

Licensing Committee Agenda

HEARING TO CONSIDER A NEW PREMISES LICENCE APPLICATION

This meeting will consider only licensing matters delegated under the Licensing Act 2003

25th April 11am

Remote Meeting

MEMBERS OF COMMITTEE INVITED TO ATTEND HEARING

Councillor R. Lee (Chair)

and Councillors H. Clark, D. Clark and A. Davidson

Local people are welcome to attend this meeting remotely, where your elected Councillors take decisions affecting YOU and your City. If you would like to find out more, please telephone Dan Sharma-Bird in the Democracy Team on Chelmsford (01245) 606523 or email dan.sharma-bird@chelmsford.gov.uk.

Licensing Committee

25th April 2025

AGENDA

1. Apologies for Absence

2. Declaration of Interests

All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. If the interest is a Disclosable Pecuniary Interest they are also obliged to notify the Monitoring Officer within 28 days of the meeting.

3. Minutes

To consider the minutes of the meeting on 21st March 2025

4. Licensing Act 2003 – Application for a New Premises Licence – Far and Beyond, Hylands Park, Writtle, Chelmsford, CM2 8WQ

MINUTES

of the

LICENSING COMMITTEE HEARING

held on 21st March 2025 at 11am

Present:

Councillor R. Lee (Chair of Hearing)

Councillors H. Clark, D. Clark and L. Mascot

1. [Apologies for Absence](#)

No apologies for absence were received.

2. [Declaration of Interests](#)

All Members were reminded to declare any interests where appropriate in any items of business on the meeting's agenda. None were made.

3. [Minutes](#)

The minutes of the hearing held on 17th December 2024, were approved as a correct record.

4. [Licensing Act 2003 – Application for a New Premises Licence – 129-133 Sunrise Avenue, Chelmsford, CM1 4JW](#)

The Committee considered an application for a new premises licence made under Section 17 of the Licensing Act 2003 and had regard to the representations made during the consultation period. These related to the promotion of the below Licensing objectives.

- a) The prevention of crime and disorder
- b) Public safety
- c) The prevention of public nuisance
- d) The protection of children from harm

The Committee were informed that the application had sought one licensable activity, namely the sale or supply of alcohol, Monday to Sunday between 8am and 11pm.

It was noted by the Committee that there were three options namely;

- Grant the application, on the terms and conditions applied for.
- Grant the application, on the terms and conditions applied for, modified to such extent as considered appropriate to promote the licensing objectives.
- Refuse the application in whole or in part.

The below parties attended and took part in the hearing:

- Mr Hopkins – Applicant's Agent
- Mr Koc – Applicant/Designated Premises Supervisor
- Members of the public

Officers informed the Committee that in response to the application, twelve representations had been received from local residents and ward Councillors, but not from any of the responsible authorities. Officers also informed the Committee, that the applicant had since offered to cut back their application so that the sale of alcohol would cease at 10pm every day of the week, along with some additional conditions.

The applicant's agent introduced their application to the Committee. They informed the Committee that the applicant had recently taken on the lease for the three retail units and planned to make them into a convenience store and off licence. The Committee heard that the applicant had extensive experience as a personal licence holder for 20 years and 23 years working in the retail trade, including the sale of alcohol. The Committee heard that the applicant had successfully run a similar shop in Harlow for seven years and had not experienced any issues with the police or licensing team during that time. The Committee heard that the applicant was aware of the residential nature of the surrounding area and noted that they would be the primary customer base and that they wanted to work with local residents.

The Committee heard that in response to issues raised by residents, they had cut back the sale of alcohol to 10pm Monday – Saturday and to 9pm on Sundays, rather than 11pm every day of the week, in addition to offering additional conditions. It was noted that contact had also been made with those who had objected to the application, so the applicant could understand the concerns raised and that they had also held discussions with the local Councillors, who had submitted representations. The Committee were also informed, that some of the concerns raised were planning matters and therefore out of the Committee's scope, including on the wall near the car park for example.

The applicant also highlighted to the Committee, the importance that no responsible authorities had submitted representations against the application, that they felt they had addressed the majority of concerns raised by residents and that they were keen to work with local residents and to fully promote the Licensing Objectives.

The Committee heard from one of the local Councillors, who had submitted a representation, they highlighted a variety of views from residents, including those who wanted the shop and some who had concerns about it. They stated that they were pleased to see the reduction in hours applied for and that they had held constructive conversations with the applicant, who had listened to concerns raised.

The Committee heard from a local resident who had objected to the application, who amplified concerns including, those residents who held concerns but had not submitted representations, the positive representations alluding to crime, the crime data for the nearby area and the benefit of the shop to residents. The Committee also heard from other local residents who had objected, that now appreciated the amendments made by the applicant and looked forward to continuing conversations with the applicant about any future issues where appropriate.

In response to the points raised, the applicant thanked those who had acknowledged their efforts to work with local residents, in reducing the hours applied for and that some of the other points raised were not relevant to the Licensing Objectives and that the premises was not yet open.

In response to questions from members of the Committee, the applicant's agent stated that the fire exit at the back of the premises was covered by CCTV and that they were happy to agree to a voluntary undertaking, to close the premises in line with the sale of alcohol hours, rather than staying open later than those times.

The Committee thanked the attendees and officers for their input and advised that the decision would be made during the deliberation after the meeting. It was noted that due to the remote nature of the meeting, the decision would be circulated to all parties within a few working days via email.

The Committee gave careful consideration to the relevant representations both written and made during the remote hearing.

RESOLVED that the Director of Public Places be authorised to grant the application on the terms applied for SUBJECT to the following limitations and additional conditions.

A. Limitations

1. The sale or supply of alcohol to terminate by no later than 22:00 hours on Mondays to Saturdays.
2. The sale or supply of alcohol to terminate by no later than 21:00 hours on Sundays.

B. Conditions

1. Except as mentioned in 2 & 3 below, all of the conditions proposed by the applicant in Mr Hopkin's letter attached to his email to the Council of 18 March 2025 (sent at 08:56).
2. The applicant's undertaking to provide and regularly empty a litter bin outside the shop shall have advisory status only. (This is because of enforceability issues.)
3. The applicant's undertaking to close the shop at 22:00 hours daily shall have advisory status only. (This because the Licensing Authority/Licensing Committee has no authority under the Licensing Act 2003 to impose a condition which would restrict opening hours for the sale of non-alcoholic items.)

C. Reasons for Decision

1. In reaching its decision the Committee gave careful consideration to the application and the relevant representations both written and made in the course of the remote hearing. The Committee also had regard to the current statutory guidance issued under section 182 and Chelmsford City

Council's licensing policy.

2. All decisions on licensing applications must be evidence based.
3. The Committee had given due weight to the fact that there were no objections to the application from any of the Responsible Authorities, whether on the grounds of crime and disorder, public nuisance, public safety or otherwise. In particular, the Committee was bound to give weight to the fact that Essex Police had not objected to the application, nor had they sought to have any conditions attached to the grant of the licence. The section 182 guidance made it clear that Licensing Authorities should look to the police as their main source of advice on crime and disorder (para 2.1).
4. Furthermore, some of the objections included matters or concerns (e.g., whether there was a need for another off-licence outlet in the locality) which were not relevant because they did not relate to any of the four licensing objectives. The Committee could not take these matters into account and, indeed, was expressly required to disregard them by virtue of regulation 19 of The Licensing Act 2003 (Hearings) Regulations.
5. At this point in time there was no evidence before the Committee on which it could properly conclude that, if the licence were to be granted, the prevention of crime and disorder or the public safety or protection of children from harm licensing objectives would be undermined.
6. The Committee did, however, consider that given the residential character of the locality within which the application premises were situated (as opposed to, for example, a city centre location) there were concerns about the potential for noise nuisance if the premises were to be open for the sale of alcohol up to 23:00 hours each day. Although the Committee was required to have due regard to the fact that Environmental Health had not raised any objections to the application, this did not preclude the Committee from assessing the potential for prospective harm and reaching its own conclusions, based on the evidence available and local knowledge. The applicant had, indeed, taken the initiative in this regard and offered to cut back on their application so that the sale of alcohol would cease by 22:00 hours Mondays to Saturdays, and by 21:00 hours on Sundays. The Committee considered this measure to be appropriate for the promotion of the relevant licensing objective.

Informative:

The Committee was pleased to note that prior to the hearing the applicant had reached out to and engaged in constructive discussions with local residents who had expressed concerns about the application. The Committee was also encouraged by applicant's statement made during the hearing that they were committed to establishing good working relations with local residents in the future.

5. [Licensing Act 2003 – Application for a New Premises Licence – New World Sound Ltd, Central Park, Parkway, Chelmsford, CM2 0NF](#)

The Committee considered an application for a new premises licence made under Section 17 of the Licensing Act 2003 and had regard to the representations made during the consultation period. These related to the promotion of the below Licensing objectives.

- a) The prevention of crime and disorder
- b) Public safety
- c) The prevention of public nuisance
- d) The protection of children from harm

The Committee were informed that the application had been for the below licensable activities:

Provision of Plays, Provision of Films, Provision of Live Music, Provision of Recorded Music and the Provision of Performance of Dance

Monday 12pm - 6pm, Friday 4pm -11pm, Sat & Sun 1pm – 10pm

Supply of Alcohol

Monday 11am – 6pm, Friday 3pm-11pm, Sat & Sun 12pm - 10pm

It was noted by the Committee that there were three options namely;

- Grant the application, on the terms and conditions applied for
- Grant the application, on the terms and conditions applied for, modified to such extent as considered appropriate to promote the licensing objectives.
- Refuse the application in whole or in part.

The below parties attended and took part in the hearing:

- Mr Kibasi – Consultant
- Mr Newman and Clowser – Applicants
- Mr Mcloghlin – Consultant
- Mr Miller – Acoustics consultant
- Lewis Mould, Public Health and Protection Services Manager, Chelmsford City Council
- Paul Van Damme – Parks and Green Spaces Manager, Chelmsford City Council

Officers informed the Committee that in response to the application two representations had been made by departments at Chelmsford City Council, namely Public Health and Protection Services and the Parks department, which had requested additional conditions and compliance with the 65db noise limit detailed in the Council's Parks and Green Spaces Outside Events Policy 2020.

The Committee heard from the applicant who referenced the two representations and the concern on noise levels, but also pointed out that all of the responsible authorities had supported every other element of the application. They highlighted their extensive experience running similar events across the Country, with no licence

breaches and the benefit of their commercial events, helping to underpin some cultural events that had a funding gap but that could use their facilities. They stated that they wanted to produce events that added to the cultural landscape in Chelmsford and had engaged with the Council departments who had made representations to try and find an agreeable solution. They informed the Committee that they did not believe the 65db limit would create an environment, commercially viable for their event.

The Committee also heard from the applicant's Acoustics consultant. They highlighted an extensive noise management process, that would entail a Noise Management Plan being agreed with the Local Authority and Safety Advisory Group. They stated they would utilise noise monitoring at all nearby sensitive locations, with proactive feedback, low frequency considerations, a published complaints process and a report after the event to seek improvements. They informed the Committee that they required a 75db limit, rather than the 65db set in the policy and highlighted further research that detailed 'annoyance' factors not changing with regard to a 10db increase and that with live music the difference would not be very noticeable. They stated that they did not intend to use the full 75db limit, but wanted it for a worst case scenario with wind in all directions, that may lead to the 75db limit being reached at certain noise receptors. They also summarised target noise levels of 65db before 5pm and then 70db after 5pm. The Committee also heard from a consultant for the applicant, who highlighted the cultural benefits of their application and the collaborative work that had taken place with the Council on assisting with hosting events such as a comedy event which could take place on the Monday, utilising the existing infrastructure.

The Committee heard from the Council's Public Health and Protection Services Manager who had made a representation against the application. They highlighted that it was rare for them to submit a representation, but despite the clear benefit from the event assisting with cultural events, in their professional view they could not accept 75db as an appropriate noise level for the location. They highlighted that the Council's Parks and Green Spaces Outside Events Policy, specifically stated a 65db limit and that Central Park was closely neighboured by residential properties. They referenced their extensive experience of working with noise issues at events throughout Chelmsford and especially with Central Park and visiting residents in the flats who lived nearby to monitor noise levels at other events. They highlighted that they had initially requested a 50db limit in line with other events, but through discussions had increased this to 65db, which would be the highest ever decibel limit for an event in Central Park. They also informed the Committee of the 8 other event days planned in Central Park for 2025 and that the cumulative impact had to be taken into account. They also stated that the difference between 65 and 75db was significant and the location could not be compared with other parks highlighted by the applicant, due to the close proximity of residents.

In response to the points raised, the applicant confirmed that the only proposed condition by Mr Mould, that they did not agree with was the 65db noise limit, but that the other conditions were agreeable to them.

The Committee also heard from the Council's Parks and Green Spaces Manager, who had also made a representation against the application. They informed the Committee that the policy discussed, had been produced in 2020, after thorough review and consultation with colleagues in Public Health and Protection Services.

They stated that the 65db limit had been set, due to previous complaints from residents and that since the introduction the number of complaints had significantly reduced, which in their opinion proved the policy was working.

They highlighted that they were keen to work with event organisers, but not at a 75db noise limit. The Committee also heard that a hire agreement would have to be entered into by the applicants with the Council's Parks Service and that this would not be accepted at a 75db noise limit. They also highlighted their extensive experience assisting with previous events in Chelmsford and noted that levels may be higher in other parks highlighted by the applicant, but their concern remained with the nearby residents to Central Park. They stated that residents had put their trust in the policy and that they felt the proposed 75db noise limit was not acceptable.

In response to the points raised, the applicant stated that they felt an annual review process of the limit could only be held with quantifiable data, which their event would provide, they were happy to have a time specified formal review process for their event and that they wanted to reach a solution. The Committee also heard that the 10db increase, would not be constant, due to the nature of music compared to other noises and the 75db was intended as a safety net to not breach their conditions.

In response to questions from the Committee and their legal advisor it was noted that;

- There had not been a set db level before the introduction of the discussed policy in 2020.
- Noise levels were measured over a 15 minute period and within that time window, the limit could not be exceeded.
- The additional 5db over the intended 65 and 70db was for the whole day, but the applicant was happy to only have the additional 5db after 5pm, so the limit would in affect by 65db until 5pm and 75db afterwards.
- The applicant stated that the perceived doubling of noise between 65 and 75db was difficult to understand and that as music varied in noise levels, dependant on the song for example, it was not always perceived as a doubling of sound levels by those listening.
- The applicant felt that similar parks to Central Park had operated with a 75db limit.
- There were already 8 events held in Central Park, that managed to comply with the 65db limit and to grant a 75db limit, would render the policy unworkable going forward.
- Noise complaints from events in Central Park previously, had been made during the day or at night.

The Committee thanked the attendees and officers for their input and advised that the decision would be made during the deliberation after the meeting. It was noted that due to the remote nature of the meeting, the decision would be circulated to all parties within a few working days via email.

The Committee gave careful consideration to the relevant representations both written and made during the remote hearing.

RESOLVED that the Director of Public Places be authorised to grant the application on the terms applied for SUBJECT to the following additional conditions proposed

by the Public Health and Protection Services, Mr Lewis Mould, in his written representation at Appendix D to the Committee report. These conditions included the condition put forward by Mr Mould to the effect that at no time during the event, any rehearsal, or sound check, should the Music Noise Level exceed 65dB(A) at any noise sensitive location.

Reasons for the Decision

1. In reaching its decision the Committee gave careful consideration to the application and the relevant representations both written and made in the course of the remote hearing. These representations included the Music Noise Level Review report which the applicant submitted by email on 20 March and which Mr Miller referred to in the course of the hearing. The Committee also had regard to the current statutory guidance issued under section 182 and Chelmsford City Council's licensing policy.

2. The Committee considered that it was appropriate for the promotion of the licensing objectives to grant the application, save that the Committee could not agree to the applicant's requirement that the Music Noise Level (MNL) be increased over and above 65 dB(A). This was notwithstanding the applicant's proposal to split event days into two halves: 12 noon to 5.00 pm (65dB(A) MNL); and 5.00 pm to 10.00 pm (70 dB(A) MNL); with a "safety net" MNL of 75 dB(A) throughout the event day just in case unfavourable environmental factors resulted in the MNL being exceeded at any given point in time.

3. The Committee was of the view that the dB(A) increases which the applicant was seeking were significant and that it was likely that residents who lived in close proximity to Central Park would suffer noise nuisance. Central Park, in terms of its characteristics, location and proximity to residential properties, was truly unique. The Committee was not satisfied that Central Park was comparable or "on all fours" with the parks and other open spaces listed in Table 3.1 of the Music Noise Level Review report. The Committee was inclined to give considerable weight to the opinions of Mr Mould and the Council's Parks and Green Spaces Manager, Mr Paul Van Damme, both of whom had many years extensive experience in their respective fields, together with an in depth knowledge of the characteristics of Central Park and its proximity to residential properties.

The meeting closed at 12:48pm

Chair



Chelmsford City Council Licensing Committee

DATE: 25th April 2025

LICENSING ACT 2003 – APPLICATION FOR A NEW PREMISES LICENCE: FAR AND BEYOND, HYLANDS PARK, WRITTLE, CHELMSFORD, CM2 8WQ

Report by: Director of Public Places

Officer Contact:

Simon Parnham, Licensing Officer, Simon.Parnham@chelmsford.gov.uk, 01245 606727

Purpose

The purpose of this report is for members to consider a Premises Licence Application given by Far and Beyond Events Limited, made under section 17 of the licensing act 2003, for the grant of a premises licence in respect of Hylands Park, Writtle, Chelmsford, CM2 8WQ having regard to representations received and the requirement to promote the four licensing objectives. These are:

- a) The prevention of crime and disorder
- b) Public Safety
- c) The prevention of public nuisance
- d) The protection of children from harm

Recommendations

Members are advised that they have the following options when determining this application.

- Grant the application, on the terms and conditions applied for

- Grant the application on the terms and conditions applied for, modified to such extent as considered appropriate to promote the licensing objectives.
- Refuse the application in whole or in part.

An appeal in respect of any determination made in connection with this application may be made to the Magistrates Court, within 21 days of the notification given by the licensing committee, by the licence holder, Chief officer of police, or any other person making relevant representation.

1. Background and Introduction

- 1.1 Hylands Park is a large public park located in Writtle, within the Chelmsford City Council area. The park forms part of the wider Hylands Estate, a historic Grade II* listed parkland spanning over 500 acres, which includes open green spaces, woodland, and several access points from surrounding residential areas.
- 1.2 The park has historically been used as a venue for large-scale outdoor events and festivals. Notable examples include the V Festival, which was held annually at the site for over 20 years until 2017, attracting tens of thousands of attendees. More recently, events such as Creamfields South and the RISE Festival have also taken place in Hylands Park, further establishing the location as a recognised venue for major music and cultural events.
- 1.3 While Hylands Park is situated in a relatively open area, it is bordered by residential communities, particularly to the north and east of the park.
- 1.4 A map of the area is provided at **Appendix A** for reference.

2. Application

- 2.1 The application has been properly given in accordance with The Licensing Act 2003 and all procedures correctly followed. The completed application form is attached as **Appendix B**.
- 2.2 The application form for the premises licence was received on the 10th March 2025, and correctly advertised by placing blue public notices at the premises, by publication in a local paper and on Chelmsford City Council's website.
- 2.3 The new premises licence application provides for the licensable activities which include the sale of alcohol and regulated entertainment. Plans have also been submitted and are attached as **Appendix C**, in addition to this a transport plan has also been provided by the applicant which is attached as **Appendix D**.
- 2.4 Jon Reid is the proposed designated premises supervisor having obtained a personal licence from Derby City Council.

- 2.5 The applicant has provided an operating schedule, detailed as a supporting document rather than on the application form, which promotes all four of the licensing objectives and supplied notes to support the application, this is attached as **Appendix E**. The applicant has also supplied further information on their application as **Appendix H**.
- 2.6 Members are asked to note that as this report is available in the public domain, personal details have been redacted from some documents. However, both the Authority and the applicant have received complete copies of all documents.

3. Representations

- 3.1 During the course of the application, Chelmsford City Council, in line with the Act, sent a copy of the application to all responsible authorities.
- 3.2 During the consultation period three (3) representations were received, all objecting to the application, two from members of the public and one from a local ward cllr. A copy of these objections is attached as **Appendix F**.
- 3.3 Conditions have been agreed with Public Health and Protection Services Manager and Essex Police during the consultation period, these are attached as **Appendix G**.

4. Conclusion

- 4.1 Members are reminded that Section 13 of the Council's Statement of Licensing Policy relates to the procedures and responsibilities of the Licensing Committee. This includes the structure of sub-committees, the criteria for decision-making, the application of conditions, and the delegation of functions to officers.

Section 13 does not raise any procedural or policy issues that would affect the determination of this application.

- 4.2 This application has been correctly submitted and processed in line with the requirements of the Licensing Act 2003.
- 4.3 At the conclusion of this hearing, members are advised to consider the options set out in the recommendations section at the beginning of this report.

Appendices:

- Appendix A – Map
- Appendix B - Premises Licence Application
- Appendix C – Plans
- Appendix D – Transport Plan
- Appendix E - Additional Notes
- Appendix F – Representations
- Appendix G – Agreed Conditions with PHPS Manager and Essex Police

- Appendix H – Additional information from applicant

Background reading:

Application held by licensing authority

Corporate Implications:

Legal/Constitutional: The Licensing Authority is required to determine applications in accordance with the Licensing Act 2003, relevant statutory guidance, and the Council's Statement of Licensing Policy. The decision must be lawful, proportionate, and capable of withstanding legal challenge.

Financial: There are no direct financial implications arising from this report. Any costs associated with a potential appeal would be met from existing budgets.

Potential impact on climate change and the environment: Large-scale events may have temporary environmental impacts including increased waste, traffic emissions, and noise. These matters are considered as part of the event planning process and through conditions or controls imposed via the premises licence or separate event agreements.

Contribution toward achieving a net zero carbon position by 2030: The event organiser has submitted a transport plan, which may support the use of sustainable travel methods.

Personnel: None identified at this stage.

Risk Management: The licensing process includes provisions for managing risks associated with the licensable activities, particularly in relation to public safety and the prevention of public nuisance. Conditions may be imposed to mitigate identified risks.

Equality and Diversity: There are no direct implications. The Licensing Authority must ensure fair and equal treatment for all parties involved in the process.

Health and Safety: Health and safety considerations are addressed through the applicant's operating schedule and may be subject to further control by other statutory regimes or event planning processes.

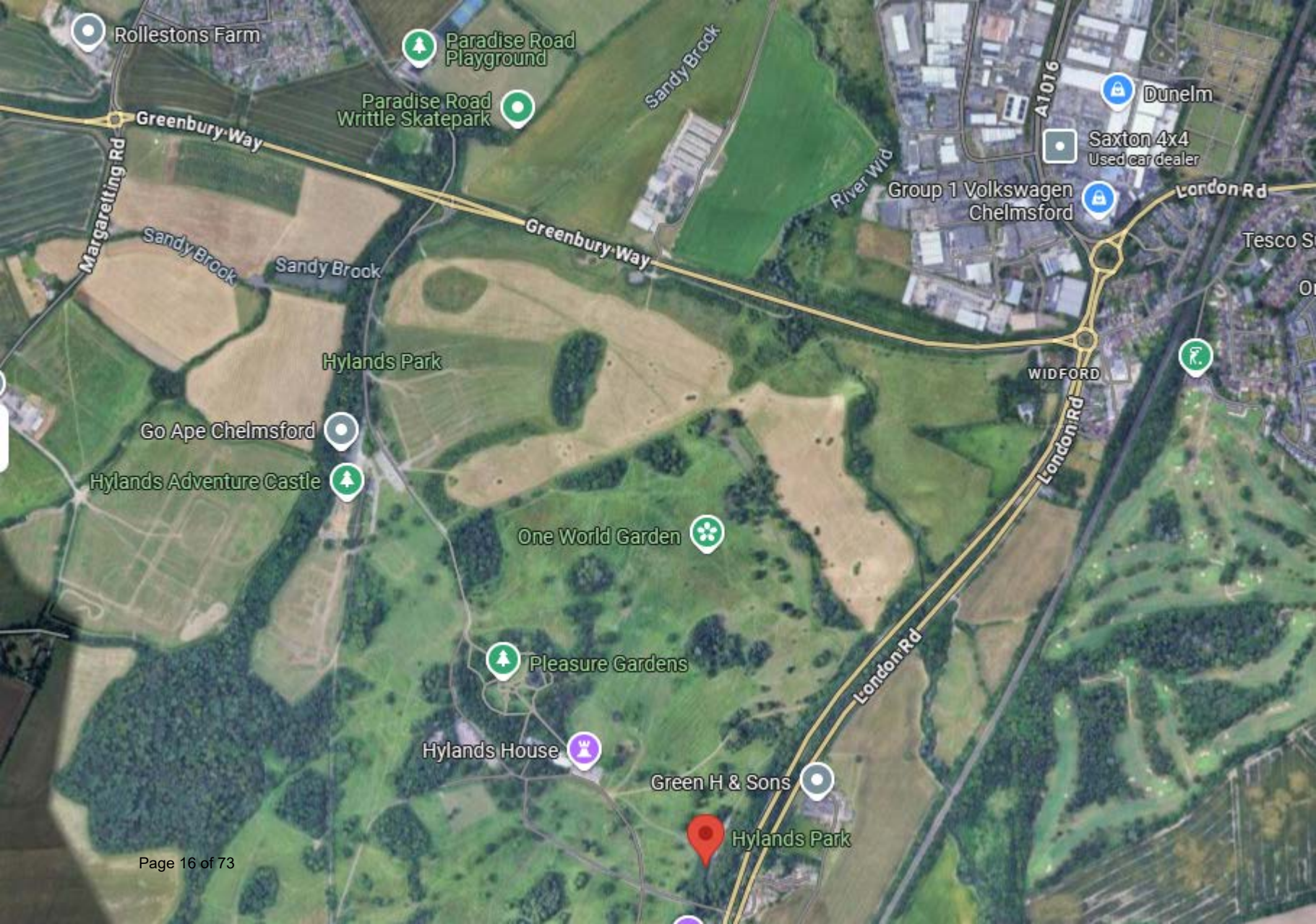
Digital: None.

Other: None.

Consultees:

As per required by legislation

Relevant Policies and Strategies:
Statement of licensing policy



Rollestons Farm

Paradise Road Playground

Paradise Road Writtle Skatepark

Sandy Brook

Dunelm

Saxton 4x4
Used car dealer

Group 1 Volkswagen
Chelmsford

London Rd

Tesco S

Margaretting Rd

Sandy Brook

Sandy Brook

Greenbury Way

River Wid

A1016

Hylands Park

WIDFORD

Go Ape Chelmsford

Hylands Adventure Castle

One World Garden

Pleasure Gardens

Hylands House

Green H & Sons

Hylands Park

APPENDIX B



Chelmsford City Council
Application for a premises licence
Licensing Act 2003

For help contact
licensing@chelmsford.gov.uk
Telephone: 01245 606727

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

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

Section 4 of 21**NON INDIVIDUAL APPLICANTS**

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Private Limited Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth
dd mm yyyy

* Nationality

[Documents that demonstrate entitlement to work in the UK](#)

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of 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.

We are applying for a Premises Licence for a 3 day music event from Friday 5th September - Sunday 7th September 2025 only. Licensable activities to include:
Sale of Alcohol
Exhibition of a film

Continued from previous page...

Performance of Live Music
Playing of Recorded Music
Performance of Dance
Provision of anything of similar nature
Provision for making music

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

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

Yes No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the exhibition of films take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Amplified music

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

n/a

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

n/a

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

Yes No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

Yes No

Section 10 of 21

PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

- Yes
- No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

- Indoors
- Outdoors
- Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Amplified

Continued from previous page...

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

n/a

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

n/a

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

- Yes No

Standard Days And Timings

MONDAY

Start []

End []

Start []

End []

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.

TUESDAY

Start []

End []

Start []

End []

WEDNESDAY

Start []

End []

Start []

End []

THURSDAY

Start []

End []

Start []

End []

FRIDAY

Start 16:00

End 23:00

Start []

End []

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Amplified

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

n/a

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

n/a

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

Continued from previous page...

TUESDAY

Start End

Start End

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the performance of dance take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Amplified

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

n/a

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

Continued from previous page...

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

n/a

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Give a description of the type of entertainment that will be provided

Continued from previous page...

Activities similar to live music, recorded music or performance of dance

Will this entertainment take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Amplified

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

n/a

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

n/a

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

Continued from previous page...

TUESDAY

Start End

Start End

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

n/a

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

n/a

Continued from previous page...

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

Name

First name

Family name

Date of birth /
dd mm yyyy

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

Continued from previous page...

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

n/a

Continued from previous page...

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

n/a

Section 18 of 21

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

See attached notes

b) The prevention of crime and disorder

See attached notes

c) Public safety

See attached notes

d) The prevention of public nuisance

See attached notes

e) The protection of children from harm

See attached notes

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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.

Continued from previous page...

- 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.

Continued from previous page...

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.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o 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.
 - o 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.
 - o 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.
 - o 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:
 - o 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.
 - o 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.
 - o 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.

Continued from previous page...

- 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:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o 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;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o 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.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

* Fee amount (£)

16,100.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

DECLARATION

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

Date (dd/mm/yyyy)

Add another signatory

Continued from previous page...

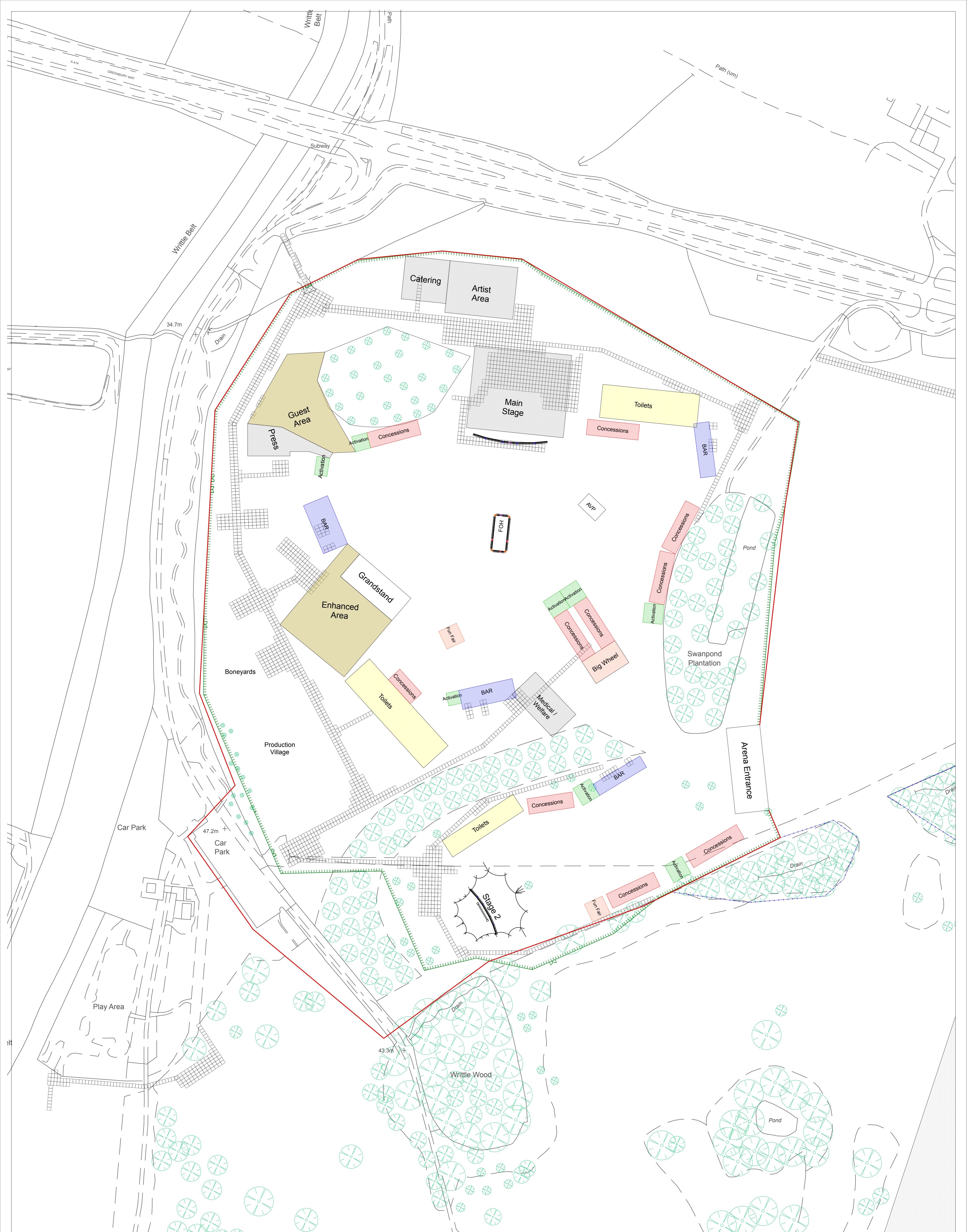
Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.chelmsford.gov.uk/business/licensing/alcohol-licensing/premises-licence/apply-for-a-new-premises-licence/> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

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



PROJECT Potential Show 2025	
DRAWING TITLE Block Plan	
VENUE Hylands Park, CM2 8FS	SHOW DATES 6th - 8th Sept 2025
This drawing is copyright and may not be reproduced or distributed without the express permission of the copyright holder.	

CLIENT Far & Beyond	
PROJECT MANAGER Philipa Proctor	SCALE 1:1250 @A1
DRAWN BY HM	ISSUE DATE 07/11/2024
PROJECT ID GA.11	ISSUE NUMBER 01

Key	
	Steel Shield
	Smart Hoard
	Steel Hoard
	Heras
	Barrier
	Met Barrier
	Chapter 8
	Picket Fence
	Chessnut Pale
	Rope and Post
	Gate
	Festoon 1m Spacing
	Festoon 3m Spacing
	Tower Light
	Concession - Food
	Concession - Retail
	Brand Activation
	Fairground
	Aluminium Trackway
	Plastic Trackway
	Euromatt
	Supa-Trac
	Water Tapboard
	Water Standpipe
	Stage Barrier
	PJ Toilet
	Accessible PJ
	Emergency Exit
	Gate Number
	Medical Point
	Car Park Route

Far & Beyond Music Event Hylands Park

Introduction

Tracsis Events Ltd have been appointed as the Traffic Management Contractor for the Far and Beyond Music Event, to be held at Hylands Park, Chelmsford, between the 5th and 7th September 2025

The event will see a number of acts appearing over the three days, with expected attendances of approximately 7,000 attendees on Friday 5th, and 35,500 attendees on both Saturday 6th and Sunday 7th. There will be no overnight camping at the event, with all attendees arriving and departing each day.

This document sets out the foundations for the Traffic Management Plan, which will be developed and updated regularly throughout the planning period, with consultation and input from all major stakeholders, including the event organisers, Chelmsford City Council, Essex County Council, National Highways, and the police, fire and ambulance services operating in Essex.

This document broadly covers all of the transport modes to be utilised during the event, along with the Traffic Management measures expected to be applied for and put in place on the road network around the event site.

The purpose of this document is to instill confidence during the Licencing Application process, and to reassure all stakeholders that a robust, safe, workable and successful Traffic Management Plan will be put in place, and successfully delivered, for this event.

Technology Makes it Possible, People Make it Happen

Tracsis Events

Tracsis Events Limited (“Tracsis Events”) is a specialist provider of Event Traffic Management and car parking services. Our team deliver at many of the country’s most prestigious events and fixed venues, and work closely with our clients to deliver critical traffic management services at prestigious events held nationally. Tracsis Events has significant experience in providing traffic management services to events of a similar audience, capacity and location to that which is required for this event, events which we have managed include but are not limited to: Glastonbury, Reading, Leeds, Download, and both the V festival and Creamfields event held previously at Hylands. We aim to demonstrate our experience in the delivery of the Traffic Management requirements, the added value our team will bring through deployment of extensive, enthusiastic, and suitably skilled staff and resources, and our in-house capability to deploy technology-based solutions to support event operations.

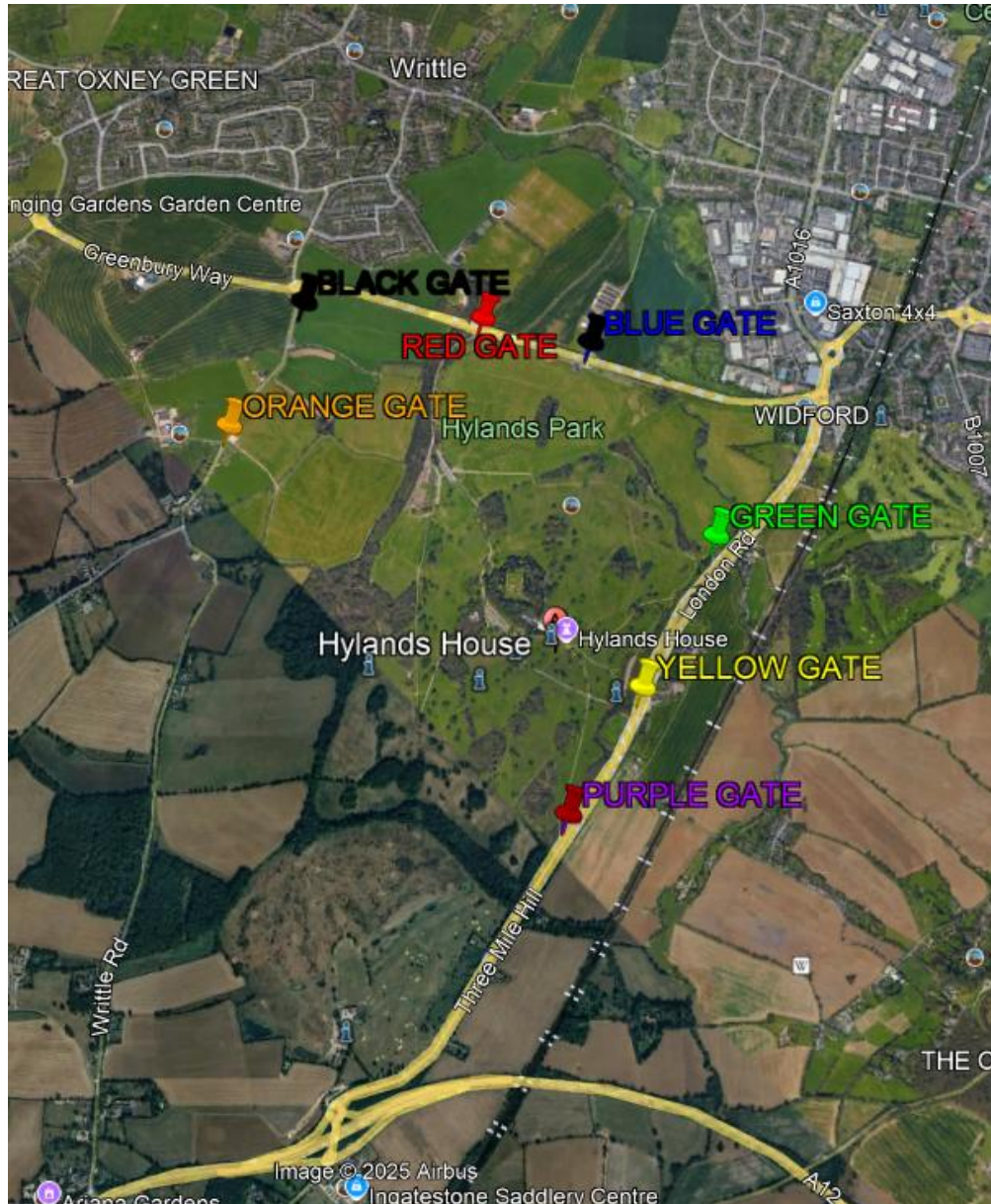
Tracsis Events offer an unrivalled level of experience from our association with many well-known brands and venues around the country. We have operated at and supported some of the largest festivals in the UK for over 30 years, operating at most Greenfield sites across the UK and working closely with event organisers and other stakeholders to provide a first class experience for all attendees. We provide a full range of services at the biggest and best festivals, these services including:

- **Parking Management:** With over 25 years of experience, we manage parking operations at major UK events
- **Tracsis Live Technology:** We offer ANPR live monitoring and post-event reporting on routes and speeds.
- **Police Accredited Traffic Officers:** Licensed operatives direct traffic, enhancing event impressions.
- **Backstage and Production Traffic:** Traffic Marshals and Banksmen ensure site safety and secure access
- **Event Signage:** In-house team for internal and external signage requirements
- **Traffic Management:** Essential for the success of any event
- **Consultancy:** Complete solution in pre-planning for events
- **Admissions and Gate Access:** Expertise in advising on admissions strategies
- **Surveys:** Providing survey data from various events across the UK
- **Zone Ex:** Support beyond the event boundary

Technology Makes it Possible, People Make it Happen

Site Access Points

We are looking at several vehicle access points around the venue, as can be seen from the map below. At the time of writing, negotiations with the relevant land owners are ongoing, no parking areas are yet confirmed.



Technology Makes it Possible, People Make it Happen

Modes of Transport

We expect several modes of transport to be utilised by attendees, each of which are explained in more detail in the below sections.

Production, Crew & Artistes

Red Gate is the designated access and egress gate for all production staff, crew, and artistes. During the pre and post event periods, access will be either from the Eastbound or Westbound carriageways of Greenbury Way. However, on event days, the central reservation gap will be closed, to prevent unauthorised vehicles attempting to access the site. During this period, and Eastbound vehicles will need to continue to the Widford Roundabout, and return on the Westbound carriageway. At all times, exiting vehicles will need to turn left out of Red Gate.

Public Parking

Several parking areas are available for use within Hylands Park, providing a parking capacity which far exceeds the requirements for an event of this size and nature. How much space is allocated to public parking will be dependent on how many parking tickets are sold.

All parking tickets must be bought in advance, at the time of purchasing the event ticket, there will be no “on the day” sales for car parks. Tracsis Events will provide a link on the ticketing website to our own “Pay Portal”, which will allow attendees to purchase parking tickets at the same time as event entry tickets. It will be a requirement at the time of purchase that Vehicle Registration Numbers (VRN’s) are submitted. We will install ANPR systems at all vehicle entrances, to expedite the arrival of attendees. Vehicles that have purchased parking tickets, and are in the correct parking area (see below) will travel unhindered directly to that parking area. Any vehicles that do not have parking tickets, or are in the incorrect parking area, will be directed to a resolution area, where a member of staff will ascertain where the vehicle should be going, and offer alternative solutions if no parking ticket has been purchased. In this way, we can ensure a constant flow of vehicles into the car parks, causing little or no disruption on the public highway.

Vehicles for Public Parking would enter and leave the site through one of five gates, depending on which parking areas have been identified and land use has been agreed. Tickets for each car park will be allocated in such a way that attendees can access the car park most convenient to their arrival route. This will be ascertained by postcode data submitted at the time of purchase. If any one area of parking is likely to be over allocated, tickets would be issued to the next most convenient parking area. In this way, we can ensure that vehicles do not have to travel any further than necessary, but at the same time, ensure an even distribution of vehicles at all gates. This is particularly important during the egress phase, to minimise any delays and disruptions on the public road network.

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Private Hire/Uber/Personal Drop Off and Pick Up

It is expected that a large proportion of attendees will arrive at the site either by private hire/taxi, or be dropped off by friends and family. A dedicated PUDO (Pick Up & Drop Off) zone will be created, accessible via Blue Gate. Access will be via a left turn only off the Westbound carriageway of Greenbury Way, and egress will utilise the road tunnel under Greenbury Way, and turning left onto the Eastbound carriageway.

For the ingress period, vehicles will simply park as near to the event fenceline as possible, disembark their passengers, and then leave. Drivers of vehicles will not be permitted to leave their vehicles unattended, and should leave the PUDO area as soon as the passengers have got out.

For egress, it is expected that the majority of pre booked private hire vehicles, and friends and family, will arrive in the PUDO area prior to the end of the show. These vehicles will be parked in a similar fashion to those in the public car park. Drivers will be encouraged to stay with their vehicles until they are sure that whoever they are collecting is ready and waiting in the pedestrian holding area. The PUDO area will be parked in separate sections, with clear exit routes for vehicles, to minimise the risk of any vehicle/pedestrian conflict. As each section empties out, it will be back filled if required with vehicles arriving later.

Hackney Carriages

For ingress, any black cab/hackney carriages dropping visitors off will follow the same procedures as for Private Hire vehicles. However for egress, we are investigating the possibility of setting up a separate Hackney Rank with Chelmsford Council. If agreed, this will enable visitors who haven't booked any transport home to still get a taxi. The success of this operation would depend wholly on the amount of Hackney Carriages available to service the site. If there are insufficient vehicles available, attendees will be advised to utilise the shuttle bus service instead.

Accessible Parking

Attendees with accessibility requirements will be able to book a parking place in the dedicated accessible parking area. This will be located next to the event arena site, and will have a dedicated accessible ticket check/entrance into the arena.

Access to this parking area will be via Blue Gate, through the PUDO area. ANPR will be used to identify vehicles booked in to park in this area, and traffic marshals will direct the vehicle appropriately. For egress, these vehicles will join the vehicles leaving the PUDO via Blue Gate.

Accessible Drop Off and Pick Up

It is expected that some attendees with accessibility needs will be getting dropped off, rather than parking. These people can also register in advance, which will enable the vehicle dropping them off to access the dedicated accessible parking area. The vehicles will then leave, and will be advised to return to site before the end of the show, to enable them to get back into the accessible car park before the main egress begins.

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Shuttle Buses

We are investigating the feasibility of setting up a shuttle bus service, operating between Chelmsford Rail Station and the event site. It is envisaged that this service will be heavily utilised, both by visitors arriving by train, and by locals not wanting to drive or wait for a taxi.

The proposed route from the station will be via Writtle to the junction with the A414 Greenbury Way. Buses will turn left at this junction, and then turn right into the venue through Red Gate. A dedicated shuttle bus zone will be created on the hard standing car park adjacent to the Go Ape site. Egress route for buses will be the reverse of the arrival route, which will help to reduce the amount of traffic using Greenbury Way at the Widford Roundabout.

Coach Packages

Attendees from further afield will have the option of purchasing an entry and coach travel package, with coaches picking up from surrounding towns and cities. This service will be provided by a dedicated specialist coach/ticket package provider.

Coaches will also access the site via Red Gate, and a dedicated route, and timetable, will be agreed with the coach provider, to ensure that arriving and departing coaches do not have a negative impact on the rest of the event traffic.

Walking

Attendees from Chelmsford, and the immediate surrounding area, may choose to walk to the event. A signed walking route will be installed from Chelmsford town centre, via the A1016 Westway and London Road, to the Widford Roundabout. A manned crossing point will be operated for people to safely cross Greenbury Way. From here, there will be a walking route across the fields behind St Marys Church, directly into the event.

There will also be a walking route from Writtle, using Paradise Road and the underpass at Greenbury Way, to bring attendees directly into the site via Red Gate. A barriered walkway will be installed along the road from Red Gate, to separate pedestrians and vehicles.

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Traffic Management

Road Closures

Several road closures will be implemented, to assist in vehicle egress, and to prevent nuisance parking in residential areas. Due to the smaller number of attendees on the Friday, it is not deemed necessary to implement these closures on Friday. Full details will be written in to the TMP, but in brief, the following closures are likely to be implemented:

- A 414 Three Mile Hill, from its junction with the A12 Eastbound off slip roundabout (Webbs farm), to the Widford roundabout. This closure will only be in place during the egress phase each day, to facilitate vehicles exiting Green, Yellow and Purple gates.
- Margaretting Road, from its junction with the A12 to its junction with the A414 Greenbury Way. Again, this will only be during the egress phase, to facilitate egressing traffic from Orange and Black gates.
- Various roads in Writtle (Paradise Road, Romans Way, The Priory and Margaretting Road north of the Greenbury Way roundabout) and the Widford Church Estate (Widford Road), to prevent nuisance parking. Permits will be available for all residents, and access will be granted to permit holders, deliveries, care workers, etc.
- B1002 A12 Southbound off-slip roundabout. Only to be put in place if Southbound traffic leaving the A12 is delaying Northbound traffic leaving the A12 at J15.

Speed Limits

30mph speed limit restrictions will be in place on A414 Three Mile Hill north and south carriageways, A414 Greenbury Way east and west carriageways, and Margaretting Road, between the A12 and Greenbury Way.

Waiting Restrictions

No Stopping/Waiting restrictions will be put in place in several key locations. Further details will be made available in the draft TMP, following consultation with Chelmsford Council and Highways teams.

Signage

An approved signage contractor will be contracted to provide all directional signage and external Traffic Management equipment. It is likely that this contractor will be AA Signs Ltd., who have an extensive knowledge of events of a similar size at this venue.

CSAS (Community Safety Accreditation Scheme)

CSAS operatives will be deployed at various locations, to assist traffic flows in and out of the venue, whilst minimising disruption and delays to non-event traffic. Positions to be covered will be all car park gates, Red gate, Blue gate ingress and egress points, Widford roundabout, and the pedestrian crossing point at Widford church.

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Other TM Measures

To facilitate vehicles egressing from Green, Yellow and Purple gates, the cut throughs in the A414 Three Mile Hill will be opened. All vehicles leaving these gates will not be allowed to access the Widford roundabout, but will be directed through one of three cut throughs, to head south back to the A12. To allow vehicles to merge in turn, and maintain a steady flow, cones will be used to allow vehicles to pick up speed unhindered before merging. Full TM plans showing these cone layouts will be submitted in due course.

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NOTES TO
ACCOMPANY
PREMISES LICENCE
v4

Table of Contents

1.0 SUMMARY OF THE EVENT	3
1.1 Far and Beyond	3
1.2 Event Capacities	4
1.3 Music Genre	4
1.4 Audience Profile	4
1.5 Terms and Conditions of entry	4
1.6 Funfair Rides	4
1.7 Pyrotechnics, Fireworks and Special Effects	4
1.8 Bars	4
1.9 Food Traders	4
1.10 Non Food Traders and Merchandise	4
1.11 SAG Meetings	4
1.12 Event Management Plan	5
2.0 PUBLIC SAFETY	5
2.1 Crowd Management	5
2.2 Capacity Management	5
2.3 Evacuation and Emergency Access	5
2.4 Orientation and Information	5
2.5 Medical and Welfare Facilities	6
2.6 Fire Safety	6
2.6.2 Fire Equipment and Fire Points	6
2.6.2 Fire Safety for Traders	6
2.7 Structures	6
2.8 Lighting	6
2.9 Electrics	7
2.10 Sanitary Facilities and drinking water	7
2.11 Waste Management	7
2.12 Facilities for Accessible Customers	7
2.13 Internal checks and inspections	7
2.14 Health & Safety	8
2.15 Accident and Incident Reporting	8
3 THE PREVENTION OF CRIME AND DISORDER	8
3.1 Essex Police	8
3.2 Security and Stewards	8
3.3 Eviction	8
3.4 CCTV	8
3.5 Searching	9
4 THE PREVENTION OF PUBLIC NUISANCE	9
4.1 Communication with residents	9
4.2 Sound Management	9
5 THE PROTECTION OF CHILDREN FROM HARM	9

6 MANAGEMENT STRUCTURE	9
6.1 Event Gold (or Silver in their absence)	9
6.2 Health & Safety Manager	9
6.3 Event Manager	9
6.4 Licence Compliance & Stakeholder Manager	10
6.5 Security Coordinator	10
6.6 Site Manager	10
6.7 Medical Coordinator	10
6.8 Fire Co-ordinator	10
6.9 Trader Manager	10
6.10 Transport Manager	10
6.11 Zone Managers	10
7.0 COMMUNICATIONS	10
8.0 SITE PLAN AND DESIGN	11
9.0 TRANSPORT	11

1.0 SUMMARY OF THE EVENT

Far and Beyond are submitting an application for a Premises Licence to hold 3 days of music and ancillary entertainment including funfair rides on Friday 5th, Saturday 6th and Sunday 7th September 2025. This Premises Licence is only required for 2025.

The event will comprise 2 music stages - an open-air main stage, and a second stage within a structure.

We are applying for the following licensable activities at the event:

- Films
- Live Music
- Recorded Music
- Performance of Dance
- Anything of similar description to above
- Supply of alcohol

1.1 Far and Beyond

Far and Beyond is an award-winning, global production and creative agency creating live experiences that stay with audiences for a lifetime. Far and Beyond is known for delivering immersive, large-scale events worldwide. Founded with a vision to redefine event management, FAB has over a decade of experience in producing some of the world's most memorable live events.

From major music festivals like Creamfields and Download Festival to high-profile international events, including Eurovision Song Contest Hospitality (2023), the UEFA Champions League Celebration Event (2024), and AIUla Moments in Saudi Arabia (2021–2024), Far and Beyond brings brands and audiences together through unforgettable experiences. FAB offers end-to-end event services, covering logistics, site design, talent management, health and safety, technical and creative production. Known for its collaborative culture and commitment to sustainability, FAB ensures all aspects of each event are crafted with the highest level of expertise, whether for an audience of 100 or 100,000. Further details about Far and Beyond is included as [Appendix 1](#)

The Premises Licence Holder for the event will be Far and Beyond and Jess Shields, Managing Director of Far and Beyond, will be Event Gold for the event.

1.2 Event Capacities

The maximum capacity shall not exceed 39,999 to include ticket holders, guests, artists, staff and contractors.

1.3 Music Genre

The event will cover a range of music from classic and mainstream pop to a specialist portfolio including classical, country, folk, jazz, soul, rock 'n' roll, gospel and blues on the main stage. The second stage will be DJ's playing a range of popular music.

1.4 Audience Profile

We expect the audience to come to the event in small groups, with the 50:50 male / female split with many customers aged over 35.

1.5 Terms and Conditions of entry

The event will be ticketed with tickets scanned on entry. Those aged under 18 will be required to be accompanied by a responsible person aged 18 or over. We will include a safeguarding policy within our Event Management Plan and will have welfare teams onsite. The event will restrict bags to a maximum of A3 size only to aid searching.

Some of the tickets sold for the event will permit chairs to be brought onto the site.

Customers will be permitted to bring in

- Food for personal consumption
- 1 x sealed bottle water up to 500ml.

Glass is not permitted to be brought onto site. A copy of the Terms and Conditions of Entry will be included as an Appendix in the Event Management Plan

1.6 Funfair Rides

We will have funfair rides at the event. We will provide details of these in the Event Management Plan.

1.7 Pyrotechnics, Fireworks and Special Effects

Some of the acts may have pyrotechnics, fireworks or special effects as part of their performance. It is likely there will be an end of show pyro display on Sunday night. We will provide the details of these to the agencies 7 days ahead of the event.

1.8 Bars

There will be bars on the site offering a range of alcoholic and soft drinks. We will operate Challenge 25 and Ask Angela Campaign. We will provide an Alcohol Management Plan as part of the Event Management Plan. Each bar will have a bar manager who will work under the direction of the Designated Premises Supervisor. All drinks will be sold in paper, cardboard or cans except for agreed dedicated areas (guest area, Premium area and any activations where there will be security preventing any glass accessing the arena)

1.9 Food Traders

We will have a number of food traders at the event – details of these will be included in the Event Management Plan. We will supply all agreed paperwork for them 28 days before the event

1.10 Non Food Traders and Merchandise

We will sell official event merchandise at the event and have other non-food traders on site selling for example clothing.

1.11 SAG Meetings

We will work with the statutory agencies with the planning of this event which includes:

- Chelmsford City Council
- Essex Police
- Essex County Fire and Rescue Service
- East of England Ambulance Service
- Mid and South Essex Integrated Care Board

1.12 Event Management Plan

The event will be produced to comply with all current legislation. We will produce a final Event Management Plan 28 days before the first event day.

This will include the following Appendices:

- Site Plan
- Event Risk Assessment
- Terms and Conditions for the event
- Fire Risk Assessment
- Security Placement Schedule detailing staffing numbers
- Transport Plan
- Sound Management Plan – which will include control measures.
- Waste
- Medical Plan – plus disabled and welfare facilities onsite
- Major Incident Plan
- Alcohol Management Plan
- Details of pyros and special effects
- Details of food traders

This will be available via an online portal for the statutory agencies with emails circulated to notify updated information.

2.0 PUBLIC SAFETY

2.1 Crowd Management

The event will be designed in such a way as to keep the ticket holders entertained with staggered stage times. The arena entrance is planned to open earlier than the advertised time, with entertainment starting after the planned opening time in order to stagger the ticket holder's entry.

A queuing system will be defined by use of crowd barrier, several lanes will be setup to speed ease of entry staffed by stewards who will scan tickets with and security who will manage the crowd and do searches.

All infrastructures will be designed and erected with public safety in mind. Tent poles, lighting towers, VMS etc in key public areas will be fenced off and trip hazards will be minimized where unavoidable.

2.2 Capacity Management

Tickets will be mobile tickets and will carry a number of security features and unique identifiers. Tickets will be sold via the Ticketmaster computerised ticketing system.

2.3 Evacuation and Emergency Access

We will include the emergency exit calculations within the Event Management Plan.

We propose a Tabletop exercise takes place in the month before the event to rehearse emergency scenarios within the Multi agency forum.

A Major Incident and Emergency Management Plan will be submitted as part of the Event Management Plan and will include a key personnel emergency contact sheet.

All reasonable efforts will be made to eliminate the presence of unauthorised vehicles on site by operating an accreditation system. There will be a complete vehicle curfew during the times when the arena is open to ticket holders.

2.4 Orientation and Information

All access and egress routes, sanitary accommodation, drinking water, first aid point and welfare point, will be adequately signed. Signs will be clear, visible and adequately illuminated at night and safety signs will conform to legislative requirements.

All emergency exit gates will be provided with relevant gate letters identifiable from both inside and outside the arena and these will correspond with the site plan. We will have a lost property / information team based at the Welfare Tent.

2.5 Medical and Welfare Facilities

The Premises Licence Holder will appoint a suitably competent organisation to provide medical cover to the levels as recommended in the Purple Guide. The aim of the on-site medical provision is to ensure the strain on local resources is minimised.

We will also have a welfare tent onsite which will be split with 2 operators – Under 18's and Over 18's – the contractors are to be confirmed. We will have a safeguarding coordinator onsite to oversee all safeguarding issues.

Medical, Welfare and Safeguarding plans and onsite operations will be included in the Event Management Plan

2.6 Fire Safety

2.6.2 Fire Equipment and Fire Points

Appropriate firefighting equipment and exit signs will be provided. All fire points will be clearly signed and visible. The Premises Licence Holder will provide an onsite privately organised Fire Safety team to provide fire cover at all times that the site is open to ticket holders. They will also provide the Fire Safety Plan and Fire Risk Assessment for the event. The fire extinguishers allocation schedule will be included in the Event Management Plan.

All food, non-food, and the bar operator are responsible for their own firefighting equipment subject to inspection by our onsite Fire Safety Team. All generators on site will be diesel.

Fire Exits will be provided in all structures. Tent exit calculations will be included in the Event Management Plan. The means of escape from structures will be by signed and lit exits.

2.6.2 Fire Safety for Traders

Traders will be limited to the amount of LPG brought onto site and we will give accreditation to an authorised LPG supplier to supply all traders as required.

We will create a secure storage area for this LPG during the event in a non-public area. All trader's LPG will be checked by the onsite Fire Safety Team and / or by gas safety engineers and they will prohibit the use of any unsafe equipment that they find.

Pre and post event we will create a secure compound for any LPG containers found on site.

2.7 Structures

The Premises Licence Holder, Site Manager and Health and Safety Manager will take all reasonable steps to ensure that all temporary structures are suitable and fit for their intended purpose and installed in accordance with the competent contractor's plans.

The Premises Licence Holder will obtain documents, plans and calculations relating to the stages and other relevant temporary structures. Stages will be designed to provide for a minimum of two exits.

An Adverse Weather Plan and A Wind Management Plan will be prepared and included in the Event Management Plan. It will include an outline of actions to be taken at specific wind speed trigger points. The Health & Safety Manager will check that periodic wind speed measurements are taken throughout the event.

2.8 Lighting

All access/exit ways leading to and from the licensed site, gates out onto the main highways, toilet blocks and first aid points will be illuminated by the provision of suitable lighting systems. Sufficient portable lighting equipment will be available to address any areas of inadequate lighting.

In the week leading up to the event we will hold a Lighting Check on an evening prior to the event to ensure there is sufficient lighting onsite and agencies are welcome to attend this.

2.9 Electrics

A temporary electrical system will be set up on site using temporary generators and cable systems. All work will be carried out by competent and experienced electrical contractors. Emergency lighting will be provided on all arena and tent exits and other key areas and will have a separate power supply to the primary lighting supply. Lighting will be provided in all marquees. Walkways will be lit with festoon style lighting mounted on scaffolding poles and temporary lighting towers or equivalent.

As a condition of contract between traders and ourselves their electrical power will be supplied and managed by our on-site electrical contractor. It will be a condition of contract that all portable electrical equipment brought on site will have a valid Portable Appliance Test for it.

All relevant staff and contractors will be briefed to perform routine visual checks for any problems with wiring, plugs etc. The Premises Licence Holder will make it a condition of contract with the electrical contractor and other relevant contractors that all electrical installations are certified by an approved electrician and comply with legislative requirements.

2.10 Sanitary Facilities and drinking water

A Water Safety Plan will be included as part of the Event Management Plan. Sufficient drinking water points will be placed around the licensed site for the adequate supply of free, potable and wholesome drinking water for ticket holders throughout the event. Provisions will be made for an alternative supply of drinking water in case of failure of planned sources of drinking water. The water systems will be installed by competent contractors. Installations will be cleaned, sterilised and free from debris prior to connection to the mains supply.

Water samples will be taken and submitted for testing to an Approved Water Testing Laboratory. Sampling will be carried out from day 1 onsite and at appropriate intervals leading up to and during the event. Details of sample points and sample results will be logged will reported to Environmental Health.

Sufficient WC units will be placed in suitable locations around the licensed site for ticket holders throughout the event. This will be in accordance with guidance laid out in the Event Safety Guide. Details will be included in the Event Management Plan. These will be monitored on a regular basis throughout the event

2.11 Waste Management

A Litter and Waste Management Strategy will be provided as an Appendix to the Event Management Plan.

2.12 Facilities for Accessible Customers

The Premises Licence Holder will arrange provisions for Accessible Customers. This will include a dedicated Far and Beyond Accessible Team to assist the customers.

Accessible infrastructure will include:

- Dedicated ingress/egress routes,
- Accessible sanitary facilities
- BSL interpreters
- Dedicated car parking
- Accessible viewing platforms

Far and Beyond works closely with Attitude Is Everything and Nimbus

2.13 Internal checks and inspections

Regular and ongoing inspections of structural and health and safety issues, emergency exits, the arena entrance and egress, emergency lighting, fire warning systems, stopping the music plans, emergency access lanes, trip hazards, décor, lights, sound systems, curtains, drapes, furnishings, fabrics, floor surfaces, sanitary facilities, drinking water, stage safety, fire points, traders and general housekeeping will be carried out by the Health & Safety Manager, Site Manager, Event Manager Fire Safety Team and other key personnel.

2.14 Health & Safety

We are fully committed to safe working practices. We will comply with all relevant health and safety legislation. All contractors supply their own method statements and risk assessments. All persons working onsite will be required to complete the event

Health and Safety link which will include the Site Rules. Work onsite will be monitored by the Premises Licence Holder, Event Manager, Site Manager and Health & Safety Manager and safety inspections will take place regularly.

Areas of the event where noise levels are expected to exceed 80 dBA on a continuous basis and where staff are subject to that impact for long periods of time will be designated as Ear Protection Zones.

2.15 Accident and Incident Reporting

All near misses and accidents will be recorded and any serious incidents or dangerous occurrences will require a RIDDOR report. Any RIDDOR reportable accidents involving ticket holders will also be reported directly to the Health and Safety Executive's Incident Contact Centre. In the event of a serious incident or dangerous occurrence, materials and equipment will be left undisturbed, providing they do not create a hazard

3 THE PREVENTION OF CRIME AND DISORDER

3.1 Essex Police

Regular meetings will be welcome with Essex Police to facilitate liaison and co-operation during the planning, the festival itself and post event to debrief.

3.2 Security and Stewards

Several different security companies and stewarding companies will be used at the event. The security contractors will be selected as being some of the most professional and competent operators in the field of event security. The management and staff will therefore have many years previous experience at ensuring safe and secure environments at major events. Representatives of all of the different security and stewarding firms will meet with the Security Coordinator onsite each show day.

No person under the age of 18 years will be employed onsite. A register of the security and stewards employed on the site will be kept. Details recorded in the register will include: the full name of each individual employed, their date of birth, home address, employer and ID number. Records must be kept by the contractor of each shift placement throughout the event so that should the need to find out any information from a particular location occur post event, individuals can be contacted. The register will be retained on the licensed site during the event and will be available for inspection. All security and stewarding personnel will be readily identifiable to others by means of tabard bearing a job title and a conspicuous unique personal identification number. We will comply with the Security Industries Act and the details of SIA trained personnel will be in the Security Placement Schedule which will be submitted as an Appendix to the Event Management Plan.

3.3 Eviction

We will operate an eviction process onsite. This will be run by an independent manager who will independently audit the treatment of ticket holders by security to check that they are being treated fairly and appropriately and that their essential and basic rights and requirements are met. Persons will be liable for eviction under the following circumstances:

- Entering or being onsite without a ticket or relevant pass
- Any persons who are found causing any disruptive or antisocial behaviour.
- Any person who is arrested and charged by Essex Police.

3.4 CCTV

CCTV will be installed at various locations across the site to give good coverage of key areas in the arena. These locations will be marked on a CCTV map which will be submitted within the Event Management Plan. The CCTV will be fed into the Event Control Tent to allow for agencies, management, security contractors and CCTV controllers to monitor situations and incidents and deploy staff appropriately.

3.5 Searching

Searching will take place at the public entry gates. The priority of the searching operation is to deter, disrupt and detect those attempting to enter the event with items that are prohibited onsite or illegal items, while simultaneously maintaining good order and public safety as well as an efficient flow rate of customers through the entrance gate. If identified, any items which may reasonably be considered for use as a weapon, or which may cause danger or disruption to any other persons at the event will be confiscated. Glass will not be allowed in the arena and all reasonable efforts will be made to enforce this policy through searches and confiscations. There will be a decanting facility at the pedestrian gates and bins will be located at the pedestrian

gates and arenas entrance for disposal. Persons suspected of carrying items that may be used in an offensive or dangerous manner or carrying out illegal activities within the arena or other parts of the site may also be searched. The event does not condone the use of, or the dealing in, illegal drugs on site. The policy on drugs is structured around the “3 Ps”:

- Pursue
- Prevent
- Protect

Information on searching measures and prohibited items is provided to ticket holders in advance of the event and there will be signage displaying this message at the entrances.

4 THE PREVENTION OF PUBLIC NUISANCE

4.1 Communication with residents

We will hold a residents meeting ahead of the event. We will notify residents within close proximity of the event 14 days ahead of the event with the following information:

- Details of the residents hotline telephone number and the times it will be operational
- Details of road closures
- Details of sound checks
- Details of pyros and special effects.

4.2 Sound Management

A Sound Management Plan will be produced for the event and included in the Event Management Plan

5 THE PROTECTION OF CHILDREN FROM HARM

All reasonable efforts will be made to ensure that there are no unaccompanied under 18's onsite. Ticket terms and conditions will state this and this will be pointed out at the time of selling and random checks will be made by spotters and security along with checks at the entrances to the site.

6 MANAGEMENT STRUCTURE

We will operate the following management structure

6.1 Event Gold (or Silver in their absence)

The following identifies some of the responsibilities of the Event Gold (or Silver in their absence):

- In charge of the operational management of the event
- Takes the leadership role ensuring that safety and security are integral and priority elements at the event

6.2 Health & Safety Manager

- Co-ordinating and checking the collection of health and safety information prior to and then during the event.
- Coordinating and directing the safety management of the festival including monitoring of standards, liaison with agencies, reporting, auditing.
- Co-ordinating and carrying out site inductions and imparting safety information.
- Ensuring that the load in, the event and the load out have safety and security as integral and priority elements.

6.3 Event Manager

- The planning and delivery of the festival via the event production team and contractors.

6.4 Licence Compliance & Stakeholder Manager

- Liaison between Far and Beyond and Chelmsford City Council .
- The submission of information to the relevant agencies.
- Acting as liaison between Far and Beyond and Local Authority/ Emergency Services.
- Compliance with premises licence conditions.

6.5 Security Coordinator

- The security Coordinator and their assistant represent the event in the management, briefing and co-ordination of all onsite security and stewarding resources.
- They are independent of the security contractors.
- They manage security via the Event Control Tent.

6.6 Site Manager

- To be responsible for overseeing site preparation prior to the event, including the erection of all structures.
- To ensure that the site is organised so that work is carried out with the minimum risk after proper assessment of all factors.

6.7 Medical Coordinator

- The delivery of the Medical Management Plan and the management of the onsite medical response for attendees and staff.

6.8 Fire Co-ordinator

- The delivery of the Fire Safety Management Plan and the management of the onsite fire response for attendees and staff.

6.9 Trader Manager

- Co-ordinating all trading activity including layout, position, compliance with licence conditions, trader health and safety, control of trader vehicle movement.

6.10 Transport Manager

- To oversee all aspects of the traffic and pedestrian routes to and from site including all signage and external Infrastructure.

6.11 Zone Managers

- To oversee localised areas of the site for example the arena or production areas to ensure all facilities and in a clean and functioning order, oversee crowd movements and respond to any requests from Event Control.

7.0 COMMUNICATIONS

7.1 Radios

Key staff will be issued with an event radio, radio, contact list and instructions for radio use. Any contractors wishing to internally issue their staff with their own set of radio communication must check that the frequencies do not clash. Staff who work in noisier areas or those required to do a lot of manual work will be issued with earpieces. Repeaters will be installed if required to facilitate a good signal.

7.2 Telephones and Wifi

Landlines will be installed in Event Control, the Event Management Office and in other key offices onsite. Wireless networks or equivalent will be installed at various locations throughout the site subject to survey. If technology advances then all of the above methods of communication may be replaced by other equivalent forms or equipment, public information can be broadcast immediately at the stages by the Stage Managers, who will take instruction from the Premises Licence Holder or their Assistant. This could be used if required in the event of an emergency or Major Incident. Loud hailers can be used by security and stewards to give information direct to ticket holders.

7.3 Event Control

An Event Control Room will operate onsite on show days:

- Friday 5th September 13:00 - 00:00
- Saturday 6th September: 09:00 – 23:00
- Sunday 7th September: 09:00 – 23:00

It is from here that the onsite communications system will operate. It is our intention that Event Control will contain event representatives which may include:

- Security Co-ordinator & Communications operator
- Security & stewarding contractor control desks
- Medical Control
- CCTV and operators
- Essex Police
- Chelmsford City Council
- Transport Team
- Far and Beyond Gold / Silver – emergency situations

Each of the control desks in the Event Control room will be well maintained and appropriately equipped. The control room will have access to all the necessary communication facilities including CCTV, telephone, and radio communication. A space will also be available to facilitate onsite statutory agency meetings.

8.0 SITE PLAN AND DESIGN

We have included an indicative plan of the site layout. This is included as [Appendix 02](#). As the planning of the event takes place over the coming months there will be changes to this. The event site will be secured with a perimeter steel shield fence. On event days there will be controlled access into the site with an accreditation system in place with different tiers of accreditation depending on the access requirement. Searching will take place before gaining access to the site.

9.0 TRANSPORT

We have included an outline Transport Plan as [Appendix 03](#)

Appendix F

Dear Sir/Madam,

Please would you confirm receipt of this e-mail.

I object to the licence application by Far and Beyond Events Ltd for Hylands Park.

Having the closing time as late as midnight with music and sale of alcohol until 11pm is likely to cause public nuisance, particularly along Paradise Road with noise and anti-social behaviour. The closing time should be no later than 11pm, with music and alcohol sales no later than 10.30pm.

Previous similar events have been located towards the middle of the park further from residential areas. This proposal is located next to the subway under Writtle Bypass at the closest point to residential areas, making the potential for public nuisance much worse. Controls on vibration and noise will need to be more stringent and enforced.

Previous events near Hylands Park have included vibrating bass, amplified swearing by the hosts and repetitive amplified commentary. That meant family and friends could not sit in the garden and I could not listen to radio or TV in my house, even with windows closed.

Hi

Further to my conversation to your department we would like to make a representation regarding Far and Beyond's proposed event September 5/7th 2025.

The proposed site for the event in Hylands Park is on the nearest field to Writtle village. Having lived through many, many events over the last 27 years that we have lived here in Writtle, we find this field to be a bad choice of location. It would be the most disruptive for the village and especially Paradise Road residents.

In the past when events i.e. V Festival, Creamfields have taken place, they have been located way into the park yet still the noise was dire. We live in an old cottage, and our windows shook and the base could be felt through our floors. To locate an event even nearer is unnecessary when there are 500 acres in that park.

The proposed field is directly behind the village and far too near it. The noise levels must be continuously monitored.

The proposed field is the one normally used by dog walkers and families, when the event is being set up so we have a field to use right up to a few days before the event to walk our dogs. If this field is used for the event there is nowhere else for the dog walkers etc. to safely walk whilst heavy lorries etc come and go through Writtle Gate.

The V festival after many teething years eventually ran like clockwork there were so many things to address but us the residents along with the organisers achieved this, all be it eventually !!!

Far and Beyond as far as we know have not run an event here before and there are many things we would like addressed please.

Paradise Road, the main route to the park is often gridlocked and can't take more traffic or parking so it and the surrounding roads need to be closed to the public over the event weekend. Parking in these areas has to be with event permits only.

Appendix F

In the past we have experienced no bins in the road or in the lane down to the park, consequently rubbish, broken bottles etc is strewn everywhere. At one Creamfields event even after numerous calls to the organisers, we ended up clearing up the lane and supplying black bags at the gate, we are not prepared to do that ever again, we are in our 70's. The following year Creamfields learnt that they needed rubbish removal and sweeping up each day several times and in

fairness they then dealt with it.

Far and Beyond need to know this.

Having experienced broken glass everywhere we do not want a repeat of this.

Please feel free to give Far and Beyond our details, we are more than happy to discuss anything with them.

Dear Simon,

My view on this licence application is as follows. I would like amendments to the existing licence terms and would like to reserve my right to speak at Licensing Committee to this effect:

The terms as currently drafted mean that the event is next to the subway under Writtle Bypass at the closest point to residential areas, making the potential for public nuisance worse. The proposal should be relocated to the areas previously used which are flexible for a variety of larger events.

Having the closing time as late as midnight with music and sale of alcohol until 11pm is likely to cause public nuisance, particularly along Paradise Road with noise from the event and noisy groups of people leaving. Music, fireworks and alcohol sales should be limited to no later than 10.30pm to encourage dispersal by 11pm.

Controls on vibration and noise need to be more stringent and enforced so that residents can sit in their gardens during the day.

Kind regards,

Cllr. Andrew Thorpe-Apps

Writtle Ward

DRAFT CONDITIONS – HYLANDS PARK

General

1. The maximum capacity at the event shall not exceed 39,999 persons to include ticket holders, guests, artists, staff and contractors, at any one time.
2. The Licence Holder shall liaise with the Safety Advisory Group (SAG) established to advise upon the event authorised by this Premises Licence and attend all SAG meetings as deemed necessary by the group.
3. A draft Event Management Plan (EMP) shall be submitted by the Licence Holder to SAG, the Responsible Authorities and other relevant authorities for comment and discussion at least (3 months) prior to the first Event Day. The draft EMP shall contain but not be limited to:
 - Site Plan
 - Adverse Weather Plan
 - Alcohol Management Plan
 - Crowd Management Plan (including an Ingress/Egress Plan)
 - Child Protection and Safeguarding Policy
 - Counter Terrorism Plan
 - Health and Safety Policy
 - Fire Risk Assessment
 - Major Incident Plan
 - Medical Management Plan
 - Operational Management Plan
 - Noise Management Plan
 - Risk Assessment
 - Sanitation and Waste Management Plan
 - Security Placement Schedule
 - Traffic and Transport Management Plan
 - Water Safety Plan
 - Production Schedule and CDM Build Schedule
 - Tent Exit Calculations
 - Fire Extinguisher Allocation
 - Information for all Stages and Structures, including contractors, insurance, health and safety policy, method statement and footprints.
4. The final draft of the EMP shall be submitted by the Licence Holder to the SAG for approval 28 days before the first Event Day. Thereafter any further changes to the EMP must be approved by the Licensing Authority.
5. Throughout an event the Licence Holder shall establish an Event Control to include the Event Liaison Team (ELT) comprising representatives of the Licence Holder, Security, Responsible Authorities, and other relevant authorities. During Event Days the ELT shall manage operation of the event. Any necessary changes to the EMP may only be made with the consent of the ELT.
6. The Licence Holder will implement the final EMP.

Appendix G

7. Authorised officers of Essex Police, Chelmsford City Council, Essex Fire and Rescue, East Of England Ambulance Service and other Responsible Authorities who are in the course of their duties shall have free access to all parts of the licensed site at all reasonable time for the purpose of supervision and enforcing the observance of the Licence Conditions and other relevant legislation.

Prevention of crime and disorder

8. The Licence Holder will appoint a competent security/stewarding contractor with expertise in the operation of security and stewarding of large-scale outdoor events. The security/stewarding contractor will ensure there are the correct number of SIA registered security staff at the event. Full details will be contained within the EMP.
9. The Licence Holder shall prepare a list of prohibited items which shall be agreed with SAG. Notification of prohibited items will be provided at the point of sale of tickets and on signs at all entry points to the Licenced Area.
10. The security contractor shall on behalf of the Licence Holder take appropriate measures to prevent prohibited items from being brought into the licensed area.
11. The Licence Holder will ensure a full Security and Stewarding Plan including a security placement schedule will be produced as part of the EMP.
12. The Licence Holder will ensure a number of surrender bins or other appropriate containers will be placed at each entry point for the safe collection and disposal of prohibited items. The emptying and disposal of the contents of the surrender bins will be done by Essex Police at times agreed with the Licence Holder.
13. The Licence Holder will ensure persons attending will be searched by security personnel on entry to the arena in accordance with the Searching Policy agreed in advance of the event with Essex Police.
14. The Searching Policy will be communicated via signage at all entrances and in the ticket terms and conditions.

CCTV

15. CCTV will be installed around the licensed area for the security and safety of the public attending the event at the discretion of the Licence Holder. CCTV monitors will be situated in event Control to allow for management and monitoring of situations and the deployment of staff. It will be taped continuously, recorded in real time and stored for 28 days post event. Any request to view the footage will come via Essex Police Silver Commander during the event and via a nominated Police Officer post event.

Communications

16. The Licence Holder will appoint a radio contractor who will provide a radio system; radios will be distributed to key staff. The emergency services will have their own system but will be linked into the site system via the Event Control.

Police

Appendix G

20. The Licence Holder will liaise with Essex Police on procedures, crime prevention and crime reduction advice and other relevant matters including counterterrorism. The Licence Holder will arrange regular meetings with Essex Police to ensure liaison and cooperation at all stages of the planning, during the event and will arrange a post event debrief.
21. Coordination procedures in the case of any incidents of serious crime and disorder, Crime reporting and handover procedures will be agreed with Essex Police.

Alcohol and Bar Management

22. An Alcohol Management Plan will be drawn up by the Bar Operator in conjunction with the Licence Holder.
23. The distribution and number of bar outlets will be designed to provide a reasonable geographical distribution of bars around the Licenced Area and the final Site Plan shall show the agreed positions each year.
24. A Challenge 25 Policy will be in place in the Licenced Area. Bar staff will be instructed to require proof of age ID whenever a customer appears to be under 25. The proof of age will need to be evidenced by an agreed form of ID. If there is any doubt as to the age of the customer, they will be refused service. Warning signed will be used to advise that it is illegal for persons over 18 to buy alcohol for those under 18.
25. No bar servers will be under 18. All reasonable efforts will be made to stop and discourage underage drinking by placing spotters in the bar areas and the bar supervisors will monitor the performance of the serving staff.
26. A programme of training will be organised by the bar concessionaire, and these training documents will be available to the Licensing Authority on request.
27. The event website will host information about the dangers of alcohol (and illegal drugs) and provide guidance on where customers can get help should they require it.
28. All alcoholic drinks will be served in either cans, plastic bottles or collapsible cups or other containers approved by SAG save that alcoholic drinks will be permitted to be served in glass bottles within a designated fenced and supervised champagne area. Security at the entrance/exit points of this area will not permit customers to take glass bottles from that area.
29. Soft drinks and free drinking water will be available on site as an alternative to alcohol.

Drugs Policy

30. The Drugs Policy will be agreed in advance of the event with Essex Police and will be contained in the EMP.

Counter Terrorism

31. A Counter-terrorism Statement and Risk Assessment will be contained in the EMP which will take account of the threat levels at the times of the events.

Lost Property

Appendix G

32. Lost property will be handled by the information/lost property/welfare tent. There will be an email address for the public to contact should they have lost any items. Lost property will be held for an agreed period to enable it to be reunited with owners after the event.

Safety General

33. The Licence Holder will appoint an Event Safety Contractor who shall be of sufficient competence, status and authority to take responsibility for advising the Licence Holder on safety at the event and be able to authorise and supervise safety measures on behalf of the Licence Holder.
34. The Licence Holder in conjunction with the Event Safety Contractor shall prepare a risk assessment for each event which shall be contained in the EMP.
35. The Licence Holder will provide an Event Control within the Licensed Area where agreed representatives of the SAG will have a position to ensure good communications. The Licence Holder will provide an experienced Event Control Manager who will oversee and co-ordinate persons within Event Control. The Licence Holder will provide a person within the Event Control to keep a log of all calls from around the event fed into the Event Control.

Major Incident Plan

36. A Major Incident Plan will be included within the EMP and will include a key personnel contact sheet and an Evacuation Plan.
37. The Licence Holder will ensure there is an area within the Licensed Area that can facilitate a rendezvous point for the Police and other emergency services in the event of a major incident.

Crowd Management

38. The Licence Holder will ensure that a Crowd Management Plan is prepared for each event and contained in the EMP. The Licence Holder shall make all reasonable endeavours to ensure that crowd movements/egress are carefully monitored and managed across the site. CCTV installed at the Arena entrance and exit will enable monitoring of crowd flows.
39. A tabletop exercise will be offered each year to rehearse emergency scenarios within a SAG/multi agency forum.

Health and Safety General

40. The Licence Holder will ensure that all relevant Health and Safety Legislation and Regulation is complied with. All Risk Assessments and Method Statements provided by contractors shall be collated by the Licence Holder and available on site.
41. The Licence Holder will ensure entrances and exits to the licensed area including roadways, pedestrian routes and emergency vehicle routes will be kept clear and will be adequately illuminated during periods of darkness. All entrances and exits within structures in the licensed area will be provided with clearly visible signage.

Temporary Structures

Appendix G

42. The Licence Holder will ensure adequate lighting levels shall be maintained at all times within all temporary structures.
43. The Licence Holder will ensure that any enclosed temporary structure providing entertainment into which the public are permitted are not over crowded. Details of how this is achieved will be contained within the Crowd Management Plan in the EMP.
44. The Licence Holder will ensure full structural design details and calculations of all structures within the licensed area will be submitted as part of the EMP.
45. All temporary structures will be signed off as fit to use by a competent qualified person or engineer, which will be available for inspection on site.
46. The Licence Holder will ensure each stage shall have a pit area manned by security trained specifically for these areas and to assess crowd dynamics at the front of these stages.

Vehicle Movement

47. The Licence Holder will ensure vehicle movement in the licensed area will be kept to a minimal for essential vehicles only.
48. The Licence Holder will ensure a vehicle curfew on egress of the arena will be implemented on the instruction of the Event Control Manager or his/her deputy to ensure safe egress of customers to the car parks. A system will be implemented at crossing points on the emergency vehicle route which will prevent large numbers of the public mixing with vehicles. Details of how this is achieved will be contained within the Traffic and Transport Plan and/or Crowd Management Plan in the EMP.

Fencing and Barriers

49. The Licence Holder will ensure the perimeter of the licensed area will be securely fenced and cordoned off so as to enable the Licence Holder to prevent unauthorised access to the event.
50. The Licence Holder will ensure each stage, tower or structure where required will have a barrier designed to adequately resist right angle and parallel loads commensurate with crowd pressure. Full calculations for each of these barriers will be contained within the EMP.

Communications

51. A co-ordinated communications and public address system including the provision for emergency communications will be in place, details of which will be contained in the EMP.

Fire Safety

52. The Licence Holder will appoint a qualified competent person to act as their Fire Safety Officer who will conduct the Fire Risk Assessment which will be contained in the EMP. The Fire Safety Officer will collate all fire certificates for all structures.
53. The Licence Holder will appoint a Fire Safety Team to assist with the management of fire safety. Details of the contracted fire safety company will be contained in the EMP and the roles and responsibilities of the Fire Safety Team will be as set out in the Major Incident Plan and the Fire Risk Assessment.
54. The Licence Holder will ensure all concessions, contractors and any organisation bringing any structure on site shall be responsible for providing their own risk assessment. All concessions

Appendix G

will fill out a fire safety form supplied to them by the Concessions Contractor and shall be available for inspection from the Concessions Manager on request.

55. The Licence Holder will ensure all fabric used for tents and marquees, floor coverings, wall coverings, curtains and drapes, fabric, decorations and filling materials used in furnishings will carry flame retardancy certification to the relevant British Standards or will be inherently flame retardant.
5. The Licence Holder will ensure the positioning of tents and concessions stalls shall be arranged as to provide fire breaks which will be checked on an ongoing basis by the Fire Safety Team.
57. The Licence Holder will not permit the use of petrol generators on the Licensed Area.
58. To limit the amount of LPG brought onto site by traders, accreditation will be given to an authorised LPG supplier to supply all traders as required. A secure storage area for LPG during the event in a non-public area will be provided on site.

Disabled Persons

59. The Licence Holder will ensure that the arrangements and provisions for disabled persons, namely access and egress routes, car parking, sanitation facilities and viewing areas are provided and maintained throughout the event.

Electrical

60. Due regard to general provisions of the Event Safety Guide will be made. Appropriate safety devices (such as 30mA Residual Current Devices at Source) will be used for electrical apparatus, particularly for any electrical equipment exposed to adverse conditions or electrical equipment used in association with hand held devices (e.g. microphones).
61. In addition to normal lighting, a temporary electrical system will be set up on site using temporary generators and wiring systems. All work will be carried out by competent and experienced electrical contractors. Emergency lighting will be provided on all arena and tent exits and other key areas. Lighting will be provided in any marquees. Generators will be protected and placed in safe locations.
62. The Licence Holder will ensure electric generators when used will be suitably located clear of buildings, marquees and other structures, free from flammable materials and enclosed to prevent unauthorised access.
63. The Licence Holder will ensure all spare fuel will be kept and stored and locked away safely in accordance with relevant Health and Safety legislation.

Pyrotechnics

64. The Licence Holder will ensure pyrotechnics and lasers will only be used with permission from the Licence Holder who will give written notification of pyrotechnics and lasers 7 days prior to the event to Chelmsford City Council Public Health and Protection Services Manager or their Designated Representative.

Drinking Water

65. The Licence Holder will ensure adequate drinking water points in suitable locations will be provided and maintained, water at these points will be free of charge to all persons within the

Appendix G

licensed site. Full details of the level of provision, locations, servicing and maintenance of these will be contained within the EMP.

Medical and First Aid

66. The Licence Holder will appoint a suitably competent organisation to provide medical and first aid cover on site. The confirmed medical contractor will be notified in the EMP. There will be a fully staffed medical centre on site at all times when the site is open to the public.
67. A full Medical Management Plan will be provided by the medical contractor as part of the EMP. This will be fully risk assessed against the relevant legislation and will include a breakdown of staffing numbers and the operational plan for the event site.
68. The location of first aid points will be agreed with SAG and the agreed first aid/medical points will be shown on the site plan.

Concessions Units

69. Presented for inspection at times suitable to the Council Licensing Officers. Any food operator or trader not complying with Food Safety or Occupational Health and Safety at Work requirements will be closed down and removed from site at a suitable time.
70. The Licence Holder will ensure no glass containers will be permitted to be sold or distributed in the Licensed Area save that alcoholic drinks will be permitted to be served in glass bottles within a designated fenced and supervised champagne area. Security at the entrance/exit points of this area will not permit customers to take glass bottles from that area.

The prevention of public nuisance - Noise Management and Control

71. The Licence Holder will appoint a Noise Control Consultant who shall produce a Noise Management Plan for each event and liaise between all parties including the Licence Holder, sound system suppliers, sound engineers and Chelmsford City Council on all matters relating to music noise management at least seven days prior to the event.
72. For the purpose of monitoring music (Ordnance Survey GB Grid References) or as otherwise agreed with Chelmsford City Council
 - Moulsham Thrift TL 570073, 204586
 - Goat Hall Lane TL 569846, 203097
 - Butts Way TL 569346, 203500
 - Private Road TL 568814, 203640
 - Writtle Road TL 566856, 202757
 - Margaretting Road TL 567134, 204452
 - Paradise Road TL 567997, 205636
73. The control limits set at the mixer positions between 10:00 - 23:00 hrs during the event and throughout any rehearsal or sound check shall be such to ensure that the MNL shall not at any noise sensitive location as described above exceed 65dB(A) over any 15 minute period. The

Appendix G

Noise Control Consultant will monitor the noise at these positions as agreed in the Noise Management Plan during the above periods and advise the sound engineers accordingly to ensure limits are not exceeded. Chelmsford City Council will be permitted access to this information on request

74. The Licence Holder will ensure a noise propagation test shall be undertaken at times agreed with the Chelmsford City Council in order to set appropriate control limits at the sound mixer position. The sound system shall be configured and operated in a similar manner as intended for the event. The sound source used for the test shall be similar in character to the music likely to be produced throughout the duration of the event.
75. The sound system supplier and all individual sound engineers will be informed of the sound control limits and that any instructions from the Noise Control Consultant will be implemented.
76. The Licence Holder will ensure the telephone number of the Noise Control Consultant will be made available to Chelmsford City Council 3 days prior to the event.
77. The Licence Holder's noise control consultant will ensure the event equivalent Continuous Sound Level, event (Leq), in audience areas shall not exceed 107dB(A). The peak sound pressure level shall not exceed 140dB.
78. No members of the audience shall be allowed within 3 metres of any speakers at the stages.
79. The Licence Holder will ensure the audience will be warned about risks to hearing in pre event literature.
80. The Licence Holder will act on the advice and/or direction of the Licensing Authority/Environmental Protection and/or the Noise Control Consultant where and when necessary to ensure compliance with the Noise Management Conditions. A dedicated communication system will be made available to the Licensing Authority/Environmental Protection on each day of the event.
81. A residents hotline will be installed on site and will be publicised in advance of events to neighbouring residents by way of a letter and will be staffed throughout the events. All calls will be logged and the log will be held by the Licensing Office, all calls to the hotline relating to noise will be reported to the Noise Control Consultant who will respond to the complaints appropriately. A means of radio communication will be provided to the Noise Control Consultant to enable ease of communication.

Litter and Waste Management

82. The Licence Holder will appoint a litter and waste contractor who are expert in waste management at large scale outdoor events. The appointed contractor will produce a Litter Management Plan in agreement with SAG and the Licence Holder. The Litter Management Plan will form part of the EMP.
83. The Licence Holder will ensure the Litter Management Plan will include details of suitably trained and equipped staff who will be employed to collect litter during and after the event and details of how the car parks, arena and other areas designated by SAG will be cleaned and in what order.

Sanitation

Appendix G

84. The Licence Holder will ensure the portable toilets and washing facilities/hand sanitation units will be provided throughout the Licensed Area. A company with expertise in this field will be contracted to install, maintain and remove these facilities and the location and number of these facilities will be contained in the EMP. The contracted company will remove and dispose of all waste safely on behalf of the Licence Holder.

Transport and Traffic Management

85. The Licence Holder will appoint a Transport and Traffic Management Contractor who is expert in transport and the traffic management for large scale outdoor events. To help minimise unreasonable disturbance to local areas the appointed company shall prepare the Plan in liaison with Essex Police and Essex County Council Highways section. This will include details of routes, road closures, signage and an access gate numbering system. All traffic and transport routes will be communicated in advance to ticket holders and travel information will be kept up to date on the event websites. Any contingency plans shall only be put in place following consultation within the ELT.

The Protection of Children from Harm, Safeguarding and Welfare

88. Facilities suitable for children will be present. All welfare teams will be trained, and DBS checked where necessary.

86. The Licence Holder will provide a Child Protection and Safeguarding Policy which will be included as part of the EMP.

87. The Licence Holder will appoint a company with expertise in the welfare of customers at large scale outdoor events. A welfare area will be created in the licensed area which customers will be given information about, in advance of the event.

88. The welfare area will be open to all customers throughout the period that customers are in the Licensed Areas. The welfare area will offer assistance to young adults, children and other vulnerable persons.

89. All welfare staff will be over 18 years of age and will be aware of emergency procedures and communication with other agencies. As necessary, welfare staff will liaise with parents, guardians, social services, Essex Police and other appropriate agencies.

In advance of the licence hearing we would like to provide the following updated notes for the Far and Beyond Premises Licence Application.

Occupancy Plan

Please find attached a plan showing the land that we are using for the event.

- The Event Site, (blue line) occupancy will commence from Friday 22nd August with the installation of trackway, and the erection of the perimeter fence will commence from Monday 25th August. The site will be clear by Friday 12th September.
- The car parks will be used on the 3 show days only - Friday 5th, Saturday 6th and Sunday 7th September. Some temporary infrastructure (trackway lighting etc) will be installed in the days leading up to the show

Site Plan

The site plan continues to be updated as part of the planning process, please find attached the current version.

Traffic and Transport Plan

The draft traffic and transport plan that we submitted with the draft application continues to be revised and will be subject to sign off as part of the SAG process.

Regulated Entertainment and Alcohol Sales

The programming of the event has evolved and has changed to:

DATE	RECORDED MUSIC		OTHER REGULATED ENTERTAINMENT		ALCOHOL SALES	
	START	END	START	END	START	END
Friday 5th September	16:00	22:45	16:00	22:45	16:00	22:30
Saturday 6th September	10:00	22:15	10:30	22:15	10:30	22:00
Sunday 7th September	10:00	22:15	10:30	22:15	10:30	22:00

Please note, the regulated entertainment end times are the hard curfew for the licence and the music is planned to end 15 minutes before these times, namely

22:30 on the Friday and 22:00 on the Saturday and Sunday. Please also note, that on the Friday the main stage will not operate.

Pyrotechnics are planned to take place at the event as part of the performances, and not as a standalone display, Pyrotechnics (not fireworks) are planned to be used. The dates and times of these will be communicated to residents in advance of the event. These will have taken place by the end time of the regulated entertainment

Noise Management

The noise management plan is being progressed in accordance with the proposed licence conditions and all noise music levels will comply with the conditions of the licence

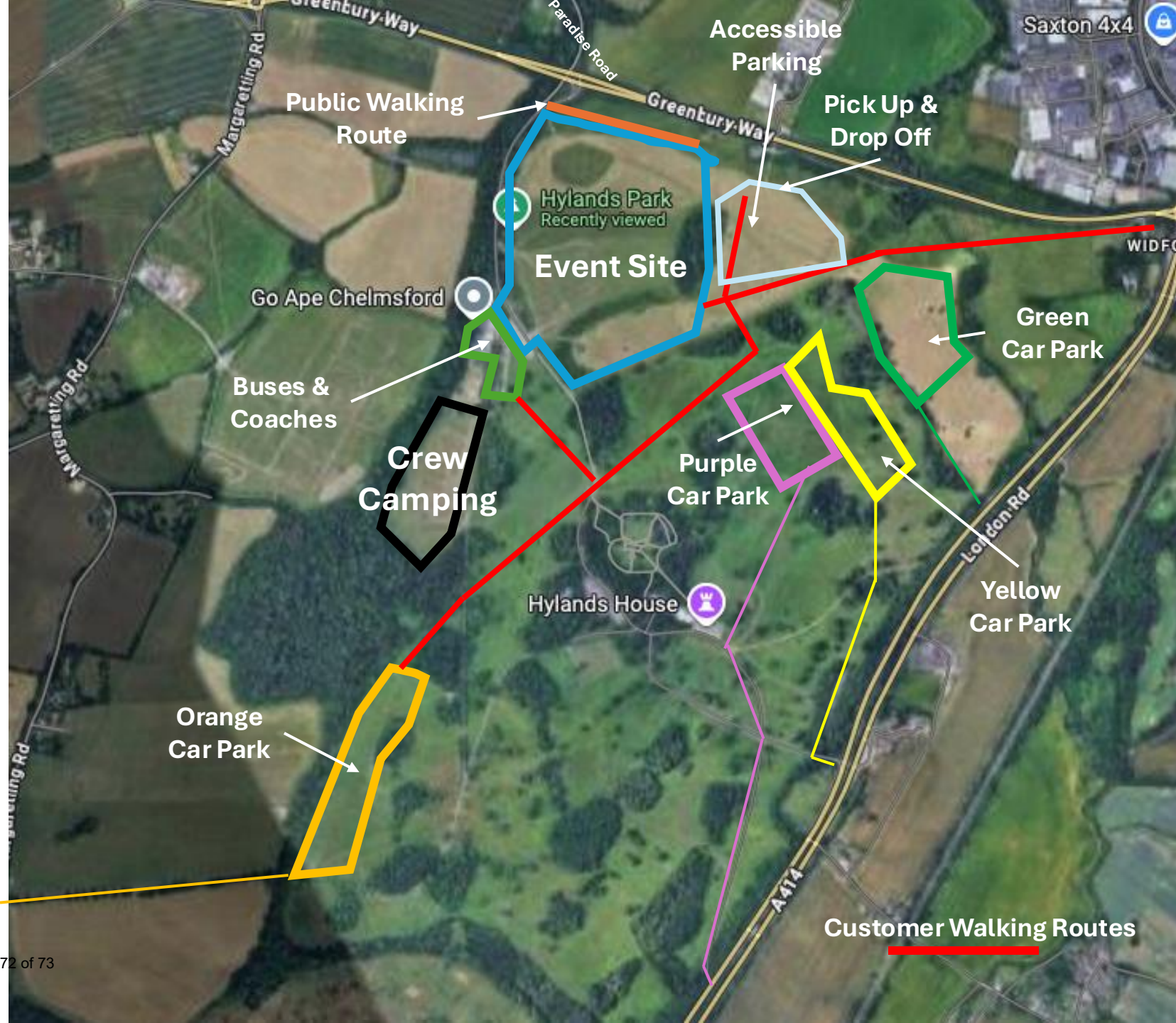
Waste Management

The waste management plan is being prepared and will include both internal and offsite waste and litter clearance throughout and after the event

Ongoing Planning Process

In accordance with the proposed licence conditions, SAG meetings and other multi agency meetings will take place within an agreed time table to scrutinise the submitted event plans

We have reached out to the 3 people who have made representations to the Premises Licence Application to address their concerns and will continue to engage with them over the coming months should the licence be granted.



Public Walking Route

Accessible Parking

Pick Up & Drop Off

Event Site

Go Ape Chelmsford

Buses & Coaches

Crew Camping

Purple Car Park

Green Car Park

Yellow Car Park

Orange Car Park

Customer Walking Routes

Saxton 4x4

WIDFO

Hylands House

Hylands Park
Recently viewed



PROJECT Potential Show 2025		CLIENT Far & Beyond	Go For It SITE EVENT PRODUCTION
DRAWING TITLE Block Plan		PROJECT MANAGER Philipa Proctor	SCALE 1:1250 @A1
VENUE Hylands Park, CM2 8FS	SHOW DATES 5th - 7th Sept 2025	DRAWN BY HM	ISSUE DATE 10/04/2025
This drawing is copyright and may not be reproduced or distributed without the express permission of the copyright holder.		PROJECT ID GA.11	SHEET NO. 02

Key			
	Steel Shield		Festoon 1m Spacing
	Smart Hoard		Festoon 3m Spacing
	Steel Hoard		Tower Light
	Heras		Concession - Food
	Barrier		Concession - Retail
	Met Barrier		Brand Activation
	Chapter 8		Fairground
	Picket Fence		Aluminium Trackway
	Chessnut Pale		Plastic Trackway
	Rope and Post		Euromatt
	Gate		Supa-Trac
	Water Tapboard		Water Standpipe
	Stage Barrier		PJ Toilet
	Accessible PJ		Emergency Exit
	Gate Number		Medical Point
	Car Park Route		