6 months prior to the Festival each year.
 2. The Event Management Plan and any revisions to the Event Management Plan must be approved by the Licensing Authority prior to the Festival.
 3. The Premises Licence Holder shall comply with the terms and requirements of the Event Management Plan each year.
- 2.4 In addition the Committee reserved the right to determine how the final amended Event Management Plan for the festival should be agreed with the facility for the final plan to be agreed by the Committee or officers under delegated authority.
- 2.5 Following a number of successful variation applications the premises licence permits the activities as detailed in **Appendix A**.

3.0 Main Issues

- 3.1 The 2016 event will take place from Friday 26th until Sunday 28th August 2016, although the campsites will be opened for early arrivals on Wednesday 24th August from when low key entertainment within the campsites will be provided.
- 3.2 The draft Event Management Plan for the 2016 Event was received by the Licensing Authority and Responsible Authorities in February 2016. As in previous years a summary of key changes following the 2015 event were circulated to Members of the Licensing Committee and Ward Members.
- 3.3 A further copy of the summary of changes is provided with this report for Members attention at **Appendix B**. It should be noted that the contents of the Event Management Plan and the document containing the summary of changes are potentially exempt information under Access to Information Procedure Rule 10.4(3) and (7) as these include information relating to the financial or business affairs of any particular person and contain information relating to any action taken

or to be taken in connection with the prevention, investigation or prosecution of crime, and in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- 3.4 Members are asked to consider exclusion of the press and public from the hearing if these matters contained within the summary of changes are to be discussed.
- 3.5 The maximum capacity for the event site is 89,999 in total, although the Event Management Plan for 2016 is set for a capacity of 70,000. The Event Management Plan will be amended subject to consultation and agreement with responsible authorities if ticket sales are to exceed 70,000.
- 3.6 To ensure the widest circulation of information the Leeds Festival Management teams have held meetings with the Parish/Town Councils in the area surrounding the site and maintain regular contact.
- 3.7 The first multi-agency meeting was held on the 19th April 2016 and these meetings have continued on a bi monthly basis. The last meeting will be held on the 11th August 2016. It is anticipated that the multi-agency partners and responsible authorities will provide their approval to the Event Management Plan at this meeting.

4.0 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The application for a premises licence considered in 2006 underwent the full 28 day consultation process including a newspaper advertisement and public notices displayed around the site for the required 28 day notice period. Full liaison was also held with the Ward Members and responsible authorities. The licence holder continues to consult with community representatives through the Parish Councils and local residents on all aspects of the impact of the event.

4.2 Equality and Diversity/Cohesion and Integration

- 4.2.1 At the time of writing this report there were no implications for equality and diversity. Any decision taken by the Licensing Committee will be in accordance with the four licensing objectives as prescribed by the Licensing Act 2003. The council's Statement of Licensing Policy (Licensing Act 2003) is regularly reviewed and involves a consultation exercise, and is subject to an equality, diversity, cohesion screening and impact assessment.

4.3 Council Policies and City Priorities

- 4.3.1 When determining applications under the Licensing Act 2003 the Licensing Authority must have regard to the relevant legislation, guidance issued by the Home Office, the council's own Statement of Licensing Policy and any associated local area guidance.
- 4.3.2 Applicants are expected to have had consideration to the relevant policy and any local area guidance when completing their applications and the licensing authority will refer to the policy/local area guidance when making its decision.

4.3.3 The application was granted in 2006 with regard to the Council's Licensing Act 2003 Statement of Licensing Policy, and the event will operate in accordance with the licensing objectives as set out in the current Statement of Licensing Policy 2014-2018.

4.3.4 The licensing regime, in general, contributes to our best council objectives of:

- Building a child friendly city – improving outcomes for children and families
- Promoting sustainable and inclusive economic growth – improving the economic wellbeing of local people and businesses
- Ensuring high quality public services – improving quality, efficiency and involving people in shaping their city

4.4 Resources and Value for Money

4.4.1 There are no resource implications to the licensing authority. The premises licence is subject to an annual maintenance fee as prescribed under the Licensing Act 2003.

4.5 Legal Implications

4.5.1 There are no legal implications in terms of the premises licence identified.

4.5.2 There is no provision for the premises licence to be open for consideration at this point of time given that the licence and subsequent revisions to the terms of the licence have been previously approved. Instead Members should consider whether and how to approve the Event Management Plan as required under condition 2 of the licence.

4.6 Risk Management

4.6.1 Preparation for the event is subject to a number of multi-agency meetings coordinated through the Strategic Safety Advisory Group.

4.6.2 Any matters arising during the planning of the 2016 event having an implication on the premises licence and objectives of the Licensing Act will be brought back before the Licensing Committee.

5.0 Options Available To Members

5.1 Members of the Licensing Committee must make decisions with a view to promoting the Licensing Objectives which are:

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

- 5.2 Whilst there should be no major amendments to the Event Management Plan there is still scope for minor changes in accordance with the relevant agency approval. It would therefore not be appropriate for members to approve the Event Management Plan today.
- 5.3 Members may therefore consider it more appropriate, as in previous years to:
- a. Give delegated authority to the Head of Elections, Licensing and Registration to approve the Event Management Plan prior to the start of the event.
 - and
 - b. Give delegated authority to the Head of Elections, Licensing and Registration to approve any minor amendments to the Event Management Plan prior to the start of the event.
- 5.4 Should the Event Management Plan be subject to amendment without the relevant agency consent, or be of a nature which officers consider may impact on the licensing objectives, then the Event Management Plan will be brought back before the Licensing Committee prior to the event taking place.
- 6.0 Conclusions**
- 6.1 This report advises Members that the multi-agency process has not highlighted any issues in respect of the 2016 event and that information is being supplied within the agreed time scales.
- 7.0 Recommendations**
- 7.1 The Licensing Committee is asked to consider this report and
- 7.1.1 Agree to delegate approval of the Event Management Plan to the Head of Elections, Licensing and Registration, including any minor amendments necessary to the Plan before the Festival takes place.
 - 7.1.2 Agree that should the Event Management Plan be subject to amendment without the relevant agency consent, or be of a nature which officers consider may impact on the Licensing Objectives, then it will be brought back before the Licensing Committee prior to the Festival taking place.

Background Papers¹

Home Office Guidance issued under s182 Licensing Act 2003
Leeds City Council Licensing Act 2003 Statement of Licensing Policy 2014 to 2018

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.