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## Licensing Sub Committee

**Monday 9th March 2020**

**10.00 am**

**Council Chamber  
Council Offices  
Brympton Way  
Yeovil, BA20 2HT**

(disabled access and a hearing loop are available at this meeting venue)



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Members listed on the following page are requested to attend the meeting.

The public and press are welcome to attend.

If you would like any further information on the items to be discussed, please contact the Case Officer on 01935 462055 or [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk)

This Agenda was issued on Friday 28 February 2020.

*Alex Parmley, Chief Executive Officer*



# Licensing Sub Committee Membership

Kevin Messenger

Martin Wale

Paul Rowsell

## South Somerset District Council – Council Aims

South Somerset will be a confident, resilient and flexible organisation, protecting and improving core services, delivering public priorities and acting in the best long-term interests of the district. We will:

- Protect core services to the public by reducing costs and seeking income generation.
- Increase the focus on Jobs and Economic Development.
- Protect and enhance the quality of our environment.
- Enable housing to meet all needs.
- Improve health and reduce health inequalities.

## Members Questions on reports prior to the Meeting

Members of the Committee are requested to contact report authors on points of clarification prior to the Committee meeting.

## Information for the Public

The Statutory Licensing Committee has responsibility for all activities under the Licensing Act 2003 and the Gambling Act 2005 except for policies and fees. Established under the Licensing Act 2003, It exercises the functions of the Licensing Authority which itself is the Council.

The Other Licensing Committee can be responsible for all other licensing matters. Established by the Council under discretionary power contained in section 101 of the Local Government Act 1972.

It is lawful for the membership of the two committees to be the same, but they are differently constituted and run under different powers.

Meetings of the Licensing Sub Committee are held as required in the Council Offices, Brympton Way.

Licensing Sub Committee agendas and minutes are published on the Council's website [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

The Council's Constitution is also on the web site and available for inspection in council offices.

Further information can be obtained by contacting the agenda co-ordinator named on the front page.

# Licensing Sub Committee

**Monday 9 March 2020**

## Agenda

### *Preliminary Items*

**1. Declarations of Interests**

In accordance with the Council's current Code of Conduct (adopted July 2012), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting. A DPI is defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No. 1464) and Appendix 3 of the Council's Code of Conduct. A personal interest is defined in paragraph 2.8 of the Code and a prejudicial interest is defined in paragraph 2.9. In the interests of complete transparency, Members of the County Council, who are not also members of this committee, are encouraged to declare any interests they may have in any matters being discussed even though they may not be under any obligation to do so under any relevant code of conduct.

**2. Procedure to be followed when considering licensing applications under the Licensing Act 2003 (Pages 4 - 7)**

**3. Representation following the Application for a New Premises Licence at Dillington Park, Ilminster, TA19 9EQ (Pages 8 - 46)**

# Agenda Item 2

## **Procedure to be followed when considering Licencing Applications under the Licensing Act 2003**

Pre meeting Prior to the start of the Hearing the Committee Administrator will check that any person wishing to address the Sub-Committee is either an Interested Party or an authorised representative of an Interested Party or a Responsible Body and is entitled therefore to do so.

Where there is any doubt about the person's eligibility to address the sub-Committee, the Committee Administrator will seek advice from the Legal Officer(s).

### **1. The Chairman will introduce:**

- members of the Sub-Committee (which will be made up of three District Councillors);
- the officers present;
- the Parties and their representatives (if any).

**The Chairman will ask**, before starting the Hearing, if any representations are being withdrawn.

### **2. At the start of the hearing the Chairman will advise:-**

- all Parties of the reason for the Hearing and the procedure to be adopted;
- that where a Party wants another person to appear at the Hearing they must ask permission (under Regulation 8(2)) although such permission will not be unreasonably withheld. No permission is needed where the other person is acting only as the Party's representative;
- that if any Party wishes to ask the Sub-Committee to consider documentary or other information at the hearing, which was not provided before the Hearing, then all Parties must consent;
- that if any Party does not attend or is not represented at the hearing, the Hearing can go ahead but the Sub-Committee will consider any application, notice or written representations received by the relevant deadline from that Party;
- that in some circumstances, the Hearing may be adjourned, where the Sub-Committee consider the public interest demands it.

### **3. The Chairman will ask each Party to confirm receipt of the following documents:-**

- Officer's report relating to the case;
- The procedure to be adopted during the Hearing;
- The documents, which the authority is required to provide under the Regulations – this varies according to the type of application but normally this means checking that the applicant has received copies of all the representations made in response to the application notices.

Any queries on the procedure or the factual content of the Licensing Officer's report should be dealt with at this point, with the assistance of the legal officer(s), as required.

4. **The Chairman will then ask** the Licensing Officer to present their report on the application. The report will include confirmation that the requirements as to advertising the application and the serving of notices have been met.
  5. **The Chairman will inform all present - prior to receiving representations** - that each Party will be given an equal amount of time to make their representations. This will normally be a maximum of five minutes. However, the Chairman has discretion about the time given to each Party and may vary the time limit where reasonable to do so although reasons will be given and fairness maintained.
  6. **The Chairman will invite any Responsible Bodies present** e.g. representatives of Police/Fire Service/ Environmental Services to address the Sub-Committee on any relevant representations they have made.
  7. **The Chairman will then invite:**
    - Parties or their representatives speaking in support of the application (including the applicant for the review) to address the Sub-Committee on their relevant representations. The address shall relate only to those matters already raised in the application, representations or notice (as applicable). No new information can be presented at the hearing unless all Parties agree, however, where the authority has notified the Party that it requires clarification on any points, this should be provided at this stage;
    - Parties or their representatives, speaking in opposition to the application for review, to address the Sub-Committee on their relevant representations. The address shall relate only to those matters already raised in the application, representations or notice (as applicable). No new information can be presented at the hearing unless all Parties agree, however, where the authority has notified the Party that it requires clarification on any points, this should be provided at this stage.
- The Chairman** will permit a Member to seek immediate clarification of a point made by a Party, their representative or any another person permitted to attend where, prior to this point in the Hearing, circumstances arise which make it desirable to do so, provided that the question is relevant and helps the proper conduct of the Hearing. The rules of natural justice will be followed.
- No Cross examination will be permitted without the consent of the sub-Committee and this will only be given where Committee considers that cross-examination is required for it to consider the representations, application or notice.
8. **The Chairman will ask** whether anyone has any further relevant comments to make and whether each Party is satisfied with the conduct of the Hearing.
  9. **The Chairman will then invite** Members of the Sub-Committee to ask any questions of any of the Parties or any other person permitted by the Sub-Committee to appear at the Hearing.
  10. **The Chairman will check with the legal adviser(s) that all relevant points have been addressed before asking the Parties to leave the room while** the Sub-Committee consider its decision in private. Only the clerk and the legal adviser(s) will remain with the Sub-Committee although only the sub-committee will be making the decision.

11. **Once in private the Chairman will advise the other Members** that they must consider all the information before them in making their decision but will disregard any information which is not relevant to the application, representations or notice and which does not relate to promoting the Licensing Objectives. Members will take account of the Statutory Guidance and the Council's Statement of Licensing Policy but shall be free to depart from it where the merits of the case warrant it. Full reasons shall be given for any such departure. If Members require further information from any Party or any further evidence, they will reconvene the hearing with all Parties able to be present.
12. **The Chairman will ensure, on the Parties return to the Hearing room,** that any legal advice given to the Sub-Committee in private is summarised to the Parties.
13. **The Chairman will notify** all Parties of their decision and the reasons for the decision. The decision will normally be given orally, at the Hearing, in a plain English format to help those attending the Hearing to understand it more easily. This is not the official written Notice of Decision which be sent to all of the Parties shortly afterwards.

Where the Sub-Committee is unable to give a decision at the meeting, **the Chairman will advise all Parties when a decision can be expected.** The decision will be sent to all Parties within the timescales set down in the Regulations.

14. **The Chairman will inform all Parties** of their possible rights of appeal (if any).

## **NOTES**

1. A Party is anyone who has submitted an application or made a relevant representation or served a notice.
2. Where an adjournment is granted the Sub-Committee will notify the Parties forthwith of the date, time and place to which the Hearing has been adjourned.
3. Under no circumstances must the Parties or their witnesses offer Members of the Sub-Committee information in the absence of the other Party. Similarly, Members will not attempt to illicit information from any Party to the Hearing in the absence of the other. Members will not make pronouncements on the merits of the case until all the evidence has been heard. These are essential elements of the rules of natural justice.
4. The Chairman may vary this procedure, as circumstances require but will have regard to the rules of natural justice.
5. The Hearing will take place in public. However, the public can be excluded from all or part of the hearing where the Sub-Committee considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public.

The Sub-Committee may also require a Party to leave the hearing if that Party is behaving in a disruptive manner. The Sub-Committee can refuse to readmit the Party or readmit upon conditions but the Party can nevertheless submit to the Sub-Committee before the end of the Hearing any written information it would have

been entitled to submit orally at the Hearing.

6. District Councillors representing the area (District Council Ward) to which the application refers, or have declared an interest, will not form part of the Sub-Committee.
  7. Where any irregularity is brought to the attention of the Sub-Committee during the hearing, the Sub-Committee may, if it feels that a Party has been prejudiced as a result of the irregularity, take such steps as it thinks fit to cure that irregularity before it makes its determination. However, any irregularity from a failure to follow this procedure shall not of itself render the proceedings void and any clerical errors may be corrected.
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# Agenda Item 3

## **Representation following the Application for a New Premises Licence at Dillington Park, Ilminster TA19 9EQ**

*Director:* Martin Woods – Service Delivery  
*Report Author:* Anita Legg – Licensing Officer  
*Contact Details:* [anita.legg@southsomerset.gov.uk](mailto:anita.legg@southsomerset.gov.uk) or 01935 462134

### **Purpose of the Report**

To inform members that an application has been received from Shindig Productions Ltd, for a time limited premises licence to be granted under the Licensing Act 2003 at Dillington Park, Ilminster TA19 9EQ from 21 to 25 May 2020.

### **Recommendation**

To determine the granting of the premises licence in accordance with the options detailed later in the report.

### **Background**

The Council is the authority responsible for the issue of Premises Licences issued under Section 18 of the Licensing Act 2003.

The Lead Specialist – Environmental Health has delegated authority to determine a Premises Licence application, subject to no objections being received from a Responsible Authority or “Other Persons”. In this case, relevant representations were received from Three Responsible Authorities and Four “Other Persons” it is therefore necessary to convene a hearing to determine the application.

### **Licensing Objectives**

The licensing objectives are:

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

The licensing objectives are to be considered paramount and the Council has a duty to promote them in its decision making process. An application will not be refused in whole or part or any conditions attached except those offered by the applicant or required by law except where appropriate to promote the licensing objectives.

### **Application**

A copy of the application form is enclosed with the agenda; it does not however include a copy of the plan of the premises, which is available for inspection at the Council offices, Brympton Way, Yeovil.

The details of the application are summarised as follows:

- Applicant: Shindig Productions Ltd

Licensable activities applied for:



### Plays (A) Indoor and Outdoor

Date	Day	Start Time	Finish Time
25 May 2020	Monday	00:01	02:00
21 May 2020	Thursday	12:00	00:00
22 May 2020	Friday	00:01	00:00
23 May 2020	Saturday	00:01	00:00
24 May 2020	Sunday	00:01	00:00

Seasonal Variations: None  
Non-Standard Timings: None

### Films (B) Indoors Only

Date	Day	Start Time	Finish Time
21 May 2020	Thursday	15:00	22:00
22 May 2020	Friday	09:00	22:00
23 May 2020	Saturday	09:00	22:00
24 May 2020	Sunday	09:00	22:00

Seasonal Variations: None  
Non-Standard Timings: None

### Live Music (E) Indoors and Outdoors

Date	Day	Start Time	Finish Time
25 May 2020	Monday	00:01	02:00
21 May 2020	Thursday	15:00	00:00
22 May 2020	Friday	11:00	00:00
23 May 2020	Saturday	00:01	03:00
23 May 2020	Saturday	11:00	00:00
24 May 2020	Sunday	00:01	03:00
24 May 2020	Sunday	11:00	00:00

Seasonal Variations: None  
Non-Standard Timings: None

### Recorded Music (F) Indoors and Outdoors

Date	Day	Start Time	Finish Time
25 May 2020	Monday	00:01	02:00
21 May 2020	Thursday	15:00	00:00
22 May 2020	Friday	11:00	00:00
23 May 2020	Saturday	00:01	03:00
23 May 2020	Saturday	11:00	00:00
24 May 2020	Sunday	00:01	03:00
24 May 2020	Sunday	11:00	00:00

Seasonal Variations: None  
Non-Standard Timings: None

### Performance of Dance (G) Indoors and Outdoors

Date	Day	Start Time	Finish Time
25 May 2020	Monday	00:01	01:00
21 May 2020	Thursday	15:00	00:00
22 May 2020	Friday	11:00	00:00
23 May 2020	Saturday	00:01	02:00
23 May 2020	Saturday	11:00	00:00
24 May 2020	Sunday	00:01	02:00
24 May 2020	Sunday	11:00	00:00

Seasonal Variations: None

Non-Standard Timings: None

### Entertainment of a Similar Nature (H) Indoors and Outdoors

Date	Day	Start Time	Finish Time
25 May 2020	Monday	00:01	01:00
21 May 2020	Thursday	15:00	00:00
22 May 2020	Friday	09:00	00:00
23 May 2020	Saturday	00:01	02:00
23 May 2020	Saturday	09:00	00:00
24 May 2020	Sunday	00:01	02:00
24 May 2020	Sunday	09:00	00:00

Seasonal Variations: None

Non-Standard Timings: None

### Late Night Refreshment (I) Indoors and Outdoors - ALL CAFÉ's

Date	Day	Start Time	Finish Time
25 May 2020	Monday	00:01	05:00
21 May 2020	Thursday	23:00	00:00
22 May 2020	Friday	00:01	05:00
23 May 2020	Friday	23:00	00:00
23 May 2020	Saturday	00:01	05:00
24 May 2020	Saturday	23:00	00:00
24 May 2020	Sunday	00:01	05:00
25 May 2020	Sunday	23:00	00:00

Seasonal Variations: None

Non-Standard Timings: None

### Supply of Alcohol (J) – Consumption 'On' The Premises ONLY

Date	Day	Start Time	Finish Time
25 May 2020	Monday	00:01	02:00
21 May 2020	Thursday	15:00	00:00
22 May 2020	Friday	11:00	00:00
23 May 2020	Saturday	00:01	03:00
23 May 2020	Saturday	11:00	00:00
24 May 2020	Sunday	00:01	03:00

24 May 2020	Sunday	11:00	00:00
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Seasonal Variations: None  
Non-Standard Timings: None

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. **(K)**

None.

Within the timescales set out above only the following venues stated below will hold regulated entertainment - (where applicable) only within the specific times set out below:

### Venues

Venue	Categories of licensable activities	Timings Thursday	Timings Friday to Saturday	Timings Saturday to Sunday	Timings Sunday to Monday
The Dig Inn	A. E. F.G.H.	15:00 – 00:00	12:00–03:00	12:00-03:00	12:00–02:00
Ghetto Funk Nightclub	E.F.G.	20:00 – 00:00	20:00–03:00	20:00-03:00	20:00–02:00
SS Naughtilicious	A.B.E.F.G. H.	15:00 – 00:00	12:00–01:00	12:00-01:00	12:00–01:00
Tutti Frutti	E.F.G.H.	-	12:00–01:00	12:00-01:00	12:00–01:00
Stardust Discotheque	F.G.H.	-	13:00–01:00	13:00-01:00	13:00–01:00
Church of Love	F.	-	13:00–21:00	13:00-21:00	13:00–21:00
The Mini Rig Sub	F	-	18:00 – 01:00	18:00 – 01:00	18:00 – 00:00
Rise Bandstand	A.E.F.G.H	-	12:00–20:00	12:00-20:00	12:00–20:00
The Lookout	A.B.E.F.G. H.	15:00–22:00	12:00-22:00	12:00-22:00	12:00–22:00
Bang & Mash	E.F.G.H		12:00–18:00	12:00-18:00	12:00-18:00
Eat Glorious Food	F.I	15:00-23:00	12:00– 23:00	12:00-23:00	12:00–23:00
The Boneyard	A.B.E.F.G. H	15:00 – 00:00	15:00-02:00	15:00-02:00	15:00-01:00

Within the timescales set out above at Category J, only the following venues stated below will sell alcohol within the specific times set out below:

Venue	Timings Thursday	Timings Friday to Saturday	Timings Saturday to Sunday	Timings Sunday to Monday
The Dig Inn	15:00 – 00:00	11:00 – 03:00	11:00-03:00	12:00–02:00
Ghetto Funk Bar	18:00 – 00:00	11:00 – 03:00	11:00-03:00	11:00–02:00
SS Naughtilicious	15:00 – 00:00	11:00 – 01:00	11:00-01:00	11:00–01:00

Tutti Frutti Bar	-	12:00 – 01:00	12:00-01:00	12:00–01:00
Stardust Discotheque	-	13:00 – 01:00	13:00-01:00	13:00–01:00
The Boneyard	15:00 00:00	– 15:00 – 02:00	15:00-02:00	15:00 – 01:00
Glamping Bar	15:00 00:00	- 12:00 - 00:00	12:00-00:00	12:00-00:00
Eat Glorious Food Bar	15:00 23:00	- 12:00 – 23:00	12:00 – 23:00	12:00 – 23:00
Rise Cider Bar	-	12:00 – 21:00	12:00 – 21:00	12:00 – 21:00
Mini Rig Bar	20:00 02:00	– 18:00 – 01:00	18:00 – 00:00	18:00 – 01:00
The Lookout	15:00 22:00	- 12:00 – 22:00	12:00 – 22:00	12:00 – 22:00

### Entertainment Outdoors

Category A.G & H within the licensed premises which will include walkabout performance, fire performance and dance pieces. Start time 12:00 On 21 May to 02:00 on 25 May 2020.

**Hours premises open to the public (L) – Not a licensable activity, but shown as part of the application.**

Date	Day	Start Time	Finish Time
25 May 2020	Monday	00:01	14:00
21 May 2020	Thursday	14:00	00:00
22 May 2020	Friday	00:01	00:00
23 May 2020	Saturday	00:01	00:00
24 May 2020	Sunday	00:01	00:00

Non-Standard Timings:

None

Additional steps put forward by the applicant to comply with licensing objectives. Please see Section M (pages 18 - 25) of the application form and event management plan; (these where appropriate, will become conditions of the licence, subject to the licence being granted, and are in addition to any further conditions imposed by the Licensing Committee).

Evidence that advertising/notice requirements have been complied with:

- The applicant has confirmed that 20 laminated notices were displayed around the perimeter of the premises and another at Whitelackington Village hall. We are waiting for written confirmation from the applicant that they were displayed for the requisite period. A further notice was placed in the Chard & Ilminster newspaper on 22 January 2020 of which we have a copy.

### Representations – Responsible Authorities

- A representation was received from Mrs Nicola King on behalf of the Chief of Police for Avon and Somerset Constabulary
- A representation was received from Mr Kevin Hardwill on behalf of Devon and Somerset Fire & Rescue Service

- A representation was received from Mr Douglas Hallett on behalf of the South Somerset District Council relating to Health & Safety

## **Representations – Other Persons**

4 Representations were received from ‘Other Parties’, which mainly relate to concerns for personal safety, restricted ability to travel to and from their premises as desired, noise and litter.

## **Relevant Observations**

A document has also been submitted by the applicant since the submission of the application form which is entitled “Revised Proposed License Conditions”; however as there are now only 10 complete weeks (from 09 March to 21 May 2020) to the proposed festival taking place, (if the premises licence is granted), where timescales have been stated, confirmation is required from the applicant that they can or have, already complied with the proposed conditions.

The applicant has given timings for live & recorded music as starting at 11:00 but the individual venues don’t start until 12:00 and it is not included in the outdoor venues.

## **Further Information**

The expected attendance for the event is 9,999 persons at any one time; this includes members of staff.

In determining the application with a view to promoting the licensing objectives in the overall interests of the community, the Committee must have regard to and give appropriate weight to the following considerations:

- Any relevant and valid representation (including supporting documentation received)
- The Latest Guidance issued under s182 of the Act
- The Statement of Licensing Policy issued in January 2014.
- The steps appropriate to promote the licensing objectives as set out in s18(4)
- Human Rights considerations in particular Article 6, Article 8 and Article 1 of Protocol 1

## **Options**

The options available to the committee are stated at section 18 of the Licensing Act 2003 and are as follows:

- Grant the licence subject to such conditions which are consistent with the operating schedule modified to such extent as the Authority considers appropriate for the promotion of the Licensing Objectives and any condition, which must under s19-21, be included in the licence s18(4)(a)(i)(ii) together with the current mandatory conditions.
- Exclude from the scope of the licence any of the licensable activities to which the application relates s18(4)(b)
- Refuse to specify a person in the licence as the premises supervisor s18(4)(c)
- Reject the application s18(4)(d).

## **Right of Appeal**

Schedule 5 of the Licensing Act 2003 sets out the rights and procedures for making appeals against the decision of the Licensing Authority:

Where the Licensing Authority has rejected an application for a premises licence, the applicant may appeal to the Magistrates' Court against the decision to reject.

Where the Licensing Authority has granted the licence, the holder of the licence may appeal to the Magistrates Court against any decision to impose conditions on the licence that are consistent with the operating schedule or imposed where having regard to any relevant representations, are considered appropriate to promote the licensing objectives.

Where the Licensing Authority has granted the licence subject to the exclusion of any of the licensable activities or refused to specify a person as the premises supervisor, the holder of the licence may appeal to the Magistrates Court against the decision.

Where a person who made a relevant representation desires to contend that the licence ought not to have been granted, or that on granting the licence, the Licensing Authority ought to have imposed different or additional conditions, or ought to have taken a step to exclude a licensable activity or refused to have specified a person as the premises supervisor, he may appeal against the decision to the Magistrates Court.

The appellant commences the appeal by giving a notice of appeal to the designated officer for the Magistrates' court within 21 days beginning with the day on which the applicant was notified by the Licensing Authority of the decision appealed against.

On determining the appeal, the court may,

- Dismiss the appeal
- Substitute for the decision appealed against any other decision which could have been made by the Licensing Authority; or
- Remit the case to the Licensing Authority to dispose of it in accordance with the direction of the court.

and may make such order as to costs as it thinks fit.

## **Background Papers**

Licensing Act 2003

SI 2005 No. 44 Licensing Act 2003 (Hearings) (Regulations) 2005

SI 2005 No. 42 Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005

SI 2010 No.860 Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010

The Latest Guidance issued under section 182 of the Licensing Act 2003.

The Statement of Licensing Policy for South Somerset District Council January 2014.

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**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.

We Shindig Productions Ltd.

*(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 <b>Dillington Park</b>			
<b>Post town</b>	Iminster	<b>Postcode</b>	<b>TA19 9EQ</b>

Telephone number at premises (if any)	<b>N/A</b>
Non-domestic rateable value of premises	<b>£0.00</b>

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as **Please tick as appropriate**

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i as a limited company/limited liability partnership  please complete section (B)
  - ii as a partnership (other than limited liability)  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 (c 14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or X

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 <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b> I am 18 years old or over <input type="checkbox"/> Please tick yes					
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					



**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>			I am 18 years old or over <input type="checkbox"/> Please tick yes		
<b>Nationality</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(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.**

Name Shindig Productions Ltd
Address 24 Meadow Park, Bathford, Bath, BA1 7PZ
Registered number (where applicable) 913 7656
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company

Telephone number (if any) 07803 054945
E-mail address (optional) info@shindig-events.co.uk

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
2	1	052020

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

DD	MM	YYYY
2	5	052020

Please give a general description of the premises (please read guidance note 1)  
 Set in approximately 160 acres of park and agricultural lands belonging to Dillington Park Farm Ltd.  
 Application is for a single event of 4 nights full duration.  
 Shindig Festival is a multi-day music and arts festival that aims to provide high quality family entertainment aimed at a mixture of local & regional audiences. The event is in its 7<sup>th</sup> year and was previously held at Gilcombe farm for 6 years.  
 Shindig aims to provide a mixture of entertainment, much of it centred around its partnership with Ghettofunk Records, A niche music company and genre. There will be venues with music inside and out, ranging in capacity between 200 and 2000. All venues will run simultaneously at points over the weekend.  
 There will be a large car park, campervan field general & glamping camping fields, kids area, craft zone, woodland circus and other activity areas as well as the usual bars and concessions

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

9999
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What licensable activities do you intend to carry on from the premises?

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

Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply
a) plays (if ticking yes, fill in box A)	x
b) films (if ticking yes, fill in box B)	x
c) indoor sporting events (if ticking yes, fill in box C)	<input type="checkbox"/>
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	<input type="checkbox"/>
e) live music (if ticking yes, fill in box E)	x
f) recorded music (if ticking yes, fill in box F)	x
g) performances of dance (if ticking yes, fill in box G)	x

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

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

**Supply of alcohol** (if ticking yes, fill in box J) x

**In all cases complete boxes K, L and M**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	X
Mon	00.01	02.00	<b><u>Please give further details here</u></b> (please read guidance note 4) Please see operating Schedule in Section M		
Tue					
Wed			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5) N/A		
Thur	12.00	0.00			
Fri	00.01	0.00	<b><u>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</u></b> (please read guidance note 6) N/A		
Sat	00.01	0.00			
Sun	00.01	0.00			

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors	X
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4) Please see attached Operating Schedule in Section M			
Mon						
Tue						
Wed			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5) N/A			
Thur	15.00	22.00				
Fri	09.00	22.00				
Sat	09.00	22.00	<b>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</b> (please read guidance note 6) N/A			
Sun	09.00	22.00				

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Tue			
Wed			
Thur			<b><u>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</u></b> (please read guidance note 6)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><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</u></b> (please read guidance note 6)		
Sat					
Sun					

# E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	X
Mon	00.01	02.00	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Thur	15.00	0.00			
Fri	11.00	00.00	<b><u>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</u></b> (please read guidance note 6)		
Sat	00.01	03.00			
	11.00	00.00			
Sun	0.01	03.00			
	11.00	00.00			

**F**

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	x
Mon	00.01	02.00	<b>Please give further details here</b> (please read guidance note 4) Please see attached Operating Schedule in Section M		
Tue					
Wed			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5) N/A		
Thur	15.00	0.00			
Fri	11.00	00.00	<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat	00.01	03.00			
	11.00	00.00			
Sun	0.01	03.00			
	11.00	00.00			



# G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	x
Mon	00.01	01.00	<u>Please give further details here</u> (please read guidance note 4) Please see attached Operating Schedule in Section M		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thurs	15.00	0.00			
Fri	11.00	00.00	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	00.01	02.00			
	11.00	00.00			
Sun	0.01	02.00			
	11.00	00.00			

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing Circus Performance, Fire Performance, Kids Circus Activities		
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon	00.01	01.00		Outdoors	<input type="checkbox"/>
				Both	x
Tue			<b>Please give further details here</b> (please read guidance note 4) Please see attached Operating Schedule in Section M		
Wed					
Thur	15.00	0.00	<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 5)		
Fri	09.00	00.00			
Sat	00.01	02.00	<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
	09.00	00.00			
Sun	0.01	02.00			
	09.00	00.00			

# I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	x
Mon	00.01	05.00	<b><u>Please give further details here</u></b> (please read guidance note 4) A Variety of Food & Drinks Stalls across the festival Site		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur	23.00	00.00			
Fri	00.01	05.00	<b><u>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</u></b> (please read guidance note 6)		
	23.00	00.00			
Sat	00.01	05.00			
	23.00	00.00			
Sun	00.01	05.00			
	23.00	00.00			

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Mon	00.01	02.00			
Tue					
Wed					
Thurs	12.00	00.00			
Fri					
	11.00	00.00			
Sat	00.01	03.00			
	11.00	00.00			
Sun	00.01	03.00			
	11.00	00.00			
			<b>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</b> (please read guidance note 6)		

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

<b>Name</b>	
<b>Date of birth</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Personal licence number (if known)</b>	
<b>Issuing licensing authority (if known)</b>	

**K**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 9).

N/A

**L**

<p><b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)</p>			<p><u>State any seasonal variations</u> (please read guidance note 5)</p>
Day	Start	Finish	<p><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)</p> <p>Thursday May 21<sup>st</sup> – Monday May 25th</p>
Mon	00.01	15.00	
Tue			
Wed			
Thur	15.00	00.00	
Fri	00.01	00.00	
Sat	00.01	00.00	
Sun	00.01	00.00	

# M

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

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

A Draft Version of the Event Safety Management Plan (ESMP) will be submitted with this Premises License Application to all Responsible Authorities for review as part of the License process/ amendments will be made as per discussions with responsible Authorities within the allowed licensing period. Further amendments may be made, up until a date agreed by all parties, based on advice from the relevant authorities and from decisions made by the Directors. After this point, significant material changes will only be made based upon discussions with the Responsible Authorities or members of the Safety Advisory Group. At no point will decisions be made lower.

The maximum persons allowed on site shall not exceed 9999 at any one time. To ensure this, every person entering the licensed site must be in possession of a valid ticket; or an authorised pass.

The following capacities and operating times shall also have effect.

**Shindig Festival 2020 Venue, Entertainment & Bar Schedule**

**Entertainment venues: Categories refer to permitted licensable activities**

	Venue	Category	Grid Ref	Capacity	Thurs/Fri	Fri/Sat	Sat/Sun	Sun/Mon
1	The Dig Inn	A.E.F.G.H.	I7	2000	15.00->00.00	12.00->03.00	12.00->03.00	12.00->02.00
2	Ghetto Funk	E.F.G	G10	2000	20.00->00.00	20.00->03.00	20.00->03.00	20.00->02.00
3	SS Naughtilicious	A.B.E.F.G.H	I10	1000	15.00->00.00	12.00->01.00	12.00->01.00	12.00->01.00
4	Tutti Fruiti	E.F.G.H	H10	800		12.00->01.00	12.00->01.00	12.00->01.00
5	Stardust Discotheque	F.G.H	I8	800		13.00->01.00	13.00->01.00	13.00->01.00
6	Church of Love	F	H10	400		13.00->21.00	13.00->21.00	13.00->21.00
7	The Mini Rig Sub	F	H9	400		18.00->01.00	18.00->01.00	18.00->00.00
8	Rise Bandstand	A.E.F.G.H	J8	200		12.00->20.00	12.00->20.00	12.00->20.00
9	The Lookout	A.B.E.F.G.H		300	15.00->22.00	12.00->22.00	12.00->22.00	12.00->22.00
10	Bang & Mash	E.F.G.H		200		12.00->18.00	12.00->18.00	12.00->18.00
11	Eat Glorious Food	F.I.		300	15.00>23.00	12.00->23.00	12.00->23.00	12.00->23.00
12	The Boneyard	A.B.E.F.G.H	TBC	TBC	15.00>00.00	15.00>02.00	15.00>02.00	15.00>01.00

**ENTERTAINMENT OUTSIDE VENUES – Includes Walkabout performance, Fire performance and dance pieces**

Venue	Grid Ref	Activity Category	Licensing Hours
<b>Shindig Festival, Dillington Park Farm</b>	N/A	A.G.H.	<b>21/5/2020 12.00hrs until 25/05/20 02.00hrs</b>

**LATE NIGHT REFRESHMENT - CATEGORY -I**

Venue	Licensing Hours
<b>All Cafes</b>	<b>23.00 – 05.00 on all dates between 21/05/20 and 05.00 on 25/05/20</b>

**BARS/ALCOHOL SALES – Category J – Please note many of these bars are those listed as entertainment venue above**

	Venue	Grid. Ref.	Capacity	Thurs-Fri	Fri-Sat	Sat-Sun	Sun-Mon
1	The Dig Inn	I7	2000	15.00 -> 00.00	11.00 -> 03.00	11.00 -> 03.00	12.00 -> 02.00
2	Ghetto Funk Bar	G10	200	18.00-> 00.00	11.00-> 03.00	11.00-> 03.00	11.00-> 02.00
3	SS Naughtilicious	I10	1000	15.00-> 00.00	11.00-> 01.00	11.00-> 01.00	11.00-> 01.00
4	Tutti Frutti Bar	H10	800		12.00-> 01.00	12.00-> 01.00	12.00-> 01.00
5	Stardust Discotheque	I8	800		13.00-> 01.00	13.00-> 01.00	13.00-> 01.00
7	The Boneyard	TBC	TBC	15.00> 00.00	15.00> 02.00	15.00> 02.00	15.00> 01.00
8	Glamping Bar	J11	100	15.00-> 00.00	12.00-> 00.00	12.00-> 00.00	12.00-> 00.00
9	Eat Glorious Food Bar		300	15.00> 23.00	12.00-> 23.00	12.00-> 23.00	12.00-> 23.00
10	Rise Cider Bar	J8	N/A		12.00-> 21.00	12.00-> 21.00	12.00-> 21.00
11	Mini Rig Bar	H9	400		18.00-> 01.00	18.00-> 00.00	18.00-> 01.00
12	The Lookout	TBC	TBC	15.00-> 22.00	12.00-> 22.00	12.00-> 22.00	12.00-> 22.00

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

All activities within the licensed Premises will be managed with a view to preventing crime and disorder by adopting the following policies.

In relation to alcohol sales and consumption: -

- The licensee will operate a 'No Glass on Site' policy including:
- A prohibition on caterers and concessions providing glass containers to the public.
- A ban on public bringing glass into the event.
- The No Glass Policy does not apply to bars and traders dispensing out of glass bottles and other containers. It also does not apply to medicine and cosmetic bottles brought in by the public.
- A record of all refusals to sell alcohol shall be maintained at each of the bars and produced at the request of a police or licensing officer either at the event and/or within 28 days after the license period finishes.  
There shall be no sale of alcohol at the premises beyond 02:00 on Monday 25th May 2020.
- All alcohol to be sold under authority of this license shall be stored in secured units;
- The Bar Operations Manager will conduct a training session onsite at the venue prior to bars opening for all those involved in the sale of alcohol during the festival. Topics to be covered shall include offenses relating to the sale of alcohol; what licensable activities are authorised under the premises license; the times during which these activities may take place; any restrictions imposed via the conditions attached to the license; the mandatory conditions; and how Challenge 25 works together with the acceptable forms of I.D. A record will be maintained and kept at the premises of all persons who have received training, and the date on which such training was given. This record is to be produced upon request of Police or Licensing Officers and made available to all Responsible Authorities within 28 days of the end of the event.
- The Designated Premises Supervisor will be present onsite throughout the bar trading hours and will ensure managers who are personal license holders help oversee the site bars at all times when the Sale of Alcohol is taking place.
- Each staff member selling alcohol via one of the site bars will be authorized to do so by the Designated Premises Supervisor

**In relation to Security Provision:-**



- The licensee will ensure that the security contractor prepares a written security operations plan and circulates it alongside the Security Plan in the ESMP when available.
- Personnel carrying out security functions at the event will be registered at an appropriate level with the Security Industry Association (SIA) and display their badges whilst working.
- The SIA Contractor employed will be part of the Approved Contractor Scheme.
- There will be no new entry or re-entry to the premises after 18:00 hours on Sunday 24th May 2020 except for artists, crew and guests of.
- Use of stewards/security at access/egress points and other appropriate locations.
- A fixed number of SIA personnel and positions will be designated for the event. This will be based on the projected numbers onsite, up to 9999. There will be an increased level of SIA staffing during peak hours and reduced cover at other times. Peak Hours are defined as those where the main venues are running.
- The ratio of security to members of the public will be considered once a Full Security Risk Assessment has been carried out, and on consultation with the Responsible Authority
- A dog unit will be deployed on Wednesday 20th May 2020 to search all trader units on the festival site for illegal drugs and psychoactive substances.
- A security staffing schedule is to be included in the agreed ESMP to be agreed with the Police and Safety Advisory Group. See Section 5 and Appendix 19.
- A stewarding plan and schedule is to be included in the final ESMP to complement the Security Plan and Schedule. This is to include rotas, training details and operational plans.
- Search procedures will be conducted if deemed necessary according to our search policy.
- Comprehensive Alcohol and Drugs Policies are to be in place for the event and will be agreed as part of the ESMP by the RAs.
- Comprehensive Eviction and Confiscations Policies to be in place for the event and to be agreed as part of the ESMP by the RAs.

### **Crime Prevention Policy**

- The policing of the event will be controlled by Security staff. Daily briefings will take place throughout the event between the Event Liaison Team, any Emergency Services that may be present, the Event Safety Advisor and the Security Manager. See Security Plan in EMP
- The event will have stewards and security on hand to deal with potential crime and disorder 1 issues.
- Shindig Festival does not condone the use of illegal drugs or psychoactive substances. Shindig Festival is committed to delivering a safe and enjoyable event without the use of illicit drugs. Working in conjunction with the authorities and on-site security contractor, the aim is to prevent the use of illegal substances during the event whilst continuing to be proactive in the search and seizure of drugs.

This policy sets out the ways in which we will strongly discourage people from bringing drugs with them, reminding attendees that drugs are illegal and not allowed at the event as well as security searches to prevent drugs being brought onto the site.

In cases where suspect substances are found, we will take a robust approach as set out in this policy and in the Search & Confiscation Procedures. As discussed in our policy considerations below, the drafting of this policy has taken into account welfare and safety issues for those determined people who still manage to bring in and consume drugs at the event. The resulting policy robustly maintains our stance, with a pragmatic approach to enforcement that helps to maintain a safe environment.

This policy will be advertised to the public in advance when they purchase their ticket and via the website. This does not apply to legal pharmaceutical and prescription medicines.

- The licensee has an Offensive Weapons Policy detailing control and search measures.
- Metal Detecting Wands are used on all persons passing through the main pedestrian entry gate.
- All weapons seized will be securely stored in a locked safe or Amnesty Bin until collection by the Police. Police will be called upon discovery of an offensive weapon.
- The licensee will define, via its Offensive Weapon Policy, what constitutes a weapon or a dangerous item.
- Anyone seen in possession of drugs will be reported to our onsite security team and arrangements made to eject them from the site. Unless there are substantial quantities of illegal substances found upon search, the Police will not be called.
- Amnesty Bins will be deployed at site pedestrian entrance.
- All drug seizures will be recorded in a log, including, where known, details of names and addresses of those whose drugs were seized and the person making the seizure. All drug seizures are to be handed to the Police via an approved arrangement along with log and incident details.
- SIA registered Security Staff will be on duty at all times as per security schedule.
- Lighting of the event arena, gateways and campsites during hours of darkness.
- Crime prevention material will be distributed to campers and traders at the event by security and stewarding staff
- The licensee will have a Communications Plan in place which will allow them to manage the event and communicate with the emergency services and the public, even in event of major incidents occurring. This will be agreed with the RAs as part of the ESMP.

### **c) Public safety**

The measures detailed below will be in place to protect public safety. Please also refer to Event Management Plan for detailed policies.

- The licensee has produced an Event Safety Management Plan and included it in the ESMP for agreement with all RAs and the Safety Advisory Group. The Event Safety Plan includes details of all safety measures, risk assessments, method statements and procedures. The final Safety Plan along with ESMP will be submitted to the SAG no later than February 28th 2020. After this date, any significant changes to the ESMP and safety documentation will be done only in consultation with the SAG.

- Site-specific risk assessments will be conducted for the event to assess hazards and demonstrate our measures to counteract them.
- The licensee will prepare a set of site safety rules and schedule a general health and safety briefing for all persons working on site.
- The licensee will provide a Major Incident Plan and Evacuation Procedures as part of the ESMP Appendix 12, to be signed off by the RAs and Safety Advisory Group.
- The licensee will organise a Table-Top Contingency Planning Exercise to further develop plans for major incidents and emergencies. All members of the SAG will be invited to the exercise to be held no later than 28 days prior to event opening.
- “The licensee will provide a Campsite Management Plan at **Section 8** of the ESMP and made available for review to the RAs and Safety Advisory Group and which will provide details of provision for camping onsite at the event”
- All principal access points shall be stewarded when in use and stewards also provided to patrol campsites and monitor venue capacities. The Principal access points are identified TBC.

Office/Search/Accreditation Area. See Stewarding Plan

- The licensee will ensure that all emergency access and egress routes are clear of obstructions at all times
- The site will operate a “no glass” policy. Members of the public are not permitted to enter the site with glass bottles or glass containers except where these carry essential medicines or similar pharmaceutical products. Anyone attempting to enter the site with any glass bottles or containers shall have such items confiscated.
- The licensee operates a No Drugs policy which also extends to include previously ‘legal highs’ now known as banned psychoactive substances. •All drinks sold from any of the bars will be served in non-glass receptacles •Where lasers are used onsite, a comprehensive risk assessment must be carried out. •Where necessary, signage will be displayed warning “Strobe lights are used during this performance”
- There will be at least 2 Paramedics and 4 First Aiders on duty at any time during the event with a well-equipped Medical Centre and 4x4 ambulance vehicle. The final provision will be risk assessed by a competent medical contractor and agreed with RAs as part of the EMP.
- The licensee will provide a Lost and Found Children facility staffed by qualified staff who have undergone advanced DBS checks and Safeguarding Training.
- A nominated Safeguarding Officer will be employed for the duration of the event.
- Drug policies will be in place for all employees and published drug policies regarding event entry. These will be enforced by searches, advanced warning and use of a dog unit onsite on Wednesday 20th May.
- Safe capacities to be calculated for the main venues and subsequently the total event site capacity. Admissions to venues will not exceed safe capacity.
- The licensee will check the competence of contractors providing equipment, goods and services to the event. The licensee will ensure that there is suitable provision for disabled persons which include persons of limited mobility, persons with impaired hearing or eyesight and other difficulties.

- The licensee will ensure that a competent electrical contractor installs and maintains the event electrical power and distribution system. Sign-off certificates will be provided by the contractor and given to the local authority Safety Officer for inspections.
- All sound and lighting contractors will be competent and provide equipment, including local distribution, in good condition and currently PAT tested as necessary. Our electrician or Event Safety Advisor will condemn and prohibit from use any equipment found to be inadequate, sub-standard or unsafe.
- A fire safety plan and risk assessment is to be included in the ESMP for agreement with the RAs and Safety Advisory Group.
- Any trader or contractor using LPG will be required to ensure their equipment is in good condition and has a current certificate of gas safety and suitable fire safety equipment.
- The Premises Licence Holder shall ensure that measures are in place for a suitably registered Gas safe engineer to be available throughout the event
- A list of event food traders and registration details will be provided to the Council at least four weeks prior to event opening.
- The Premises Licence Holder shall ensure that measures are in place to distribute written procedures to all on-site caterers so that they are aware of the relevant food hygiene legislation and the action that will be taken against them for non-compliance.
- Entry and Exit widths of venues to be calculated in accordance with capacity and in consultation with the relevant emergency services.
- All marquees and temporary structures are required to be constructed of inherently fire-retardant materials and be accompanied by a current certificate of testing.
- The licensee will obtain confirmation in writing from any contractor supplying and erecting temporary demountable structures (TDS) (e.g. tents, stages, towers etc) that the structure has been erected in accordance with the manufacturer's instructions, is fit for purpose and safe for use.
- Petrol generators are not permitted onsite due to their increased fire safety risk. The licensee will provide documentary evidence of public and employer's liability insurance to £5 million valid for the duration of their occupancy of the site.
- During the site build period no members of the public are permitted into areas where construction is happening. The site build period ends when the festival is opened to the public. The site will:
  - Provide a defined perimeter within which the elements of the event take place
  - Have demarcated camping, vehicular and arena areas
  - Allow unobstructed access for emergency service vehicles
  - Allow observation and monitoring of significant areas by event management
  - Allow free circulation of the public
  - Provide facilities for the disabled
  - Take on board any concerns from the enforcing authorities.
  - Have fire routes around the site and designated fire points
  - Have track access suitable for a fire vehicle to within 50m of any large enclosed structure
  - Have drinking and washing water provided for free public use at all times

- Have suitable access and egress points for emergency services, vehicles and pedestrians In relation to traffic, the licensee will:-
- Provide a professionally produced Traffic Management Plan as part of the ESMP to be signed off by the Safety Advisory Group, Highways and the Police. See Section 4 Appendix 20
- Provide a signage schedule and vehicle routing plan to the Highways authority, Police and Safety Advisory Group for agreement.
- Establish a 5mph speed limit on roads through the event site
- Ensure only experienced and licensed drivers will drive on site
- Ensure drivers have valid insurance and road legal vehicles
- Keep the public away from working vehicles wherever possible
- Separate pedestrians and vehicles where possible. Suitable stewarding and supervision to be put in place where this is not possible
- Provide a shuttle bus service from Ilminster Town Centre
- Erect speed limits signed and enforced by security, stewards and the safety advisor
  - Put adequate supervision (e.g. use of a banks man) in place for vehicle operations including manoeuvring (especially reversing) loading and unloading and at night.
  - Ensure high visibility clothing is worn when working on or near vehicles.
  - Enforce a prohibition of all but essential vehicle uses on site while it is open to the public.
  - Enforce a schedule of times at which traders may use vehicles to re-supply
  - Enforce a curfew for site cleansing and non-emergency site vehicles
  - Ensure appropriate PPE (high visibility clothing, safety footwear, gloves etc) is worn when loading and unloading vehicles

**d) The prevention of public nuisance**

It is accepted that the events have an impact upon the locality and all reasonable measures will be taken to ensure that any negative impact the Event may have will be minimised as far as reasonably practicable. In addition to these measures, further consideration will be given to the following items in order to meet the licensing objectives. Please also refer to Event Management Plan for detailed policies.

**Noise Control**

- A Noise Management Plan is included in the ESMP for agreement with the Environmental Health Officer at SSDC.
- The Noise Management Plan will detail noise monitoring and control measures.
- Noise Monitoring by a professional Noise Consultant will be provided throughout the event in line with hours agreed with the Environmental Health Officer and these provided to the Responsible Authorities within 28 days of the event closing.
- The number of an onsite local resident noise hotline to be circulated to members of the public in and around Dillington Park. This will be circulated in the form of a notice and/or email provided to residents which will also include details of venue running times, public gate opening times, sound check times, positioning of marshals, traffic measures and other information pertinent to the festival and

impact on them as residents. This to be done no later than 2 weeks prior to the event opening

- The same notice to be circulated to parish councils in these areas and the immediate neighbours of the event site as part of a community liaison campaign. This to be done no later than 2 weeks prior to the event opening

Waste

- **A Waste Management Plan** is included in the EMP and agreed with the RAs and Safety Advisory Group.

#### **Lighting**

The licensee will consider the effect on neighbours when siting any lights outside of or on the perimeter, including at road closures and on the pedestrian route.

#### **e) The protection of children from harm**

This will be undertaken in consultation with the relevant authorities'. Full information can be found in the **Child Protection Policy**.

- All security and stewards will be advised that children under the age of 16 must be accompanied by an adult over the age of 18 and so will be advised to request identification should they believe any person wishing to gain access without a supervisory adult may be under 16.
- In the event that a ticket holder is unable to prove that they are 16 or over and is without a supervisory adult over the age of 18, they will not be permitted to enter the site.
- Lost children will be taken to the children's area and looked after as per the Lost Children's Policy as detailed in the events management plan.
- The event has a Safeguarding Policy in place for children and vulnerable adults.
- The event will have a Safeguarding Officer employed for the festival. The Lost Child and Children's Area Coordinators will have Safeguarding training.
- Teen welfare and lost child facility are provided at the festival.
- No entertainment of an adult nature shall take place during the event.
- If any of the attractions or entertainments are unsuitable for a particular age, then this will be publicised. All stewards/security at access points will be fully briefed on any age restriction policies.
- Robust Proof of Age provision including signage and ID Checks at all bars within the licenced premises where alcohol or age restricted activities are taking place.
- Any Alcohol found in the possession of anyone under the age of 18 shall be confiscated and efforts made to determine the source.

#### **Proof of Age Policy**

- Appropriate posters will be displayed in the bar areas to deter persons under the age of 18 from attempting to purchase alcohol.
- All bar staff will be 18 years old or over and trained on the requirements of the law regarding the sales of alcohol, this will include instruction on how to question and refuse sales if necessary.
- Advice will be provided to bar staff about what Age ID cards are acceptable.
- The premises shall operate a "Challenge 25" age verification policy. All staff involved in the sale of alcohol will challenge any person who appears under the age of 25 for appropriate ID confirming them to be 18 years old or over.

- Any person deemed to be intoxicated will not be served further alcohol; bar managers will monitor alcohol sales.
- No persons under the age of 18 will be served alcohol.
- A refusals register will be kept at all bars and completed if any refusal of sale is made.

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).


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

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

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the</li> </ul>
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	<p>entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</p> <ul style="list-style-type: none"> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	
Date	14/12/19
Capacity	Director

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			



## Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:

- any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. 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.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. 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.
  8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  9. 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 or the presence of gaming machines.
  10. Please list here steps you will take to promote all four licensing objectives together.
  11. The application form must be signed.
  12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

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

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

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

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

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

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

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

Insurance number and their name issued by a Government agency or a previous employer.

- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.

- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.