

NOTICE OF MEETING

MEETING	LICENSING ACT 2003 SUB-COMMITTEE
DATE:	MONDAY 5 JULY 2010
TIME:	9.30 am
VENUE:	COUNCIL CHAMBER - TOWN HALL
CONTACT:	<i>Gemma George, Senior Governance Officer</i> <i>Telephone: 01733 452268</i> <i>e-mail address: gemma.george@peterborough.gov.uk</i>
<i>Despatch date:</i>	<i>25 June 2010</i>

AGENDA

PAGE NO

1. **Apologies**
2. **Declarations of Interest**
3. **Application for New Premises Licence - Nene Park Trust, Specified Area of Ferry Meadows Country Park, Peterborough, PE2 5UU** 1 - 82



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Gemma George on 01733 452268.

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LICENSING ACT 2003 SUB COMMITTEE		AGENDA ITEM No. 3
5 JULY 2010		PUBLIC REPORT
Contact Officers:	Adrian Day, Licensing Manager Darren Dolby, Licensing Regulatory Officer	Tel: 454437 Tel. 453561

APPLICATION: NEW PREMISES LICENCE

APPLICANT: Nene Park Trust

REFERENCE NO: 059387

PREMISES: Specified area of Ferry Meadows Country Park, Peterborough, PE2 5UU

GLOSSARY OF TERMS: Attached at **Appendix A – Page 6**

1. PURPOSE OF REPORT

1.1 To consider and determine this application for a new premises licence for a specified area of Ferry Meadows Country Park, Peterborough taking into account the representations received from local residents as detailed in paragraph 4 of this report.

2. BACKGROUND INFORMATION

2.1 This application refers to the main meadow areas and car parking areas of Ferry Meadows Country Park. The park is an open access public green space. The specific area relating to this application can be seen on the map at **Appendix B – Page 9**. The proposed licensable area does not include any buildings nor does it relate to the Caravan Club area.

3. AUTHORISATIONS AND TIMES APPLIED FOR

- **Plays – Indoors and Outdoors**
 - Monday to Sunday 08.00 to 22.00
- **Films – Indoors and Outdoors**
 - Monday to Sunday 08.00 to 22.00
- **Indoor Sporting Events**
 - Monday to Sunday 08.00 to 22.00
- **Live and Recorded Music – Indoors & Outdoors**
 - Monday to Sunday 08.00 to 22.00

- **Performances of Dance – Indoors & Outdoors**
 - Monday to Sunday 08.00 to 22.00
- **Anything of a similar description other than Live & Recorded Music or Performances of Dance – Indoors & Outdoors**
 - Monday to Sunday 08.00 to 22.00
- **Provision of facilities for making music and dancing – Indoors and Outdoors**
 - Monday to Sunday 08.00 to 22.00
- **Provision of facilities for entertainment of a similar description to that falling within the provision of facilities for making music and dancing – Indoors and Outdoors ***
 - Monday to Sunday 08.00 to 22.00
- **Hours premises are open to the public**
 - Monday to Sunday 24 hours a day

4. APPLICATION

- Please refer to the application attached at **Appendix C – Page 11**. There is no application for a licence to sell alcohol at the premises.
- Representations were received from a total of 7 local residents in their capacity as Interested Parties. A petition letter containing 5 signatories was also received. A plan indicating the locations of these interested parties in relation to the premises is attached at **Appendix D – Page 57**.
- Part P of the application sets out the applicant’s proposed conditions under the licensing objectives The Prevention of Public Nuisance, Public Safety, Prevention of Crime and Disorder and Protecting Children from Harm. These are also contained within the body of the report (in section 7) and, in accordance with Para 5.67 of the Guidance have been translated into clear and understandable conditions consistent with the proposals in the Operating Schedule.
- No representations have been received from any of the Responsible Authorities i.e. Cambridgeshire Constabulary, Cambridgeshire Fire and Rescue Service, Peterborough City Council Planning Department, Peterborough City Council Health & Safety Department, Peterborough City Council Children’s Services, Peterborough City Council Environmental Pollution Team and Peterborough City Council Trading Standards Department.

5. INTERESTED PARTIES

LICENSING OBJECTIVE:	REPRESENTATIVE:
Public Nuisance	Interested Parties – Local residents
Crime and Disorder	Interested Parties – Local residents

5.1 'Interested Party' is defined as:-

- a person living in the vicinity of the premises
- a body representing persons living in that vicinity
- a person involved in the business in that vicinity
- a body representing persons involved in such a business
- a member of the relevant licensing authority

5.2 Summary of issues raised

- i) Potential increase in noise due to excessive levels of music and amplified speech at the premises.
- ii) Potential excessive number of music events at the premises.
- iii) Traffic / Parking issues in and around the premises
- iv) Anti Social Behaviour from increased persons attending the premises for events
- v) Litter at the premises from persons attending events
- vi) Detrimental impact on wildlife at the premises due to an increase of activity.

6. MEDIATION

6.1 Mediation was not attempted by the licensing authority. This was due to the applicant's consultation with local residents prior to submitting the application. This consultation included the applicant attending local residents meetings and letter dropping in the local area.

7. APPLICANT'S PROPOSED CONDITIONS UNDER THE LICENSING OBJECTIVES:

7.1 Prevention of Public Nuisance

Receptacles for waste shall be emptied regularly to minimise nuisance smells.

Written approval from the Licensing Authority shall be sought at least 28 days prior to the use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas

Any request by an authorised officer of the Council in relation to reducing noise levels shall be complied with

A person nominated by the premises licence holder shall be responsible for monitoring noise levels and instructed to implement changes in noise levels in accordance with any request by an authorised officer of the Council immediately and ensure that volume is maintained at the reduced level.

No amplified sound (including public announcements) in connection with the event shall continue beyond the permitted hours of the entertainment

7.2 Prevention of Crime & Disorder

The premises licence holder shall be responsible for prevention and disposal of waste on the frontage of the premises and make provision for the emptying of litter bins in the vicinity of the premises

The premise license holder shall not participate or encourage fly posting of events or the venue and any leaflet distribution shall be managed in such a way as to prevent litter

Lighting shall be provided outside the premises (and in the private car park) during the hours of darkness when any licensable activity takes place on the premises

No drinks shall be sold in glass bottles within the licensable area.

7.3 Public Safety

A fire risk assessment required under the Regulatory Reform (Fire Safety) Order 2005 (as amended) will be completed and be available for inspection by an authorised officer.

Access for emergency vehicles shall be kept clear and free from obstruction

An adequate and appropriate supply of first aid equipment and materials shall be available on the premises

Valid public liability insurance shall be kept in force and a copy of the schedule shall be available for inspection by an authorised officer on request.

Prior notification of 28 days shall be given to the Licensing, Health & safety and/or Fire Authority in relation to the use of any of the following special effects:

- Dry ice machines and cryogenic fog.
- Smoke machines and fog generators.
- Foam cannon/snow machine.
- Pyrotechnics, including fireworks.
- Real flame.
- Firearms.
- Motor vehicles.
- Strobe lighting.
- Explosives and highly flammable substances.
- Lasers; (see *HSE Guide The Radiation Safety of lasers for display purposes [HS(G)95]* and *BS EN 60825; Safety of laser products*)

Safety checks will be carried out before the admission of the public and details of such checks are to be kept on file for licensable activities.

8. POLICY & GUIDANCE IMPLICATIONS

8.1 The following sections/paragraphs are applicable to this application:

8.2 Council's Statement of Licensing Policy

- Objectives, Section 4 on Page 8
- Fundamental Principles, Section 6 on Page 9
- Licensing Hours, Section 8 on Page 12
- Children and Licensed Premises, Section 9 on Page 12 to 14
- Licence Conditions, Section 13 on Page 16 and 17
- Delegation / Decision Making / Administration, Section 16 on Page 18 and 19

8.3 Guidance Issued under Section 182 of the Licensing Act 2003

- The Licensing Objectives – Public Nuisance, Section 2 pages 21 to 23
- The Licensing Objectives – Crime and Disorder, Section 2 Pages 16 to 19
- Determining applications – Section 9 pages 66 to 70
- Pools of conditions – Annex D page 117 to 133

9. LICENSING OFFICER'S COMMENT (FOR INFORMATION)

9.1 Regulation 19(a) requires authorities to disregard any information given by a party or person that is "not relevant" to the application.

9.2 Members should note that the letters attached are in their entirety and that not all matters raised within the representations are relevant matters for consideration under the Licensing Act 2003. It is up to the Committee to decide upon what 'weight' they attach to these areas

10. LEGAL OFFICER'S COMMENTS

10.1 The Licensing Authority (hereafter referred to as "the Council) is charged with implementing the provisions of the Licensing Act 2003. This is an application for a new licence made under Section 17 of the Licensing Act.

10.2 In this case, application was received at these offices on 19th May 2010.

10.3 The application before this committee will be treated on its own merits, and the Licensing committee will make its decision based upon

- The merits of the application
- The promotion of the four licensing objectives
- The statement of policy of the Licensing Authority
- The Guidance issued by the Secretary of State for Culture, Media and Sport on 28 June 2007 under section 182 of the Licensing Act 2003.

10.4 The licensing authority may determine the application, depending upon what is necessary for the promotion of the licensing objectives, in any of the following ways:

- Decide to grant the licence in the same terms as it was applied for
- Decide to grant the licence, but to modify or add conditions (to promote the licensing objectives)
- Exclude from the scope of the licence a licensable activity
- Decide to refuse to grant the licence

10.5 Conditions are modified if they are altered, omitted or any new condition added (Section 35(4) Licensing Act 2003).

Note: In this document, the following definitions are included to provide an explanation of certain terms included in the Act. In some cases they are an abbreviation of what is stated in the Licensing Act 2003 or an interpretation of those terms. For a full definition of the terms used, the reader must refer to the Licensing Act 2003.

‘Child’

(a) means an individual aged under 16

(b) a child is unaccompanied if he is not in the company of an individual aged 18 years or over

DCMS: Department for Culture Media and Sport

‘Designated Premises Supervisor’ means the person (who must be a Personal Licence Holder), in the case of premises selling alcohol, who will normally have been given the day to day responsibility for running the premises by the holder of the Premises Licence or will be the Premises Licence holder.

‘Interested parties’:

- a person living in the vicinity of the premises in question;
- a body representing persons living in that vicinity, e.g. a residents association;
- a person involved in a business in the vicinity of the premises in question;
- a body representing persons involved in such a business e.g. a trade association.
- a member of the relevant licensing authority

‘Late Night Refreshment’ means the supply of hot food or hot drink to members of the public (whether for consumption on or off the premises) between the hours of 11.00 pm and 5.00 am.

‘Licensable Activities’ means: -

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of Regulated Entertainment
- The provision of Late Night Refreshment

‘Licensing Authority’: - is the licensing function of Peterborough City Council

‘Licensed Premises’ includes club premises and events unless the context otherwise requires.

‘Licensing Objectives’

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

‘Operating Schedule’ means a document containing a statement of the following matters (and any others that may be prescribed): -

- The relevant Licensable Activities
- The times at which the Licensable Activities are to take place and any other times when premises are open to the public
- Information regarding the person who will be specified in the Premises Licence as the Premises Supervisor
- Where the Licensable Activities involve the supply of alcohol, whether it is for the supply on and/or off the premises

- The steps being taken to promote the Licensing Objectives

'Rateable Value': as regards a premises, is the value for the time being in force for the premises entered in the local non-domestic rating list for the purposes of Part III of the Local Government Finance Act 1988(b).

'Regulated Entertainment' (Schedule 1 of the Act) means: -

- A performance of a play
- An exhibition of a film
- An indoor sporting event
- A boxing or wrestling entertainment
- A performance of live music
- Any playing of recorded music
- A performance of dance

Or entertainment of a similar description falling within the last three of the categories listed above, where the entertainment takes place in the presence of and for the purposes of entertaining that audience or spectators.

Or the provision of entertainment facilities:

Facilities for enabling persons to take part in entertainment of the following description for the purpose or purposes, which include the purpose of being entertained:

- making music
- dancing
- entertainment of a similar description

'Relevant Licensing Authority': is the Authority in the area the premises are situated.

'Responsible Authority' means any of the following: -

- Cambridgeshire Constabulary (The Chief Officer of Police)
- Cambridgeshire Fire and Rescue (The Fire Authority)
- Health and Safety Team, Peterborough City Council
- Planning authority, Peterborough City Council
- Trading Standards, Peterborough City Council
- Environmental Health – Pollution, Peterborough City Council
- Children's Services – Child Protection & Review Manager
- Maritime & Coastguard Agency, Walton on Naze. (For vessels carrying more than 12 passengers.)
- Environment Agency, Peterborough (For vessels carrying 12 or less passengers).

'Supply of alcohol':

- the sale by retail of alcohol, or
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club.

'Temporary Event Notice' means a Permitted Temporary Activity involving one or more Licensable Activities subject to the following various conditions and limitations: -

- Duration – they are limited to events lasting for up to 96 hours;
- Scale – they cannot involve the presence of more than 499 people at any one time;
- Use of the same premises – the same premises cannot be used on more than 12 occasions in a calendar year, but are subject to the overall aggregate of 15 days irrespective of the number of occasions on which they have been used; and

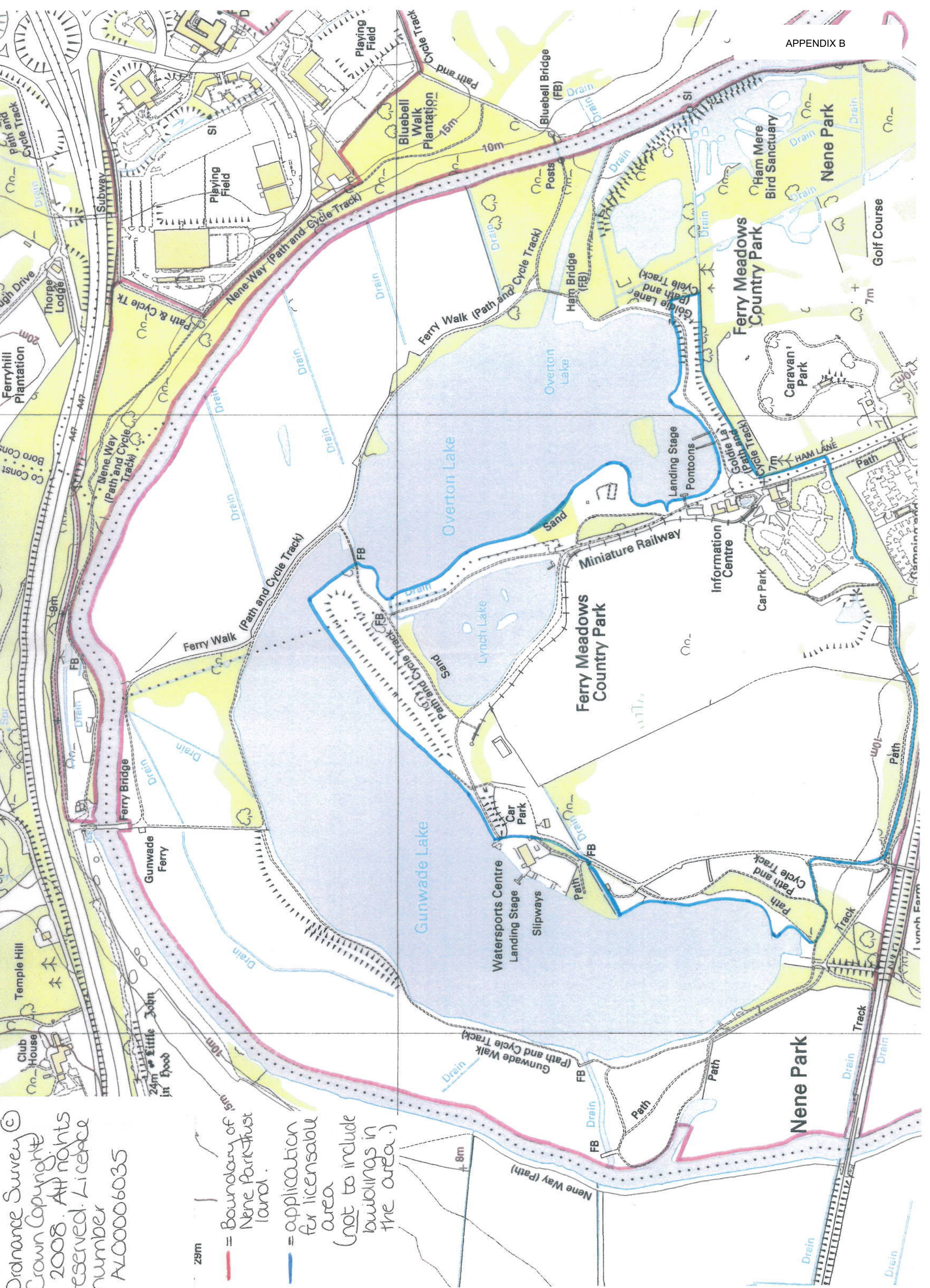
- The number of notices given by an individual within a given period of time – a Personal Licence Holder is limited to 50 notices in one year and another person to 5 notices in a similar period.

(In any other circumstances, a full Premises Licence or Club Premises Certificate will be required for the period of the event).

‘the Act’: means the Licensing Act 2003

‘Vicinity’: Given the normal everyday meaning of being ‘near to’ when considering the relevance of representations received from individual’s residence or business.

Licensing Act 2003\glossary of terms 13 March 2007

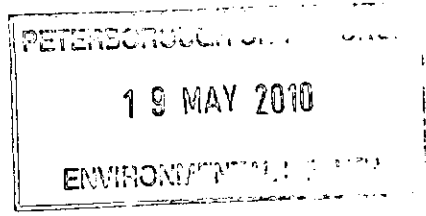


Ordnance Survey ©
 Crown Copyright
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 number
 AL00006035

29m
 15m
 8m
 29m
 15m
 8m

— = boundary of Nene Park Trust land.
 — = application for licensable area (not to include buildings in the area.)

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L2



Peterborough City Council, Licensing Section, Bridge House, Town Bridge, Peterborough, PE1 1HU

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

I/We ... Nene Park Trust ... (Insert name(s) of applicant) apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 - Premises details

Postal address of premises or, if none, ordnance survey map reference or description: Ferry Meadows Country Park. - see enclosed plan for details of area. Post town: Peterborough. Post code: [blank]

Telephone number at premises (if any): 01733 234193

Non-domestic rateable value of premises: £ 0

Part 2 - Applicant details

Please state whether you are applying for a premises licence as Please tick ✓ yes

- a) an individual or individuals* [] please complete section (A)
b) a person other than an individual*
i. as a limited company [] please complete section (B)
ii. as a partnership [] please complete section (B)

- iii. as an unincorporated association or please complete section (B)
- iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment 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 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

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

E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

date of application
 Day Month Year

1	8	0	5	2	0	1	0
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If you wish the licence to be valid only for a limited period, when do you want it to end?

Day Month Year

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

Please give a general description of the premises (please read guidance note 1)
 This application refers to the main meadow areas and car parking areas of Ferry Meadows Country Park. The park is an open access public green space. See enclosed map for detail of area. Application is for open areas only and does not

What licensable activities do you intend to carry on from the premises?
 (Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

include any buildings within the park

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) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of entertainment facilities for:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

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

SECOND INDIVIDUAL APPLICANT (if 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

Post Town

Postcode

Daytime contact telephone number

E-mail address (optional)

(B) OTHER APPLICANTS.

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

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

In all cases complete boxes N, O and P

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 [Y] (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon	8:00	22:00	Please give further details here (please read guidance note 3) Indoors is covering the use of marquees for activities.	Both	<input checked="" type="checkbox"/>
Tue	8:00	22:00			
Wed	8:00	22:00	State any seasonal variations for performing plays (please read guidance note 4)		
Thur	8:00	22:00			
Fri	8:00	22:00	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)		
Sat	8:00	22:00			
Sun	8:00	22:00			

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon	08:00	22:00	<p>Please give further details here (please read guidance note 3)</p> <p>Indoors covers the use of marquees for these activities</p>		
Tue	08:00	22:00			
Wed	08:00	22:00			
Thur	08:00	22:00			
Fri	08:00	22:00			
Sat	08:00	22:00			
Sun	08:00	22:00			
			<p>State any seasonal variations for the exhibition of films (please read guidance note 4)</p>		
			<p>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)</p>		

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	08:00	22:00	Indoor sporting events would be held within a marquee within the park area.	
Tue	08:00	22:00		State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed	08:00	22:00		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)
Thur	08:00	22:00		
Fri	08:00	22:00		
Sat	08:00	22:00		
Sun	08:00	22:00		

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick <input type="checkbox"/> (please read guidance note 2)</u>	Indoors	
				Outdoors	
Day	Start	Finish	<u>Please give further details here (please read guidance note 3)</u>		
Mon					
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)</u>		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)</u>		
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 [Y] (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon	08:00	22:00	Please give further details here (please read guidance note 3) Indoors includes the use of marquees for these activities. The application covers both amplified and non-amplified music.	Both	<input checked="" type="checkbox"/>
Tue	08:00	22:00			
Wed	08:00	22:00	State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur	08:00	22:00			
Fri	08:00	22:00			
Sat	08:00	22:00	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)		
Sun	08:00	22:00			

G

Performances 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 [Y] (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon	08:00	22:00	Please give further details here (please read guidance note 3) Indoors includes the use of marquees for these activities. This will not involve striptease lap or table dancing or anything of a similar nature.		
Tue	08:00	22:00			
Wed	08:00	22:00	State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	08:00	22:00			
Fri	08:00	22:00	Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	08:00	22:00			
Sun	08:00	22:00			

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	
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors
Mon	08:00	22:00		Outdoors
				Both <input checked="" type="checkbox"/>
Tue	08:00	22:00	Please give further details here (please read guidance note 3) Indoors includes use of marquees for such activities.	
Wed	08:00	22:00		
Thur	08:00	22:00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)	
Fri	08:00	22:00	Non standard timings. Where you intend to use the premises for the entertainment of 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	08:00	22:00		
Sun	08:00	22:00		

element of music dance etc

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing							
			The application is to cover any group wishing to use the park to have music workshops or other forms of music creation.							
			Will the facilities for making music be indoors or outdoors or both – please tick [Y] (please read guidance note 2)	<table border="1"> <tr> <td>Indoors</td> <td></td> </tr> <tr> <td>Outdoors</td> <td></td> </tr> <tr> <td>Both</td> <td><input checked="" type="checkbox"/></td> </tr> </table>	Indoors		Outdoors		Both	<input checked="" type="checkbox"/>
Indoors										
Outdoors										
Both	<input checked="" type="checkbox"/>									
Day	Start	Finish	Please give further details here (please read guidance note 3)							
Mon	08:00	22:00	Indoors includes the use of marquees for such activities.							
Tue	08:00	22:00								
Wed	08:00	22:00								
Thur	08:00	22:00								
Fri	08:00	22:00	State any seasonal variations for the provision of facilities for making music (please read guidance note 4)							
Sat	08:00	22:00								
Sun	08:00	22:00	Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)							

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick [Y] (see guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon	08:00	22:00	Please give a description of the facilities for dancing you will be providing The application is to cover groups wishing to use the part for outdoor performances or as an alternative venue for dancing. Please give further details here (please read guidance note 3) Indoors includes use of marquee for such activities. State any seasonal variations for providing dancing facilities (please read guidance note 4) Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)	Both	<input checked="" type="checkbox"/>
Tue	08:00	22:00			
Wed	08:00	22:00			
Thur	08:00	22:00			
Fri	08:00	22:00			
Sat	08:00	22:00			
Sun	08:00	22:00			

K

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing		
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoor	
Mon	08:00	22:00		Outdoor	
				Both	<input checked="" type="checkbox"/>
Tue	08:00	22:00	Please give further details here (please read guidance note 3) Indoors includes use of marquees for such activities.		
Wed	08:00	22:00	State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within I or J (please read guidance note 4)		
Thur	08:00	22:00	Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri	08:00	22:00			
Sat	08:00	22:00			
Sun	08:00	22:00			

L

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 [Y] (please read guidance note 2)	Indoors		
				Outdoors		
Day	Start	Finish		Both		
Mon			Please give further details here (please read guidance note 3)			
Tue						
Wed				State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur						
Fri			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						
Sun						

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption (Please tick box Y) (please read guidance note 7)	On the premises	
				Off the premises	
Day	Start	Finish		Both	
Mon			State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Tue					
Wed					
Thur			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)		
Fri					
Sat					
Sun					

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).....

N

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)

O

Hours premises are open to the public Standard timings (please read guidance note 6)			State any seasonal variation (please read guidance note 4)
Day	Start	Finish	
Mon	00:00	00:00	<p>Non standard timings. Where you intend to use 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)</p> <p>As a country park, Ferry Meadow is accessible on foot 24 hours a day. The car parks are closed and opened each day according to dawn / dusk times. At its latest opening late June / early July the car parks are open from 7am - 9pm. At its shortest in late december / early January it is open 8am - 4pm.</p>
Tue	00:00	00:00	
Wed			
	00:00	00:00	
Thur	00:00	00:00	
Fri	00:00	00:00	
Sat	00:00	00:00	
Sun	00:00	00:00	

P

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)

Please see enclosed Operating Schedule Tool Kit.

b) The prevention of crime and disorder

Please see enclosed operating
Schedule tool kit

c) Public safety

as above

d) The prevention of public nuisance

as above

e) The protection of children from harm

as above

by
t
for
a
pl
on

2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day, e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

CHECKLIST:-

Please tick ✓ yes

- 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 premises supervisor, if applicable a
- 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 [] please state in what capacity.

rust

Capacity

	[] [] []
--	-------------------

PETE...
19 MAY 2010
ENVIRONMENT...

The Operating Schedule Tool Kit

Your application for a premises licence (or variation of it) must be accompanied by an Operating Schedule. In this, you should set out the times the premises is open and the times licensable activities will be provided. You must also detail how you intend to meet the Licensing Objectives.

The Department of Culture, Media and Sport (DCMS) have identified in their Guidance a pool of model conditions which are relevant to each of the four licensing objectives. This pool does not include every possible measure and it is not an exhaustive list. There may be other measures that need to be included for certain premises or licensable activities. The measures identified have been presented in the form of a tick box operating schedule for your convenience.

You **DO NOT** need to submit your operating schedule in this format. You may wish to identify your own control measures, and complete the relevant sections of the application form, or provide a supplementary document. This tick box operating schedule is provided to try and help you to identify relevant measures which could be included in your operating schedule.

NOT ALL of the measures identified will be relevant to your proposed operation. You can use this form by reading the options provided, and **ONLY** ticking those which you think are appropriate to your proposed use of the premises. If you do not think that a control measure is necessary, you **DO NOT need to tick the box**. You could, however, mark the option **Not Applicable (N/A)** to show that you have considered this as an option, but don't think it is appropriate in your circumstances.

If you think that the option is relevant, but that you need to make an amendment to the wording to make it relevant to your premises. **You can suggest an alternative wording** for the control measure where you consider it necessary to suit your particular circumstances.

We hope that the tick box operating schedule will enable applicants to use a language that is understood by the responsible authorities and that, as a result, it is less likely that there would be any misunderstanding by responsible authorities about how you propose to promote the Licensing Objectives.

CONDITIONS RELATING TO THE PREVENTION OF CRIME AND DISORDER

Door Supervisors

	Example measures to meet the licensing Objectives.	Tick if applicable
1.	Door supervisors will be used or employed at all times when a licensable activity is being carried out when considered necessary to: <ul style="list-style-type: none"> • Prevent the admission and ensure the departure from the premises of drunk and disorderly persons, without causing further disorder; • Keep out excluded individuals (subject to court or pub watch bans) • Search and exclude persons suspected of carrying illegal drugs or offensive weapons; or • Maintain an orderly queue outside the venue. 	
2.	The number of Door Supervisors employed at the premises when licensable activities are taking place, their location within the premises and the times they will be employed will be decided in consultation with Cambridgeshire Constabulary. These details will be written down and regularly reviewed.	
3.	Door Supervisors will keep a duty roster, an incident register and personal notebook and these will be available for inspection by an Authorised Officer..	
4.	A female door supervisor will be available if searches are to be conducted on female customers.	
5.	Where there are 5 or more door supervisors, at least one of these will be female.	
6.	Door Supervisors will wear their SIA licence where it can be seen at all times when engaging in designated licensable activities.	
7.	All Door Supervisors will produce their licence for inspection on the request of any constable, any member or employee of the SIA or other person authorised by the SIA	

CCTV & Communication

	Example measures to meet the licensing Objectives.	Tick if applicable
8.	A means of two way communication shall be provided between the premises and the local police or CCTV monitoring centre to report incidents.	
9.	The premises will be in possession and use a two way radio which is currently in use by the Peterborough Centre Safe scheme.	
10.	CCTV will be installed inside and outside the premises and will be of the specification as stipulated in the 'CCTV Requirement Minimum Specification' document supplied by Cambridgeshire Constabulary.	
11.	Video/CCTV equipment will be set to record all licensed areas from the time that the premises open to the public until the premises close and all members of the public have left.	
12.	CCTV equipment installed will record for 24 hours a day, 365(366) days a year.	
13.	Digital images shall be retained for at least 31 days and shall be produced to an authorised officer on demand.	
14.	Notices advising that CCTV has been installed on the premises shall be posted up so that they are clearly visible to the public within the licensed premises.	
15.	An authorised person will be available at all times on the premises to show CCTV images immediately or to an authorised officer on demand.	
16.	CCTV images will be clear and comprehensible.	
17.	Any new / existing CCTV system in place will be cleared for use by the Police/Licensing Authority	

Bottles and Glasses

	Example measures to meet the licensing Objectives.	Tick if applicable
18.	Drinks shall only available for consumption from plastic vessels or toughened glass.	
19.	Drinks will only be available for consumption from Polycarbonate glassware.	
20.	No drinks shall be available for consumption from glass bottles.	
21.	Where glass bottles are used, they will be retained or disposed of on the premises.	
22.	No customers will be admitted, or permitted to leave when carrying open or sealed bottles or glasses.	

Restrictions on Drinking Areas

	Example measures to meet the licensing Objectives.	Tick if applicable
23.	The consumption of alcohol is restricted to the areas identified on the plan attached to the operating schedule.	
24.	No alcohol shall be consumed on the premises.	

Capacity Limits

	Example measures to meet the licensing Objectives	Tick if applicable
25.	The maximum occupancy of the licensed premises is restricted at any one time to:.....(specify number here).	
26.	Door Supervisors are to be used or employed to ensure that the capacity limit is enforced.	
27.	A footfall system or mechanical capacity measuring system (ie clicker system) will be in place to ensure that the capacity limit is enforced.	

Proof of Age Cards

	Example measures to meet the licensing Objectives	Tick if applicable
28.	Any person selling or supplying alcoholic drink under the authority of a personal licence holder must ask for a photo ID proof of age where they have reason to suspect that the individual may be under 18 / 21 / 25 years of age.	
29.	The only acceptable proof of age ID's at the premises are Proof Of Age Standard Scheme (PASS) cards, Passports & photo card driving licences.	

Drinks Promotions

	Example measures to meet the licensing Objectives	Tick if applicable
30.	The British Beer and Pub Associations Guidelines on On-Trade Promotions shall be adopted and complied with.	
31.	The premises will not conduct drinks promotions such as 2 for 1, 3 for 2 or multiple drinks promotions whereby the price for a single drink is less than £1.50 / £ (other amount).	

Prohibited Substances

	Example measures to meet the licensing Objectives	Tick if applicable
32.	A policy agreed by the Police and local authority shall be implemented (for more information on this you can refer to the "Safer Clubbing Guide").	
33.	A secure deposit box is to be kept on the premises for the retention of confiscated items and ensure that the Police are advised of any items which require safe disposal.	

Notices

	Example measures to meet the licensing Objectives	Tick if applicable
34.	Public information notices about crime and disorder issues shall be displayed at the request of the Council or the Cambridgeshire Constabulary. (e.g. <i>Customer Code of Conduct</i>)	
35.	Notices relating to any restrictions on the admittance of individuals according to age (e.g. <i>Children</i>) shall be displayed on or immediately outside the premises.	
36.	Any conditions of entry to the premises shall be displayed in the vicinity of any entrance to the premises.	
37.	Challenge 21 / Challenge 25 Scheme Posters will be prominently displayed within the premises.	

Crime Prevention Schemes

	Example measures to meet the licensing Objectives	Tick if applicable
38.	The premises licence holder shall ensure participation in the local Peterborough Evening Partnership (PEP) / Centre Safe scheme operating in the area.	
39.	The premises licence holder shall ensure participation in the Behave Or Be Banned (BOBB) Scheme. BOBB posters will be prominently displayed at the premises.	
40.	Any grills and / or alarms installed at the licensed premises shall be maintained in working order.	

Striptease, lap dancing and similar entertainment

	Example measures to meet the licensing Objectives	Tick if applicable
41.	Access to the dressing room is restricted at all times whilst the regulated entertainment takes place, until such time as the performers have vacated the premises.	
42.	There shall be no audience participation in regulated entertainment which includes striptease, lap dancing or similar entertainment.	
43.	The route between the dressing room and performance area shall be restricted and / or supervised at all times.	
44.	The external aspect of the premises will not enable the activities carried on within the premises to be seen from outside. In order to achieve this, all windows will be screened and an internal lobby provided.	
45.	The licensee must not display outside the premises or in any other area, photographs or other images including flyposting or other promotional leaflets which indicate and/or suggest that striptease or similar dancing takes place on the premises.	
46.	Any person who can be observed from outside the premises must be properly and decently dressed.	
47.	No person under 18 years of age shall be permitted within the premises at any time and a notice shall be clearly displayed at the entrance to the premises stating 'No persons under 18 will be admitted' in a prominent position so that it can be easily read by persons entering the premises.	
48.	No performer / entertainer shall be less than 18 years old.	
49.	There shall be a notice displayed at the entrance to the premises in a prominent position explaining conditions of entry.	

50.	On entry to the premises the customer will be made aware of the rules of the club concerning their conduct on the premises. Failure to adhere to these rules will result in their being removed from the premises.	
51.	When dancing on the stage, there may be no more than two dancers at any one time. There is to be no interaction between the dancers during these performances. Dancers for stage performances are to be topless only. At no other time will dancers/entertainers perform together.	
52.	There shall be no physical contact between the entertainers/dancers and the audience, except for the receipt of payment in the hand or garter.	
53.	Dancers / entertainers shall only perform topless dancing at the tables or in the booths, not in the open bar area. Performances of full striptease dancing shall only be performed in booths.	
54.	Dancers / entertainers shall re-clothe immediately at the end of the performance. Dancers / entertainers who are not performing shall not appear in any public area wearing less than a G string for males, and a G string / bikini bottom and top for females.	
55.	At all times the licensee / employees shall adhere to the operational guidelines supplied with the Public Entertainment License application. No alterations shall be made to the operational guidelines without the written consent of the Peterborough City Council.	
56.	The licensee shall undertake to provide and submit for approval to Peterborough City Council an operating schedule that when approved shall form part of these conditions of operation. Such schedule shall provide information in relation to:- operating practices, conduct, safety and environmental practices.	

Litter and Waste

	Example measures to meet the licensing Objectives	Tick if applicable
57.	The premises license holder shall be responsible for prevention and disposal of waste on the frontage of the premises and make provision for the emptying of litter bins in the vicinity of the premises.	<input checked="" type="checkbox"/>
58.	The premise license holder shall not participate or encourage flyposting & leafleting of events or the venue and any leaflet distribution shall be managed in such a way as to prevent litter.	<input checked="" type="checkbox"/>

Lighting

	Example measures to meet the licensing Objectives	Tick if applicable
59.	Lighting shall be provided outside the premises (and in the private car park) during the hours of darkness when any licensable activity takes place on the premises.	<input checked="" type="checkbox"/>

Additional/alternative measures to meet the prevention of crime and disorder licensing objective:

List your additional proposed measures to meet the Licensing Objectives here:

No drinks shall be sold in glass bottles within the licensable area.

If you want to change the wording of any control measure to suit your circumstances, set this out here:

CONDITIONS RELATING TO PUBLIC SAFETY

Any individual preparing an operating schedule is at liberty to volunteer any measure as a step he or she intends to take to promote the licensing objectives. When incorporated into the licence or certificate as a condition, these measures will be enforceable under the law and a breach of condition could give rise to prosecution.

In some premises existing legislation (*for example, the Regulatory Reform (Fire Safety) Order 2005 (as amended)*) may provide adequately for the safety of the public or club members and guests. If this is the case, it is **NOT NECESSARY** to volunteer the same measures to promote the public safety objective. The pool of conditions provided below is intended to assist applicants if they consider that additional steps are necessary.

Whether or not any risk assessment shows any of the measures to be necessary in the individual circumstances of any premises will depend on a range of factors. These include the nature and style of the venue, the activities being conducted there, the location of the premises and the anticipated clientele of the business. Necessary conditions for the licence or certificate will also depend on local knowledge of the premises.

In addition to this pool of conditions, consideration should also be given to:

The Regulatory Reform (Fire safety) Order 2005

Model National and Standard Conditions for Places of Public Entertainment and Associated Guidance ISBN 1 904031 11 0 (Entertainment Technology Press – ABTT Publications)

The Event Safety Guide – A guide to health, safety and welfare at music and similar events (HSE 1999) (“The Purple Book” ISBN 0 7176 2453 6

Managing Crowds Safely (HSE 2000) ISBN 0 7176 1834 X

5 Steps to Risk Assessment: Case Studies (HSE 1998) ISBN 0 7176 15804 www.hse.gov.uk

The Guide to Safety at Sports Grounds (The Stationery Office, 1997) (“The Green Guide”) ISBN 0 11 300095 2

Safety Guidance for Street Arts, Carnival, Processions and Large Scale Performances published by the Independent Street Arts Network, copies of which may be obtained through: www.streetartsnetwork.org.uk/pages/publications.htm

The London District Surveyors Association's "Technical Standards for Places of Public Entertainment" ISBN 0 953 1229 2 1

The following British Standards should also be considered:

BS 5588 Part 6 (regarding places of assembly)

BS 5588 Part 9 (regarding ventilation and air conditioning systems)

BS 5588 Part 8 (regarding means of escape for disabled people)

BS 5839 (fire detection, fire alarm systems and buildings)

BS 5266 (emergency lighting systems)

It is important that the above publications are interpreted in context to each application.

Door Supervisors	See conditions 1-5
CCTV	See conditions 6 - 11
Bottles and glasses	See conditions 12 - 15
Capacity Limits	See conditions 17 & 18
Prohibited Substances	See conditions 21 & 22
Notices	See conditions 23 - 25

Fire Risk Assessment

	Example measures to meet the licensing Objectives	Tick if applicable
59a	A fire risk assessment required under the Regulatory Reform (Fire Safety) Order 2005 (as amended) will be completed and be available for inspection by an authorised officer.	✓

Escape Routes

	Example measures to meet the licensing Objectives	Tick if applicable
60.	Escape routes and exits, including external exits, shall be maintained to ensure that they are not obstructed, in good order with non-slippery and even surfaces, free of trip hazards and clearly identified.	
61.	Where chairs and tables are provided, internal gangways are to be kept unobstructed.	
62.	All exit doors shall be easily openable and shall not require the use of a key, card, code or similar means.	
63.	Doors at exits shall be regularly checked to ensure that they function satisfactorily and a record of the check will be kept.	
64.	Any removable security fastenings shall be removed whenever the premises are open to the public or occupied by staff.	
65.	All fire doors shall be maintained as effectively self-closing and not held open other than by approved devices (<i>for example, electromagnetic releases operated by smoke detectors</i>).	
66.	Fire resisting doors to ducts, service shafts, and cupboards are to be kept locked shut.	
67.	Edges of the treads of steps and stairways are maintained so as to be conspicuous.	

Safety Checks

	Example measures to meet the licensing Objectives	Tick if applicable
68.	Safety checks are to be carried out before the admission of the public or club members and guests; and details of such checks are to be kept in a Log-book.	

Curtains, Hangings, Decorations and Upholstery

	Example measures to meet the licensing Objectives	Tick if applicable
69.	Hangings, curtains and temporary decorations shall be maintained in a flame-retardant condition.	
70.	Any upholstered seating shall meet on a continuous basis the pass criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with section 5 of Bs 5852:1990.	
71.	Hangings, curtains and temporary decorations shall be arranged so as not to obstruct exits, fire safety signs or fire-fighting equipment.	
72.	Temporary decorations shall not be used without prior notification to the licensing authority/fire authority.	

Fire Action Notices

	Example measures to meet the licensing Objectives	Tick if applicable
73.	Notices detailing the action to be taken in the event of fire or other emergencies, including how the fire brigade should be summoned, shall be prominently displayed and protected from damage and deterioration.	

Outbreaks of Fire

	Example measures to meet the licensing Objectives	Tick if applicable
74.	The fire brigade will be called at once on actuation of the fire alarm or to any outbreak of fire, however slight, and the details recorded in a Fire Log-book.	
75.	All staff shall be given instructions on the method and use of fire extinguishers and fire blankets on the licensed premises; the position of emergency switches, the use of normal and emergency exits and procedures to be followed in the event of an evacuation of the premises.	

Loss of Water

	Example measures to meet the licensing Objectives	Tick if applicable
76.	The local Fire Control Centre shall be notified as soon as possible if the water supply to any hydrant, hose reel, sprinkler, drencher or other fire extinguishing installation is cut off or restricted.	

Access for Emergency Vehicles

	Example measures to meet the licensing Objectives	Tick if applicable
77.	Access for emergency vehicles shall be kept clear and free from obstruction.	✓

Disabled People

	Example measures to meet the licensing Objectives	Tick if applicable
78.	Management are responsible for ensuring that comprehensive arrangements exist to enable the safe evacuation of all disabled occupants in the event of an emergency.	

First Aid

	Example measures to meet the licensing Objectives	Tick if applicable
79.	An adequate and appropriate supply of first aid equipment and materials shall be available on the premises.	✓
80.	At least (please specify) suitably qualified trained first aider(s) will be on duty when the public are present.	
81.	If more than one first aider is present their respective duties shall be clearly defined.	

Lighting

	Example measures to meet the licensing Objectives	Tick if applicable
82.	In the absence of adequate daylight the lighting in any area accessible to the public shall be fully operational.	
83.	Fire safety signs shall be adequately illuminated.	
84.	Emergency lighting shall not be altered without prior notification to the Licensing Authority.	
85.	Emergency lighting batteries must be fully charged before admission of the public.	
86.	In the event of failure of normal lighting, where the emergency lighting battery has a capacity of one hour, evacuation of the premises shall be possible within 20 minutes.	
87.	Where the emergency lighting battery has a capacity of three hours, evacuation of the premises shall be possible within one hour.	

Temporary Electrical Installations

	Example measures to meet the licensing Objectives	Tick if applicable
88.	Temporary electrical wiring and distribution systems shall not be provided without [notification to the licensing authority at least ten days before commencement of the work] or [prior inspection by a suitably qualified electrician]; (delete as applicable) <i>Note: It may not be possible to give ten days notice where performers are supported by external technical teams (for example where temporary electrical installations are made in theatres for television show performances). In such cases the key requirement is that competent persons undertake the work).</i>	
89.	Any temporary electrical wiring and distribution systems shall comply with the recommendations of BS 7671 or where applicable BS 7909.	

Safety Certificates

The provision of certain documentation will assist in showing how you intend to meet the public safety licensing objective.

	Example measures to meet the licensing Objectives	Tick if applicable
77.	The following systems shall be maintained and inspected by suitably qualified professional persons in accordance with any British Standards and at intervals recommended in national guidance, and records kept of such inspections available for inspection by authorised officers on request: Building Electrical Installation Emergency Lighting System Fire Warning System Gas boiler, calorifier or appliance Oil fired boiler or appliance Suspended ceilings Portable fire fighting equipment Temporary Electrical Installation	

Public Liability Insurance

	Example measures to meet the licensing Objectives	Tick if applicable
78.	Valid public liability insurance shall be kept in force and a copy of the schedule shall be available for inspection by an authorised officer on request.	✓

Indoor Sports Entertainments

	Example measures to meet the licensing Objectives	Tick if applicable
79.	An appropriately qualified medical practitioner shall be present throughout a sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature.	
80.	Where a ring is used it shall be constructed and installed by a competent person and inspected by a competent authority. Any material used to form the skirt will be fire-retardant.	
81.	At any wrestling or similar entertainment, members of the public shall not occupy any seats within 2.5 metres of the ring.	

82.	At water sports entertainments, staff trained in rescue and life saving procedures shall be stationed within the vicinity of the water at all times (see also <i>Managing Health and Safety in Swimming Pools</i> issued jointly by the Health and Safety Commission and Sport England.	
83.	As agreed with the Police, trained security staff, readily identifiable by distinctive clothing and also with identification tags, to be on duty during the entire running of the event. Names and addresses of security staff to be supplied to Police two days prior to the event.	
84.	<p><u>Conditions of Entry</u></p> <p>a) No intoxicants to be brought into the premises. b) No persons under the influence of intoxicants to be allowed into the premises. c) No re-entry. d) All persons to be searched upon entry. e) A Notice showing these conditions to be clearly displayed at the entrance.</p>	
85.	All seating to be secured.	
86.	This license is only valid if Building Control Officers at Peterborough City Council do not object to any matters concerning the erection of temporary structures for this event and a Building Control Officer has issued a letter to say that everything is satisfactory.	
87.	No tickets to be sold on the door on the day of the event.	
88.	Ensure all spectators are seated.	
89.	Ensure that the maximum permitted number of spectators is not exceeded. A suitable system must be implemented in order to ensure that this is complied with.	

Alterations to the premises

	Example measures to meet the licensing Objectives	Tick if applicable
90.	The premises shall not be altered in such a way as to make it impossible to comply with an existing licence condition, without first seeking a variation of the premises licence. (N.B This will enable you to propose the amendment of any conditions that you would not be able to comply with upon completion of works)	

Special Effects

Note: The use of special effects in venues of all kinds being used for regulated entertainment is increasingly common and can present significant risks.

	Example measures to meet the licensing Objectives	Tick if applicable
91.	Where special effects or mechanical installation are used they shall be arranged and stored so as to minimise any risk to the safety of the audience, performers and staff.	

92.	Prior notification of 28 days shall be given to the Licensing, Health & safety and/or Fire Authority in relation to the use of any of the following special effects: <ul style="list-style-type: none"> • Dry ice machines and cryogenic fog. • Smoke machines and fog generators. • Foam cannon/snow machine. • Pyrotechnics, including fireworks. • Real flame. • Firearms. • Motor vehicles. • Strobe lighting. • Explosives and highly flammable substances. • Lasers; (see <i>HSE Guide The Radiation Safety of lasers for display purposes [HS(G)95]</i> and <i>BS EN 60825; Safety of laser products</i>) 	✓
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General

	Example measures to meet the licensing Objectives	Tick if applicable
93.	Free drinking water shall be available at all times the premises is open to the public.	
94.	A chill out zone which is cooler and quieter than the dancing areas shall be provided.	
95.	A "hot line" to a local taxi firm shall be installed	
96.	Sufficient seating to accommodate (enter proportion here ...) of the maximum capacity of the premises shall be provided.	
97.	Staff on the premises shall monitor and record the number of patrons within the premises. <i>(NB: this condition would not be relevant where there is no maximum capacity).</i>	

THEATRES, CINEMAS, CONCERT HALLS & SIMILAR PLACES

Premises used for closely seated audiences

Attendants

	Example measures to meet the Licensing Objectives	Tick if applicable	
98.	The number of attendants on each floor in a closely seated auditorium will be as set out below:-		
	Members of the audience present on a floor		Minimum number of attendants required to be present on that floor
	1-100		One
	101 – 250		Two
	251 – 500		Three
	501 – 750		Four
	751 – 1000		Five
	Each additional 250 persons (or part thereof)		One
99.	Attendants shall not be engaged in any duties that would hinder the prompt discharge of their duties in the event of an emergency or entail their absence from the auditorium where they are on duty.		
100.	Attendants will be readily identifiable to the audience.		

101.	The premises shall not be used for a closely seated audience except in accordance with seating plans. A copy of the plan will be displayed at the premises.	
102.	No articles shall be attached to the back of any seats which reduce the clear width of seatways or cause a tripping hazard or obstruction.	
103.	Any copy of any certificate relating to the design, construction and loading of any temporary seating available so that it can be shown to any authorised person on request.	

Gangways

	Example measures to meet the licensing Objectives	Tick if applicable
104.	Sitting on floors shall not be permitted except where authorised in the premises licence.	
105.	Waiting or standing shall not be permitted except in areas designated in the premises licence.	
106.	In no circumstances is anyone permitted to:- (i) sit in any gangway. (ii) stand or sit in front of an exit, or (iii) stand or sit on any staircase including any landings.	

Balcony Fronts

	Example measures to meet the licensing Objectives	Tick if applicable
107.	Clothing or other objects shall not be placed over balcony rails or upon balcony fronts.	

Scenery

	Example measures to meet the licensing Objectives	Tick if applicable
108.	All scenery shall be maintained fire retardant	

Safety Curtain

	Example measures to meet the licensing Objectives	Tick if applicable
109.	The safety curtain shall be installed and maintained in such a way as to protect the audience from the effects of a fire or smoke on stage for sufficient time to enable the safe evacuation of the auditorium.	
110.	Any curtains provided between the stage and the auditorium shall be heavyweight and of non-combustible material or inherently or durable treated flame-retardant fabric. <i>(N.b: for a stage with a proscenium arch which is not equipped with a safety curtain)</i>	

Ceilings

	Example measures to meet the licensing Objectives	Tick if applicable
111.	All ceilings in those parts of the premises to which the audience are admitted should be inspected by a suitable qualified person who will decide when a further inspection would be necessary and a certificate concerning the condition of the ceiling forwarded to the licensing authority.	

Seating

	Example measures to meet the licensing Objectives	Tick if applicable
112.	All seats in the auditorium, except in boxes accommodating not more than 8 persons, shall be either securely fixed to the floor or battened together in lengths of not fewer than four or more than twelve. <i>(NB: Where the potential audience exceeds 250)</i>	

PREMISES USED FOR FILM EXHIBITIONS

Attendants – premises without a staff alerting system

	Example measures to meet the licensing Objectives	Tick if applicable						
113.	The following number of attendants will be present during film exhibitions (as set out in the tables below):							
	<table border="1"> <thead> <tr> <th>Number of members of the audience present on the premises</th> <th>Minimum number of attendants required to be on duty</th> </tr> </thead> <tbody> <tr> <td>1-250</td> <td>Two</td> </tr> <tr> <td>Each additional 250 members of the audience present (or part thereof)</td> <td>One additional attendant</td> </tr> </tbody> </table>	Number of members of the audience present on the premises	Minimum number of attendants required to be on duty	1-250	Two	Each additional 250 members of the audience present (or part thereof)	One additional attendant	
Number of members of the audience present on the premises	Minimum number of attendants required to be on duty							
1-250	Two							
Each additional 250 members of the audience present (or part thereof)	One additional attendant							
	Where there are more than 150 members of an audience in any auditorium or on any floor							
	At least one attendant shall be present in any auditorium or on any floor							

Attendants – premises with a staff alerting system

	Example measures to meet the Licensing Objectives	Tick if applicable															
114.	The following number of attendants are present during film exhibitions (as set out in the tables below):																
	<table border="1"> <thead> <tr> <th>Number of members of the audience present on the premises</th> <th>Minimum number of attendants required to be on duty</th> <th>Minimum number of other staff on the premises who are available to assist in the event of an emergency</th> </tr> </thead> <tbody> <tr> <td>1 - 500</td> <td>Two</td> <td>One</td> </tr> <tr> <td>501 – 1000</td> <td>Three</td> <td>Two</td> </tr> <tr> <td>1001 - 1500</td> <td>Four</td> <td>Four</td> </tr> <tr> <td>1501 or more</td> <td>Five + one for every 500 (or part thereof) persons over 2000 on the premises</td> <td>Five + one for every 500 (or part thereof) persons over 2000 on the premises</td> </tr> </tbody> </table>	Number of members of the audience present on the premises	Minimum number of attendants required to be on duty	Minimum number of other staff on the premises who are available to assist in the event of an emergency	1 - 500	Two	One	501 – 1000	Three	Two	1001 - 1500	Four	Four	1501 or more	Five + one for every 500 (or part thereof) persons over 2000 on the premises	Five + one for every 500 (or part thereof) persons over 2000 on the premises	
Number of members of the audience present on the premises	Minimum number of attendants required to be on duty	Minimum number of other staff on the premises who are available to assist in the event of an emergency															
1 - 500	Two	One															
501 – 1000	Three	Two															
1001 - 1500	Four	Four															
1501 or more	Five + one for every 500 (or part thereof) persons over 2000 on the premises	Five + one for every 500 (or part thereof) persons over 2000 on the premises															
115.	The staff alerting system shall be maintained in working order.																
116.	Attendants shall wherever possible be evenly distributed throughout all parts of the premises to which the public have access.																

Flammable films

	Example measures to meet the licensing Objectives	Tick if applicable
117.	No flammable films are allowed on the premises without prior notification to the fire and/or licensing authority.	

Lighting

	Example measures to meet the licensing Objectives	Tick if applicable
118.	The level of lighting in the auditorium shall be as great as possible, consistent with the effective presentation of the film. This will normally be in compliance with BS CP 1007 (<i>Maintained Lighting for Cinemas</i>).	

CONDITIONS RELATING TO PUBLIC SAFETY (Late night refreshment)

	Example measures to meet the licensing Objectives	Tick if applicable
119.	Where tables and chairs are provided, clear gangways to exits are maintained.	
120.	Portable heating appliances shall not be used on the premises.	

121.	Appliances utilising cylinders or containers of gas shall not be used on the premises.	
122.	Paraffin or other mineral oil in any lamp, stove or other appliance shall not be used on the premises except for cooking purposes.	

Additional or alternative measures to meet the Public Safety objective

Safety checks are to be carried out before the admission of the public and details of such checks are to be kept on file for licensable activities .

List your additional proposed measures to meet the Licensing Objectives here:

If you want to change the wording of any control measure to suit your circumstances, set this out here:

CONDITIONS RELATING TO THE PREVENTION OF PUBLIC NUISANCE

Noise and vibration

	Example measures to meet the licensing Objectives	Tick if applicable
123.	The premises licence holder shall take all necessary steps to ensure that noise or vibration is not noticeable at the façade of any noise sensitive premises / nearest residential property.	
124.	Doors and windows shall be kept closed (except for ingress and egress) to reduce noise nuisance from the premises at all times.	
125.	Noise limiters shall be installed on amplification equipment in accordance with guidance from the Council's Environmental Health Officers.	
126.	Prominent, clear and legible notices at all exits shall be displayed on the premises requesting patrons to respect the needs of local residents and to leave the premises and the area quietly.	
127.	Written approval from the Licensing Authority shall be sought at least 28 days prior to the use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas (see 69).	✓
128.	The placing of bottles into receptacles outside the premises shall take place at times that will minimise disturbance to nearby properties.	
129.	During the final hour of opening the music shall be discernibly quieter.	
130.	The playing of live or recorded music in garden areas of the premises after 9pm / 10pm / 11pm (other) shall not be permitted.	
131.	Any request by an authorised officer of the Council in relation to reducing noise levels shall be complied with.	✓
132.	Any ventilation system shall be fitted with or include suitable sound attenuation.	
133.	A person nominated by the premises licence holder shall be responsible for monitoring noise levels and instructed to implement changes in noise levels in accordance with any request by an authorised officer of the Council immediately and ensure that volume is maintained at the reduced level. <i>(Note: this may be more relevant at an outdoor event)</i>	✓
134.	No amplified sound (including public announcements) in connection with the event shall continue beyond the permitted hours of the entertainment. <i>(Note: this may be more relevant at an outdoor event)</i>	✓

Noxious smells

	Example measures to meet the licensing Objectives	Tick if applicable
135.	The premises licence holder shall implement a system to ensure that offensive smells from the licensed premises are not permitted so as to cause a nuisance to nearby properties and the premises are properly vented.	
136.	Receptacles for waste shall be emptied regularly to minimise nuisance smells.	✓
137.	The licensed premise shall provide an adequate number of public conveniences in accordance with the requirements of BS 6465 : Part 1 : 1994	

Light pollution

	Example measures to meet the licensing Objectives	Tick if applicable
138.	Flashing or particularly bright lights on or outside the licensed premises must not cause a nuisance to nearby properties, {whilst balancing the need for lighting in the interests of prevention of crime and disorder}.	

Litter

	Example measures to meet the licensing Objectives	Tick if applicable
139.	Adequate and suitable (lidded) receptacles shall be provided to receive and store refuse from the premises/site.	
140.	Receptacles for refuse storage shall be maintained in a clean condition.	
141.	Litter shall be prevented at all times and where identified regularly cleared from the vicinity of the premises.	
142.	The premises licence holder shall arrange for and ensure the removal, within 24 hours of the finish of the event, of: <ul style="list-style-type: none"> • All refuse (including litter picking across the site). • Off site litter within one mile of the site along access and egress routes to the event <i>(Note: this is in respect of outdoor events only)</i>	

Additional or alternative measures to meet the Prevention of Public Nuisance objective

List your additional proposed measures to meet the Licensing Objectives here:

If you want to change the wording of any control measure to suit your circumstances, set this out here:

CONDITIONS RELATING TO THE PROTECTION OF CHILDREN FROM HARM

General

	Example measures to meet the licensing Objectives	Tick if applicable
143.	Retailer Alert Bulletins issued by the Portman Group shall be complied with <i>Note: This condition may be appropriate for licensed premises selling alcohol products in a manner that may appeal to or attract minors.</i>	
144.	A crime prevention policy agreed by the police and local authority will be in place. (eg Behave Or Be Banned – BOBB Scheme)	
145.	A proof of age policy agreed by the police and local authority shall be implemented. This will either be the Challenge 21 or Challenge 25 policy.	
146.	The premise license holder shall take all reasonable steps to prohibit the use of gaming machines to under aged persons.	
147.	The 'Challenge 21' / 'Challenge 25' initiative to prevent sales of alcohol to persons under 18 years of age will be implemented at the premises.	
148.	Signage will be prominently placed within the premises advertising the fact that the premises operates the 'Challenge 21' / 'Challenge 25' initiative.	
149.	Any staff member employed to look after children will be in possession of their own up to date CRB disclosure which must be renewed every 18 months / 2 years.	

Cinemas

	Example measures to meet the licensing Objectives	Tick if applicable
150.	Films shall not be exhibited unless - a) It has received a "U", "PG", "12", "12A", "15" or "18" certificate from the British Board of Film Classification; or It is a current newsreel which has not been submitted to the British Board of Film Classification.	
151.	Where films are classified by the film classification body, (British Board of Film Classification) children (persons under 18) are only to be admitted in accordance with the classification of the film. U – Universal – suitable for audiences aged 4 years and over. PG – Parental Guidance – some scenes may be unsuitable for young children. 12 – viewing by persons aged 12 years or over. 12A – viewing by persons aged 12 years or older or persons younger than 12 when accompanied by an adult. 15 – viewing by persons aged 15 years and over. 18 – viewing by persons aged 18 years and over.	
152.	Where the Licensing Authority has made a recommendation on the restriction of admission of children to a film, notices shall be displayed both inside and outside the premises so that persons are aware of the classification.	
153.	A representation or written statement of the terms of any certificate given by the British Board of Film Classification shall be shown on the screen immediately before the showing of any film to which it relates and the representation or statement shall be shown for at least 5 seconds and in a form large enough for it to be read from any seat in the auditorium.	

154.	<p>Where the admission to film performances is restricted by age, a notice shall be displayed to the effect below:</p> <p>PERSONS UNDER THE AGE OF (INSERT APPROPRIATE AGE) CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME</p> <p>Where the films of different categories form part of the same programme, the notice shall refer to the oldest age restriction.</p> <p><i>Note: This condition does not apply to members of staff under the relevant age while on-duty provided that the prior written consent of the person's parent or legal guardian has first been obtained.</i></p>	
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Access for children to licensed premises generally

	Example measures to meet the licensing Objectives	Tick if applicable
155.	No children under the age of 18 are to access the premises	
156.	Children under the age of 12 require to be accompanied by adults after 11pm in the evening.	
157.	Children must be accompanied by an adult at all times whilst on the licensed premises.	

Age Restrictions - Specific

	Example measures to meet the licensing Objectives	Tick if applicable
158.	<p>Age restrictions will be applied during the following hours (State hours when this condition will apply).</p> <p><i>Note: The above condition may be appropriate where a wide variety of licensable activities will take place at the premises and at different times of the day and night. It may not be appropriate to allow children unrestricted access in these circumstances. The following considerations may be relevant:</i></p> <ul style="list-style-type: none"> • <i>The hours of day during which age restrictions should and should not apply e.g. if adult entertainment is to be presented only after 8pm it may not be necessary to impose age restrictions for earlier parts of the day.</i> • <i>Types of event or activity where no age restrictions will be necessary, such as family entertainment or non-alcoholic events for young age groups, such as under 18s dances.</i> • <i>Types of event or activity which gives rise to a more acute need for age restrictions, such as "Happy Hours" or on drinks promotion nights or other events where the entertainment is not suitable for those aged under 18.</i> 	

Performances especially for children

	Example measures to meet the licensing Objectives	Tick if applicable
159.	Attendant(s) are to be stationed in the area(s) occupied by the children and in the vicinity of each exit, at a ratio of one attendant per 50 children (or part thereof).	

Note: Generally, the admission of children to theatres is not expected to be restricted. However, theatres may be used for a wide range of activities and it may be appropriate to restrict admission of children to, for example variety shows incorporating adult entertainment.

Children in performances

	Example measures to meet the licensing Objectives	Tick if applicable
160.	Backstage facilities shall be large enough to accommodate safely the number of children taking part in any performance.	
161.	All chaperones and production crew on the show must receive instruction on the fire procedures prior to the arrival of the children.	
162.	Special effects, including smoke, dry ice, rapid pulsating or flashing lights, are not to be used in performances involving children.	
163.	Children performing in productions shall be kept under adult supervision at all times, including transfer from stage to dressing room and anywhere else on the premises.	
164.	Children shall be accounted for at all times in case of an evacuation or emergency.	

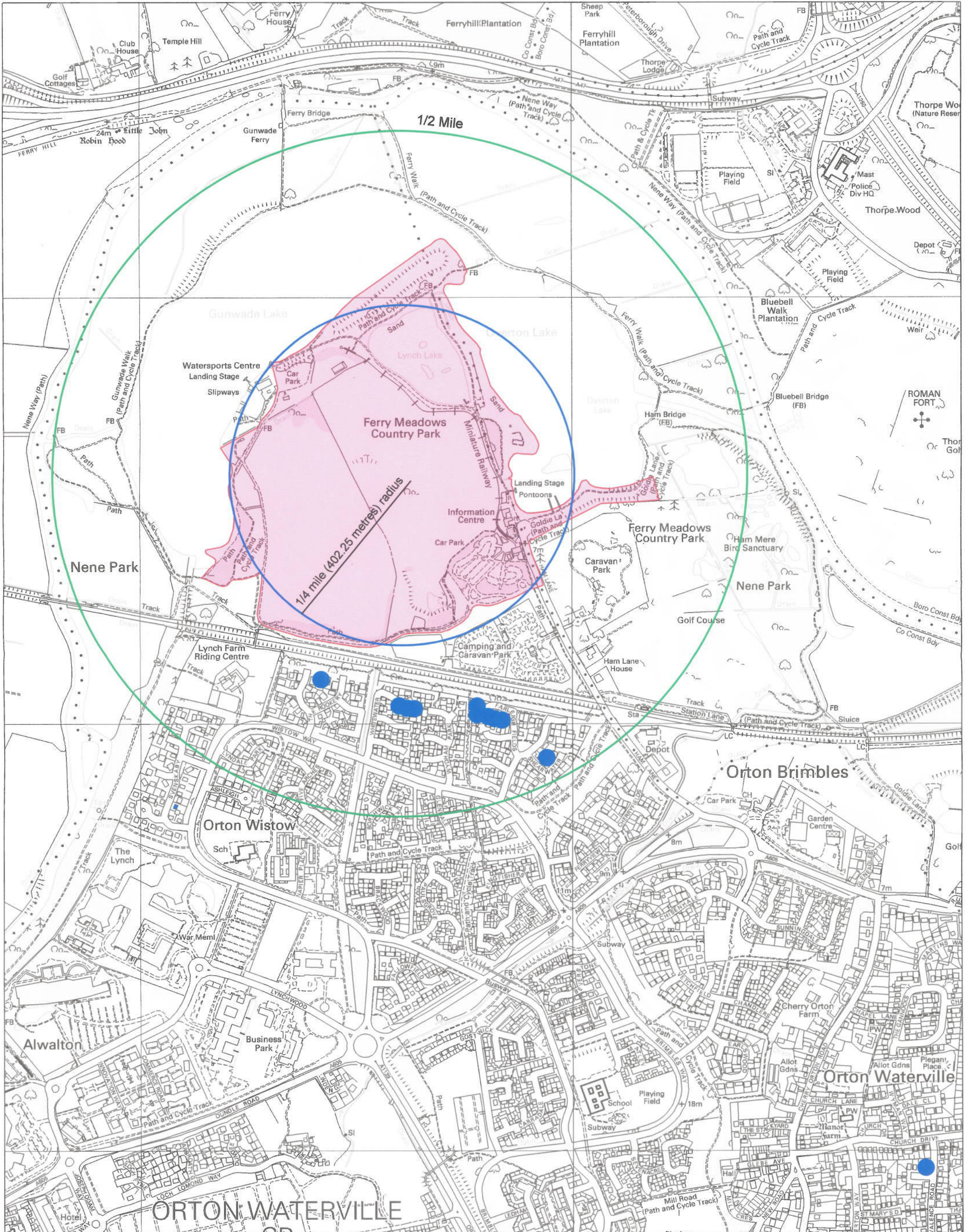
Note: The above considerations may be appropriate when a cast includes large numbers of children, in addition to the requirements in the Children (Performances) Regulations 1968.

Additional or alternative measures to meet the Protection of Children from Harm Licensing objective

List your additional proposed measures to meet the Licensing Objectives here:

If you want to change the wording of any control measure to suit your circumstances, set this out here:

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Title Ferry Meadows - Peterborough

Department Operations Directorate

Drg. No.

Scale 1:8000

Date 21st June 2010

Name Sue T

PCC GIS



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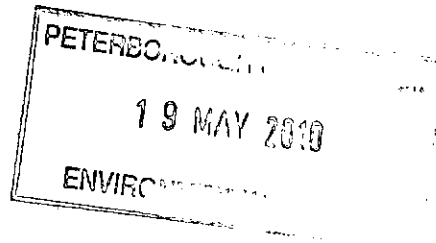


Nene Park Trust

PETERBOROUGH

Nene Park Trust, Ham Farm House, Ham Lane, Peterborough, PE2 5UU
t: 01733 234193 f: 01733 361342
www.neneparktrust.org.uk

The Licensing Team
Peterborough City Council,
Bridge House
Town Bridge
Peterborough
PE1 1HU



18 May 2010

Dear Sir or Madam,

APPLICATION FOR PREMISE LICENSE AT FERRY MEADOWS

Please find enclosed an application for a premises license for Ferry Meadows Country Park.

The application is being made in order to allow community groups to utilise the park for small scale open air or marquee covered activities such as music, film, dance, sporting activities and theatrical performances. It has been identified within the Trust's new ten year strategy that Ferry Meadows could be better utilised for community activities and this application will enable the Trust to assist groups and individuals make the best use of this community asset.

It is also envisaged that Ferry Meadows may in the future host additional larger scale events over the course of a year similar to those already successfully held in the park such as Firework Fiesta and, most recently, the Trust's 21st Birthday Family Fun Weekend.

The application covers all days of the week from 08:00 until 22:00 so that we can consider a range of events and activities, appropriate to a country park setting, throughout the year. However, it is envisaged that the majority of events, particularly any larger scale ones, would be held during day light hours and at weekends.

As part of the application process, the Trust has identified ways in which it will work, directly and with event organisers, to ensure that all activities held at the park have the minimal level of disturbance to the local residents. This includes the management of noise, people, traffic and litter.

If you have any queries on the Trust's premises license application and its vision for this type of activity at Ferry Meadows then please contact do not hesitate in contacting me directly

Yours sincerely

Susan Taylor
Visitor Services Manager
Nene Park Trust

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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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