

Notice of Hearing



Contact: Ron Schrieber, Democratic Services Officer
Telephone number 01235 540307
Email: ron.schrieber@southandvale.gov.uk
Date: 21 January 2016
Website: www.whitehorsedc.gov.uk

**A Licensing Acts Panel meeting will be held on
Monday, 8 February 2016 at 10.00 am
in Meeting Room 1, 135 Eastern Avenue, Milton Park, Milton, Abingdon, OX14
4SB
to consider the following matter:**

the relevant representations received in respect of an
application for a variation of a premises licence for Truck Festival, Hill Farm,
Steventon, OX13 6SW
under the Licensing Act 2003.

The details of all parties to the hearing are contained in the agenda pack.

A handwritten signature in black ink, appearing to read 'M. Steed', is written in a cursive style.

Head of Legal and Democratic Services

Agenda

Open to the Public including the Press

Council's vision

The council's vision is to take care of your interests across the Vale with enterprise, energy and efficiency.

1. **Election of a chairman**

To elect a chairman for this hearing.

2. **Declarations of interests**

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

3. **Procedure**

(Pages 3 - 7)

To note the procedure for this meeting.

4. **Application for a variation of the premises licence for Truck Festival, Hill Farm, Steventon, OX13 6SW**

(Pages 8 - 26)

To consider the head of legal and democratic service's report.

Exempt information under section 100A(4) of the Local Government Act 1972

None

VALE OF WHITE HORSE DISTRICT COUNCIL

LICENSING ACT 2003

LICENSING ACTS PANEL – PROTOCOL AND PROCEDURE

1.0 Introduction

- 1.1 This protocol and procedure has been adopted by the council's Licensing Acts Committee in order to ensure that all meetings are carried out in accordance with the law and all parties receive a fair hearing.
- 1.2 For the purposes of this protocol and procedure the following terms have the meanings assigned to them:-
- (a) "the Act" means the Licensing Act 2003.
 - (b) "the parties" means all persons to whom a notice of hearing has been given.
 - (c) "the regulations" means the Licensing Act 2003 (Hearings) Regulations 2005 as amended.
 - (d) "exempt information" means those categories of information set out in Schedule 12A to the Local Government Act 1972 as amended.
- 1.3 This document has been prepared having regard to the statutory provisions contained in the Act, the Regulations, the Guidance issued by the Secretary of State for Culture, Media and Sport (latest version issued June 2013) and the LACORS Guidance for Local Authorities dated March 2005.

2.0 The licensing objectives and statement of policy

- 2.1 The Act sets out four licensing objectives which are fundamental to the decision making of the panel. The licensing objectives are follows:-
- (a) The prevention of crime and disorder.
 - (b) Public safety.
 - (c) The prevention of public nuisance.
 - (d) The protection of children from harm.
- 2.2 Any application or licensing matter which comes before a panel will be treated on its own merits having regard to the following issues:-
- (a) The promotion of the four licensing objectives.
 - (b) The council's statement of licensing policy.
 - (c) The most recent guidance issued by the Secretary of State for Culture, Media and Sport.
 - (d) The merits of the application and the representations received from the parties.

3.0 **Before the hearing**

- 3.1 The council has a duty to hold a hearing within a timescale specified in the regulations. In most cases the timescale is 20 working days calculated from the end of the relevant representation period. However, there are other cases where the timescale is shorter ranging from between 5 and 10 working days depending on the nature of the case in question. The council will ensure adequate notice is given to the parties involved.
- 3.2 The council will send all parties a notice of hearing giving details of the date, time and venue for the panel meeting. This notice will normally be sent giving at least 10 working days' notice of the hearing, although in some cases a shorter notice period is required.
- 3.3 The council will use its reasonable endeavours to email the notice to any of the parties who consent to that approach but shall also send the notice and the accompanying documents by first class post in every case.
- 3.4 The notice of hearing will normally be accompanied by an agenda, together with a report from the licensing officer which shall set out the details of the case.
- 3.5 The sub-committee will take into account the party response forms when considering the procedure to be adopted at the hearing.

4.0 **The panel**

- 4.1 The membership of the panel has been determined as set out in the decision of the Licensing Acts Committee.
- 4.2 Members will only be permitted to take part in determining a case if they have been present throughout the whole hearing and have no conflict of interest in the matter.
- 4.3 The quorum is 3 members who shall determine any issue by a simple majority of votes. If the votes are tied the chairman of the panel will have a second or casting vote.

5.0 **Hearing - general principles**

- 5.1 The parties have the right to attend the hearing and to be assisted or represented by any person (whether legally qualified or not) such as a relative, friend, their solicitor or counsel.
- 5.2 The parties will be entitled to address the members of the panel at the hearing and question any other party if given permission to do so by the panel. They will also be able to provide further information in support of their case on any points upon which the council has sought further clarification or explanation.
- 5.3 Each party will have a maximum of 20 minutes to make their representations and present their evidence unless there are some exceptional reasons to justify a longer period.
- 5.4 There is a presumption that any hearing will take place in public so that the sub-committee's decisions can be made in an accountable and transparent way, but on occasions it may be necessary to exclude the public and members of the press if the

sub-committee considers that it is in the public interest to do so. Members will consider that matter having regard to any exempt information which may need to be disclosed by any of the parties during the hearing.

- 5.5 If any party does not attend or are not represented at the hearing then the panel may take the following action:
- (a) When a party informs the council that they do not intend to attend or be represented at the hearing the panel will proceed in their absence unless it is in the public interest to adjourn the hearing to a new date. For example, if the council is informed a person cannot attend due to unforeseen personal circumstances such as illness, then the panel may adjourn the hearing to a new date.
 - (b) If any party fails to inform the council whether they intend to attend or be represented at a hearing then it is likely the panel will proceed in their absence unless there are exceptional circumstances making it necessary in the public interest to adjourn the hearing to a new date.
 - (c) Where the hearing proceeds in the absence of any party the panel will consider their representations or documentation contained in the list of documents.
- 5.6 If for any reason the hearing is adjourned to a new date the council will notify all parties of the new date, time and place of the adjourned hearing.
- 5.7 Late representations and evidence will only be considered by the panel with the agreement of all the parties present at the hearing.
- 5.8 The panel has the right to exclude any parties disrupting the hearing but will allow any excluded party to submit any information in writing which they would have given to the panel had they not been required to leave.
- 5.9 The panel will be assisted and advised by one of the council's solicitors or legal advisers and a democratic services officer will also be present to assist the members in providing a record of proceedings.
- 5.10 The licensing officer from the council will also be at the hearing to present a report and to offer advice and expertise based upon their professional knowledge of the application but without making any recommendations.

6.0 Hearing procedure

- 6.1 Election of chair - the panel will elect a chairman for the hearing (if not previously appointed) in the presence of the parties.
- 6.2 Welcome and introductions - the chairman will open the meeting, introducing the members of the panel and officers to the parties and then invite the parties or their respective representatives to introduce themselves.
- 6.3 Outlining the procedure – the chairman will then outline the nature of the application, the decisions to be taken and the procedure to be followed. If there are any preliminary issues made in any of the party response forms, those issues will be addressed and determined at this stage.
- 6.4 Licensing officer's report – the hearing will begin with a presentation by the council's licensing officer who will outline the application, any relevant representations received and deal with all policy and statutory guidance matters by reference to their report. members of the panel may then ask any relevant questions of the licensing officer.
- 6.5 The parties' cases – the chairman will invite the respective parties to present their cases in the following order:

- (a) the applicant
- (b) each responsible authority
- (c) each interested party
- (d) the licence holder if not the applicant

and on each occasion the cases will be dealt with in the following way:

- (a) the relevant party shall address the panel and present any witnesses within the time limit allowed by the panel
- (b) members can then ask relevant questions
- (c) the licensing officer may also ask relevant questions through the chairman of the panel
- (d) although there is no intention to allow parties to cross-examine others, they may ask relevant questions through the chairman.

- 6.6 Final submissions – each party will be given the opportunity by the chairman to summarise their respective cases if they wish for a maximum period of 5 minutes each. Final submission shall be made in the following order:

- (a) interested parties
- (b) each responsible authority

- (c) the applicant
- (d) the licence holder if not the applicant

6.7 Chairman's final comments – the chair will invite the parties to state they have had a fair opportunity to put their respective cases. The panel will deal with any issues arising prior to retiring to make their decision.

7.0 **After the hearing**

7.1 At the end of the hearing, the panel will retire or ask everyone apart from its legal adviser and democratic services officer to leave the room while the panel considers its decision. The panel may call upon its solicitor or legal adviser, and the democratic services officer, if it needs legal or procedural advice.

7.2 If the panel wishes to clarify any point which arose during the hearing, it will recall all parties even if only one is asked for further explanation.

7.3 When the panel has made its decision, members will return to the room or invite the parties back into the room and the chairman will report the decision of the panel to those present.

7.4 The chairman will also inform them that a written decision notice explaining the reasons behind their decision will be sent to all parties. The decision notices shall be in a form or substantially in the form as set out at the end of this document.

8.0 **Record of proceedings**

8.1 The democratic services officer shall prepare a record of the panel's proceedings which shall be signed by the chairman of the panel.

8.2 The record of the proceedings shall be retained by the council for a period of at least 6 years from the date of determination or the disposal of any appeal.

Updated May 2014

Licensing Acts Panel



Report of Head of Legal & Democratic Services

Author: Kate Fisher, Licensing Officer

Telephone: 01235 540494

Textphone: 18001 01235 540494

E-mail: kate.fisher@southandvale.gov.uk

To: Licensing Acts Panel

DATE: 8 February 2016

Application for a variation of the premises licence for Truck Festival, Hill Farm, Steventon, OX13 6SW

Recommendation

That the panel consider the application to vary the premises licence and the representations to the application and decide whether to a) grant the application as applied for, b) grant the application with modified conditions or c) reject the application in whole or in part.

Purpose of Report

1. To present the facts and relevant representations received in respect of an application to vary a premises licence for Truck Festival, Hill Farm, Steventon, OX13 6SW, to the Licensing Acts Panel in order that it can determine the application under Section 35 of the Licensing Act 2003.

Strategic Objectives

2. The relevant strategic objective is that of 'building the local economy'. The relevant corporate priority is that of 'maintain low levels of crime and anti-social behaviour'.

Background

- 3.1 The Licensing Act 2003 ('the Act') established a single integrated scheme for licensing premises which are used for the supply of alcohol, regulated entertainment, late night refreshment or permission to carry on some or all of these activities. In the Act these activities are referred to collectively as the 'licensable activities'.

3.2 Any assessment of licensable activities must consider and promote the four licensing objectives:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm.

3.3 Licences will normally be granted by the licensing officer under delegated powers but in the event of representations being received regarding the grant or variation of a premises licence the application is then referred to the Licensing Acts Panel to be considered.

3.4 An application has been received to vary the existing premises licence (**Appendix 1**). The current licence can be seen at **Appendix 2**. The application seeks to vary the licence by:

- 1) Amending the capacity at the event incrementally to a maximum capacity of 9,999 from the current one of 7,500.
- 2) Amending the site plan. (There is no change proposed to the licensed area or its boundaries, simply the location of activities within the currently licensed land. The site layout is an issue considered by the Safety Advisory Group (SAG) as part of the event management plan.)

3.5 There are no other changes to the current licence, including the existing conditions, which will remain on the licence:

- 1) The licensable activities will only be allowed to take place on one long weekend per year (Friday through to Monday)
- 2) There shall be an event management plan (which will include details of such matters including a noise management plan, security, crowd control, underage sale of alcohol, drugs policy and searching policy) which incorporates the operating schedule and will be submitted to the Licensing Authority at least four months prior to the festival each year.
- 3) The event management plan and any revision to the event management plan must be approved by the Licensing Authority prior to the festival.
- 4) The premises licence holder shall comply with the terms and requirements of the event management plan.

3.6 No representation has been received from Thames Valley Police.

3.7 No representation has been received from Environmental Protection.

3.8 The event management plan is considered and agreed by a SAG that comprises licensing officers, county highways and the emergency services. Applicants are required to attend the SAG meetings. The SAG considers all aspects of the event management plan in detail and will make recommendations and set restrictions as required to ensure the safe operation of the event.

- 3.9 A representation has been received from Steventon Parish Council who have concerns about the proposed increase in numbers. In 2015 the event attracted less than 7,000 people but still resulted in significant traffic congestion in and around the village. Details of their representation can be seen in **Appendix 3**.
- 3.10 A SAG de-brief was held on 12 November 2015, where several items were discussed. This included traffic management issues which caused a nuisance to the residents of the Steventon and vehicles backing up onto the level crossing, causing a public safety issue. The relevant extract can be seen in the minutes from the de-brief meeting attached as **Appendix 4**.
- 3.11 The blue notice was checked by licensing officers and the newspaper advertisement is attached as **Appendix 5**.

Options

- 4.1 In determining the application the authority must give weight to:
- representations received from Responsible Authorities
 - representations received from another person
 - the Secretary of State's guidance issued under Section 182 of the Licensing Act 2003
 - the council's statement of licensing policy and
 - the steps necessary to promote the licensing objectives
- 4.2 In view of the above, the panel is requested to consider the application for the variation of the premises licence and decide whether to:
- (a) grant the application as applied for,
 - (b) grant the application with modified conditions or
 - (c) reject the application in whole or in part

Financial Implications

- 5 Should the applicant or any other person wish to appeal against a decision of the council, they may do so to the Magistrates' Court. The council would incur costs should this occur, although the court may decide to award costs if the council's decision was upheld.

Legal Implications

- 6.1 The Human Rights Act 1998 requires public bodies to ensure everything they do is compatible with Convention Rights and makes it unlawful for a public authority to act incompatibly with those rights. When determining whether to grant the application the panel will be aware of human rights considerations, specifically Part 1, Article 6, the right to a fair trial, Part 2 and Article 8 the right to respect for private and family life for those making representations.

- 6.2 The hearing of all applications is subject to the principles of natural justice.
- 6.3 Section 17 of the Crime and Disorder Act 1998 states, 'without prejudice to any other obligation imposed on it, it shall be the duty of each authority to exercise its various functions with due regard to the likely effect of those functions on and the need to do all that it reasonably can to prevent crime and disorder in its area'.
- 6.4 Under Schedule 5, Part 1 of the Licensing Act 2003, any person aggrieved by the decision in respect of the application may appeal to a Magistrates' Court within 21 days of the date of the decision.

Conclusion

- 7 This report provides information submitted by the applicant and Steventon Parish Council. The panel must determine this application with a view to promoting the four licensing objectives. It must, having had regard to all the relevant objections made and the evidence it hears, a) grant the application as applied for, b) grant the application with modified conditions or c) reject the application in whole or in part.

Background Papers

None.

Appendix 1

Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

I/WE Truck Festivals UK Limited

(Insert name(s) of applicant)

Being the premises licence holder, apply to vary a premises licence under S34 of the Licensing Act 2003 for the premises described in Part 1 below.

Premises Licence Number	PLO328
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Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description Truck Festival Hill Farm Steventon Abingdon			
Post Town	Oxfordshire	Postcode	OX13 6SW

Telephone number at premises	
Non-domestic rateable value of premises	£0.00

Part 2 - Applicant Details

Daytime contact telephone number	
E-mail address (optional)	
Current postal address if different from premises address	
Post Town	
Postcode	

Part 3 - Variation

Do you want the proposed variation to have effect as soon as possible? Yes No

If not do you want the variation to take effect from

Day		Month		Year	
↓	↓	↓	↓	↓	↓

Please describe briefly the nature of the proposed variation (please read guidance note 1)

Application is made to amend the capacity at the event incrementally to a maximum capacity of 9,999.

Application is made to amend the Premises Licence plan in accordance with the drawing which accompanies this application.

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

M- Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation

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

This application may be amended during the application period to reflect any agreements that may be reached with the responsible authorities and interested parties. There is a condition on the current Licence requiring an "Event Management Plan (which will include details of such matters including security, crowd control, underage sales of alcohol, drugs policy and searching policy) which incorporates the operating schedule and will be submitted to the Licensing Authority at least four months prior to the festival each year". The Event Management Plan showing those matters affected by the increase in capacity are provided herewith for information and are not intended to form part of the Operating Schedule as Health and Safety Regulations etc... are prone to change and it is considered that the Event Safety Management Plan should always be up to date and be capable of revision. You will note that the Event Safety Management Plan every year must be approved by the Licensing Authority, the Police and Safeguarding Children Board prior to the festival.

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it, below

Reasons why I have failed to enclose the premises licence or relevant part of premises licence

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Karen Cochrane
Flint Bishop LLP
St Michael's Court
St Michael's Lane
Derby DE1 3HQ

Telephone number (if any)	01332 226148
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If you would prefer us to correspond with you by e-mail your e-mail address (optional)

karen.cochrane@flintbishop.co.uk

Notes for Guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence you should make a new premises licence application under section 17 of the Licensing Act 2003

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

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- Checklist:** **Please tick to indicate agreement**
- I have made or enclosed payment of the fee
 - I have sent copies of this application and the plan to responsible authorities and others where applicable
 - I understand that I must now advertise my application
 - I have enclosed the premises licence or relevant part of it or explanation
 - I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 5 – Signatures (please read guidance note 10)

Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent (See guidance note 11). If signing on behalf of the applicant please state in what capacity.

Signature	<i>Kyle Cochran</i>
Date	15.12.15
Capacity	Solicitor

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent. (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

SITE OVERVIEW

SCALE 1:3000



NOTE: DOCUMENT SHOULD BE PRINTED IN A3

06/05/2014

Appendix 2

cons ends - Tues
12 Jan

Licensing Office
Abbey House
Abbey Close
Abingdon
OX14 3JE

E-mail:
licensing.unit@whitehorsedc.gov.uk
www.whitehorsedc.gov.uk

Licensing Act 2003

Premises Licence

PL0328

Part 1 - Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDANCE SURVEY MAP REFERENCE OR DESCRIPTION

Truck Festivals UK Limited

Hill Farm, Steventon, Abingdon, OXON, OX13 6SW.

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- a performance of a play
- an exhibition of a film
- a performance of live music
- any playing of recorded music
- a performance of dance
- entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance
- provision of late night refreshment
- the sale by retail of alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
A. Performance of a play (Indoors & Outdoors)	Friday	9:00am	4:00am
	Saturday	9:00am	4:00am
	Sunday	9:00am	2:00am
B. Exhibition of films (Indoors & Outdoors)	Friday	9:00am	4:00am
	Saturday	9:00am	4:00am
	Sunday	9:00am	2:00am
E. Performance of live music (Indoors & Outdoors)	Friday	9:00am	1:30am
	Saturday	9:00am	1:30am
	Sunday	9:00am	1:30am
F. Playing of recorded music (Indoors & Outdoors)	Friday	9:00am	1:30am
	Saturday	9:00am	1:30am
	Sunday	9:00am	1:30am
G. Performance of dance (Indoors & Outdoors)	Friday	9:00am	4:00am
	Saturday	9:00am	4:00am
	Sunday	9:00am	2:00am
H. Entertainment of a similar description to that falling within E, F, or G (Indoors & Outdoors)	Friday	9:00am	1:30am

Licensing Office
 Abbey House
 Abbey Close
 Abingdon
 OX14 3JE

E-mail:
 licensing.unit@whitehorsedc.gov.uk
 www.whitehorsedc.gov.uk

Licensing Act 2003
Premises Licence

PL0328

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES continued ...			
Activity (and Area if applicable)	Description	Time From	Time To
H. Entertainment of a similar description to that falling within E, F, or G (Indoors & Outdoors) continued ...	Saturday	9:00am	1:30am
	Sunday	9:00am	1:30am
L. Late night refreshment (Indoors & Outdoors)	Friday	11:00pm	5:00am
	Saturday	11:00pm	5:00am
	Sunday	11:00pm	2:00am
M. The sale by retail of alcohol for consumption ON and OFF the premises	Friday	9:00am	Midnight
	Saturday	Midnight	Midnight
	Sunday	Midnight	Midnight
	Monday	Midnight	2:00am

THE OPENING HOURS OF THE PREMISES			
Description	Time From	Time To	
Thursday	9:00am	Midnight	Restricted to one long weekend per calendar year
Friday	Midnight	Midnight	
Saturday	Midnight	Midnight	
Sunday	Midnight	Midnight	
Monday	Midnight	5:00pm	

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES
- M. The sale by retail of alcohol for consumption ON and OFF the premises

Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE
Truck Festivals UK Ltd Studio 19, 203 Richmond Road, London, E8 3NJ.

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)
Truck Festivals UK Ltd 07913607

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL
Ralph BROADBENT Unit 1T, Leeroy House, 436 Essex Road, London, N1 3QP

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL
Licence No. DDPA0285 Issued by Derbyshire Dales

Licensing Act 2003
Premises Licence

PL0328

ANNEXES

ANNEX 1: MANDATORY CONDITIONS

M1: No supply of alcohol may be made under the Premises Licence;

(a) at a time when there is no Designated Premises Supervisor in respect of the Premises Licence, or

(b) at a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.

M2: Every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a Personal Licence.

M3: Where a programme includes a film in the 12A, 15 or 18 category no person appearing to be under the age of 12 (and unaccompanied in that case), 15 or 18 as appropriate shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position a notice in the following terms -

PERSONS UNDER THE AGE OF [INSERT APPROPRIATE AGE] CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME.

Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction.

This condition does not apply to members of staff under the relevant age while on duty provided that the prior written consent of the person's parents or legal guardian has first been obtained.

M4: Where Door Supervisors are required when the premises is open for any licensable activity, they should all be individually registered with the Security Industry Authority.

Mandatory Licensing Conditions in force from 6 April 2010

1. The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

Mandatory Licensing Conditions in force from 1 October 2010

4. The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

5. The responsible person shall ensure that-

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures-

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures.

Licensing Office

Abbey House
Abbey Close
Abingdon
OX14 3JE

E-mail:

licensing.unit@whitehorsedc.gov.uk
www.whitehorsedc.gov.uk

Licensing Act 2003

Premises Licence**PL0328**

ANNEXES continued ...

ANNEX 2: OPERATING SCHEDULEA: General - all four licensing objectives

This application may be amended during the application period to reflect any agreements that may be reached with the Responsible Authorities and Interested Parties. The reason for changing the conditions on the Licence is to more readily ensure that in keeping up with the most recent primary legislation, the Event Management Plan can be amended and brought up to date efficiently without having to return for Licensing consent.

ANNEX 3: CONDITIONS FOLLOWING VARIATION OF LICENCE ON 07.12.2012

1. The licensable activities will only be allowed to take place on one long weekend per year (Friday through to Monday).
2. There shall be an Event Management Plan (which will include details of such matters including a noise management plan (see informatives), security, crowd control, underage sale of alcohol, drugs policy and searching policy) which incorporates the operating schedule and will be submitted to the Licensing Authority at least four months prior to the festival each year.
3. The Event Management Plan and any revision to the Event Management Plan must be approved by the Licensing Authority prior to the festival.
4. The Premises Licence Holder shall comply with the terms and requirements of the Event Management Plan each year.
5. The maximum permitted capacity at the event is 7500. The proposed capacity for each event will form part of the Event Management Plan.

INFORMATIVES:

- 1: The noise management plan should address off site noise and minimise the noise impacts on local residents whilst allowing for suitable but not excessive levels of music on site for the reasonable enjoyment of festival goers.
- 2: The noise management plan should include indicative sound levels for each stage and an assessment of the cumulative impacts at noise sensitive properties off the site.
- 3: The noise management plan should include the target maximum sound levels for each stage and this should be assessed and adjusted on site by the licensee to ensure that off site noise levels are kept at reasonable levels and do not cause significant public nuisance. The proposed target maximum noise levels for each stage should be agreed and approved by the council's Environmental Protection Team in conjunction with the Truck Festival sound management team.
- 4: The noise management plan should include the target maximum sound levels off site at agreed monitoring points and this should be agreed and approved by the Environmental Protection Team in conjunction with the Truck Festival sound management team, in the light of local noise assessments and the objectives of the Code of Practice on Environmental Noise at Concerts.
- 5: The noise management plan should include provision that if at any time the noise levels are deemed to be excessive, the licensee should ensure that levels are reduced to an acceptable level and the resultant level is noted for future reference.
- 6: The noise management plan should include details of any new noise controls or noise abatement measures.
- 7: The noise management plan should include details of the location of all significant sources of amplified music on the licensed site.
- 8: The noise management plan should include details of the locations of mixing desks and noise monitoring points on the festival site.
- 9: The noise management plan should include details of the background noise levels at noise sensitive locations.
- 10: The noise management plan should include details of who has responsibility and authority for controlling noise

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Abbey House
Abbey Close
Abingdon
OX14 3JE

E-mail:
licensing.unit@whitehorsedc.gov.uk
www.whitehorsedc.gov.uk

Licensing Act 2003
Premises Licence

PL0328

ANNEXES continued ...

output from the site, and contact details for the event.

11: The noise management plan should include details of how noise will be monitored and what records will be kept to demonstrate compliance with the Noise Management Plan.

12: The noise management plan should include details of what action will be taken in response to any complaints about excessive off site noise.

13: The Licensing Authority will not unreasonably withhold approval of the noise management plan and will aim to be in a position to make a decision on the noise management plan at least 90 days before the event.

ANNEX 4: PLAN

See attachments.

Signature of Authorised Officer

Appendix 3

From: Steventon Parish Council <steventonpc@tiscali.co.uk>
Sent: 06 January 2016 11:47
To: Licensing Vale
Subject: Re: Truck, Steventon - premises licence variation application

Dear Sharon

Thank you for the opportunity to comment on the above application. This was discussed by the Parish Council at last night's meeting and two Councillor's objected to the application and the remaining six present were unable to support. The problem is that there is no traffic management plan with the application and unfortunately last years Truck completely gridlocked the village and no one could get in or out, particularly on arrival day. Deliveries prior caused considerable disruption but the Friday was impossible, there were queues back to the A34 and all roads were stationery for a considerable period. This with a festival of 7000 people, not the proposed almost 10000.

The village generally supports Truck but after last year there was a lot of bad feeling that the organizers did nothing to prevent the congestion, and that a sound traffic management system needed to be in place before further events.

Kind regards
Angela

Angela Einon
Steventon Parish Clerk
8 Stocks Lane
Steventon
Abingdon OX13 6SG

01235 831024

----- Original Message -----

From: Licensing Vale
To: steventonpc@tiscali.co.uk

Appendix 4

Truck 2015 debrief (Extract)

Vale of White Horse DC offices - Thursday 12 November 2015

Present

Statutory Authorities – Kate Fisher (VoWH Licensing – Chair), Alick Natton (VoWH Environmental protection, Jennifer Reid (VoWH Food and Safety) PC Simon Gurney (TVP operations), Laura Morris (TVP Licensing), PS Mark Davis (TVP local policing) Steve Phillips (OCC Highways), Louise Docker (OCC Emergency planning), Chris Hulme (TVP Traffic Management), Jeremy Sager (SCAS), Richard Brown (VoWH licensing – notes)

Organisers – James Dutton, Jason Oakley, Matt Harrup.

Traffic Issues

Jennifer Reid highlighted a colleagues traffic issues during arrival on the Friday including cars stopping on the railway crossing. It was generally acknowledged that the marshals were not as effective as they had been in previous years. Vehicles were allowed to return down the causeway which caused the hold up. It was decided that there would need to be an accredited traffic marshal on each side of the crossing to operate stop/go boards.

Chris Hulme stated that in general Truck polices were very good but are the staff actually up to delivering them. Jason Oakley indicated that they would be looking to use more paid staff next year instead of so many volunteers.

Jason Oakley then stated they were looking at altering the traffic plan for next year (2016). It was suggested that Truck hold a separate meeting with Steve Phillips and Chris Hulme.

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PUBLIC
NOTICES

Announcements
- Public Notices

NOTICE OF APPLICATION
FOR VARIATION OF A
PREMISES LICENCE

Notice is hereby given that Truck Festivals UK Limited intends to apply for a variation of a Premises Licence in respect of premises known as the Truck Festival, Hill Farm, Steventon, Abingdon OX13 6SW. The variation proposed is as follows:- Application is made to amend the capacity at the event incrementally to a maximum capacity of 9,999. Application is made to amend the Premises Licence plan in accordance with the drawing which accompanies this application. A copy of the Application can be inspected at the offices of Vale of White Horse District Council, Licensing Office, 135 Eastern Avenue, Milton Park Abingdon OX14 4SB during normal office hours. This application was lodged with Vale of White Horse District Council on 15/12/2015 and any representations must be made in writing to Vale of White Horse District Council at the above address by 12/01/2016.

It is an offence knowingly or recklessly to make a false statement in connection with an Application and the maximum fine for which a person is liable on summary conviction for the offence is £5,000.00.

Dated 15/12/2015
Flint Bishop LLP,
St. Michael's Court, St. Michael's
Lane, Derby, DE1 3HQ
Solicitors for the Applicant.