

Agenda

Licensing and Gambling Acts Sub-Committee

Members of the Committee:

Cllr D Goldson (Chairman)

Cllr P Hardy

Cllr J Wilby

Date

Friday 15 February 2019

Time

2.00 pm

Place

Colman Room
South Norfolk House
Cygnet Court
Long Stratton Norwich
NR15 2XE

Contact

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If you have any special requirements in order to attend this meeting,
please let us know in advance

Large print version can be made available

A G E N D A

1. To report apologies for absence and identify substitute voting members (if any);
2. To deal with any items of business the Chairman decides should be considered as matters of urgency pursuant to Section 100B (4) (b) of the Local Government Act, 1972. [Urgent business may only be taken if, “by reason of special circumstances” (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency.];
3. To receive Declarations of Interest from Members;
(Please see guidance form and flow chart attached to the agenda page 3)
4. Application for a New Premises Licence; (Papers attached page 5)

Premises:	Gig in the Park, Diss Town Park, Park Road, Diss	(appendix 1 – page 10) (appendix 2 – page 28)
Applicant:	Mr G Dixon	(appendix 3 – page 29)
Application for:	Premises Licence	(appendix 4 – page 30) (appendix 5 – page 32) (appendix 6 – page 35) (appendix 7 – page 36) (appendix 8 – page 38) (appendix 9 – page 39)

Members of Committee and Accreditation details:

Members of Licensing, Appeals & Standards Committee	Expiry of training accreditation- Taxi	Expiry of training accreditation- Licensing Act 2003	Expiry of training accreditation - Homelessness	Expiry of training accreditation- Scrap Metal Act 2013
Bell Cllr V	22/05/19	22/05/19	05/06/19	22/05/19
Dewsbury Cllr M	22/05/19	22/05/19	05/06/19	22/05/19
D Fulcher	Not trained	Not trained	Not trained	Not trained
Goldson Cllr D	22/05/19	22/05/19	05/06/19	22/05/19
Gould Cllr C	22/05/19	22/05/19	05/06/19	22/05/19
Kemp Cllr C	Expired	Expired	Expired	Expired
Kemp Cllr W	Expired	Expired	Expired	Expired
Hardy Cllr P	12/07/19	12/07/19	05/06/19	Expired
Hornby Cllr J	Expired	Expired	Not trained	Not trained
Mason Billig Cllr K	Expired	Not trained	Not trained	Not trained
Palmer Cllr T	12/07/19	12/07/19	Expired	Expired
Pond Cllr A	22/05/19	22/05/19	05/06/19	22/05/19
Savage Cllr J	12/07/19	12/07/19	05/06/19	Expired
Wilby Cllr J	12/07/19	12/07/19	05/06/19	Expired
Worsley Cllr K	22/05/19	22/05/19	05/06/19	22/05/19



DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

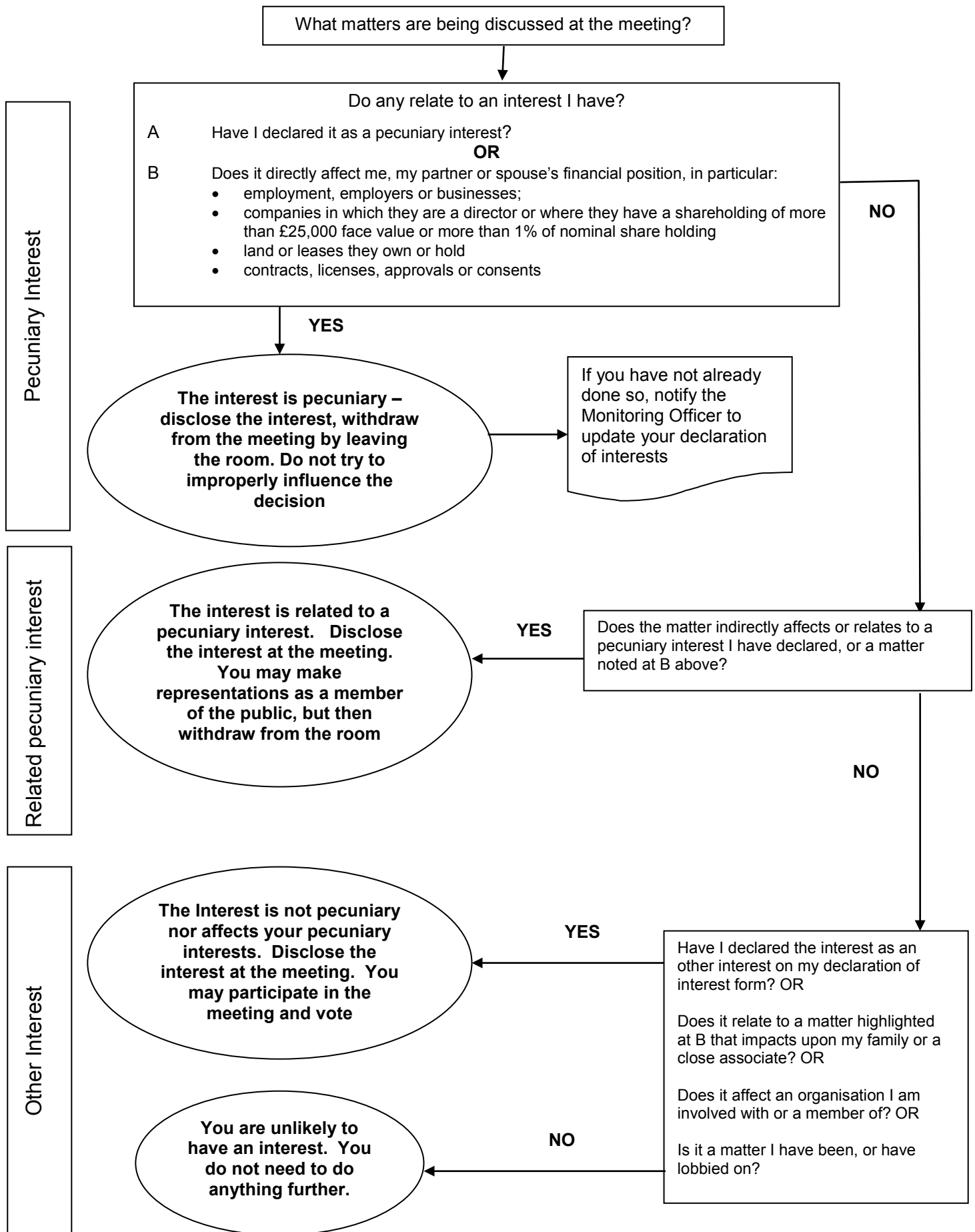
Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.

PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



15 February 2019

Licensing Act 2003: New Premises Licence Application
Gig in the Park, Diss Town Park, Park Road, Diss

Report Author(s): Rosie Setford, Licensing and Enforcement Officer
01508 533602
resetford@s-norfolk.gov.uk

Portfolio: Regulation and Public Safety

Ward(s) Affected: Diss

Purpose of the Report: To determine a new premises licence application
for Gig in the Park, Diss Town Park, Park Road,
Diss

Recommendations:

The Sub-Committee is expected to make its determination based on an assessment of the evidence on both the risks and benefits for or against making the determination, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

The Sub-Committee must make its determination within the period of five working days beginning with the day or the last day on which the hearing was held.

Where a licensing authority determines an application, it must notify the determination and its reason of making it to –

- (a) The holder of the licence
- (b) The applicant
- (c) Any person who has made relevant representations, and
- (d) The chief officer of police for the police area in which the premises are situated

1. SUMMARY

- 1.1** The purpose of this report is to determine an application that has been made by Mr Geoffrey Dixon for a new premises licence for Diss Town Park, Park Road, Diss to hold an annual event named 'Gig in the Park'. Relevant representations have been made regarding this application.
- 1.2** Given the above, the application must be determined by a hearing of the Licensing and Gambling Acts Sub-Committee.
- 1.3** In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the Sub-Committee must give appropriate weight to:
- The steps that are appropriate to promote the licensing objectives;
 - The prevention of crime and disorder;
 - Public safety;
 - The prevention of public nuisance;
 - The protection of children from harm;
 - The representations presented by all parties;
 - The revised guidance issued under section 182 of the Licensing Act 2003;
 - South Norfolk Council's Statement of Licensing Policy published in January 2016

2. BACKGROUND

- 2.1** South Norfolk Council is the authority responsible for issuing licences within the district under the Licensing Act 2003, which came into effect on the 24th November 2005.
- 2.2** Since the Licensing Act 2003 came into effect, further legislative amendments have been made through the Live Music Act 2012 and the Deregulation Act 2015.
- 2.3** An application was made on the 18th December 2018 by Mr Geoffrey Dixon. The application form is attached as Appendix 1 and a site plan showing the proposed layout is attached as Appendix 2.
- 2.4** The application originally requested the following: -

Plays (indoors & outdoors)

Fri	18:00 – 00:00
Sat	12:00 – 00:00
Sun	12:00 – 23:00

Films (indoors & outdoors)

Fri	18:00 – 00:00
Sat	12:00 – 00:00
Sun	12:00 – 23:00

Live Music (indoors & outdoors)

Fri	18:00 – 00:00
Sat	12:00 – 00:00
Sun	12:00 – 23:00

Recorded Music (indoors & outdoors)

Fri	18:00 – 00:00
Sat	12:00 – 00:00
Sun	12:00 – 23:00

Performances of Dance (indoors & outdoors)

Fri	18:00 – 00:00
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Sat 12:00 – 00:00
Sun 12:00 – 23:00

Late Night Refreshment (indoors & outdoors)

Fri 23:00 – 00:00
Sat 23:00 – 00:00

Supply of alcohol (on the premises)

Fri 18:00 – 00:00
Sat 12:00 – 00:00
Sun 12:00 – 23:00

Opening hours

Fri 18:00 – 00:00
Sat 12:00 – 00:00
Sun 12:00 – 23:00

- 2.5 Following the statutory consultation a representation has been received from the Planning Department raising no objections. A copy of the representation is attached as Appendix 3.
- 2.6 A representation has been received from the Licensing Team at Norfolk Constabulary requesting additional conditions imposed under the prevention of crime and disorder objective of the operating schedule. A copy of the representation is attached as Appendix 4.
- 2.7 A representation has been received from Environmental Services requesting a noise management plan is implemented and further conditions imposed under the prevention of public nuisance objective of the operating schedule. At the time of writing this report the Licensing Team have not been made aware of the sections highlighted in yellow on the attached representation (Appendix 5) which are to be agreed between the applicant and Mr Pridmore, Senior Community Protection Officer.
- 2.8 A representation has been received from the SNC Licensing & Enforcement Officer requesting an amendment to a condition put forward by the applicant under the prevention of public nuisance objective of the operating schedule. A copy of this can be found at Appendix 7.
- 2.9 A letter of objection has been received from a resident with regard to the licensing objective of the prevention of public nuisance. A copy of the representation is attached as Appendix 6.

3. CURRENT POSITION / FINDINGS

- 3.1 Following the submission of the relevant representations further discussions took place with the applicant to seek his agreement to the proposed amendments (Appendix 7). The applicant confirmed his agreement to the conditions put forward and advised the following amendments to the timings applied: -

Live Music (indoors & outdoors)

Fri 18:00 – 23:00
Sat 12:00 – 23:00

Opening hours

Sun 12:00 – 22:00

- 3.2 In addition, the applicant advised the live music stages will be contained within marquee structures. A copy of the applicant's response is attached as Appendix 8.

- 3.3 South Norfolk Council Licensing Team are aware that the press article attached as Appendix 9 was published in the Diss Express on the 11th January 2019.

4. PROPOSED ACTION

- 4.1 The application must be determined by a hearing of the Licensing and Gambling Acts Sub-Committee, as under the Act, determination may not be delegated to officer level. This determination should only be made in relation to received representations relevant to the content of this application, the four licensing objectives, the Revised Guidance issued under Section 182 of the Licensing Act 2003 and South Norfolk Council's Statement of Licensing Policy published in January 2016.

5. OTHER OPTIONS

- 5.1 The authority must, having regard to the application and any relevant representations, take such steps mentioned below (if any) as it considers appropriate for the promotion of the licensing objectives.

The steps are –

- (a) To grant the licence subject –
 - (i) to the conditions modified to such extent as the authority considers (appropriate) for the promotion of the licensing objectives, and
 - (ii) any conditions which must under sections 19, 20 or 21 of the Act be included on the licence;
 - (b) To exclude from the scope of the licence any of the licensable activities to which the application relates;
 - (c) To refuse to specify a person in the licence as the premises supervisor;
 - (d) To reject the licence
- 5.2 There is a right of appeal to the Magistrates Court within 21 days.

6. ISSUES AND RISKS

- 6.1 **Resource Implications** – None.
- 6.2 **Legal Implications** – Statutory requirements
- 6.3 **Equality Implications** – None.
- 6.4 **Environmental Impact** – see licensing objectives
- 6.5 **Crime and Disorder**- see licensing objectives
- 6.6 **Risks** – the Council could incur costs in officer and legal representative time if a person is aggrieved by the decision of the Committee and pursues an appeal in the Magistrates' Court.

7. RECOMMENDATIONS

- 7.1 The Sub-Committee is expected to make its determination based on an assessment of the evidence on both the risks and benefits for or against making the determination, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.
- 7.2 The Sub-Committee must make its determination within the period of five working days beginning with the day or the last day on which the hearing was held.

- 7.3 Where a licensing authority determines an application, it must notify the determination and its reason of making it to –
- (e) The holder of the licence
 - (f) The applicant
 - (g) Any person who has made relevant representations, and
 - (h) The chief office of police for the police area in which the premises are situated
-

Appendices

Appendix 1 – Application Form

Appendix 2 – Site layout plan

Appendix 3 – Representation from the Planning Department

Appendix 4 – Representation from Norfolk Constabulary

Appendix 5 – Representation from Environmental Services

Appendix 6 – Representation from resident

Appendix 7 – Representation from SNC Licensing Team and details of statutory representations to applicant

Appendix 8 – Applicants agreement to statutory representations

Appendix 9 – Diss Express publication dated 11th January 2019

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

You may wish to keep a copy of the completed form for your records.

I/We Geoffrey Dixon

(Insert name(s) of applicant)

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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description Diss Town Park (Parkland next to the Mere) Park Road			
Post town	Diss	Postcode	IP22 4AU

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£0

Part 2 - Applicant details

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

- | | | | |
|----|--|-------------------------------------|-----------------------------|
| a) | an individual or individuals * | <input checked="" type="checkbox"/> | please complete section (A) |
| b) | a person other than an individual * | | |
| | i as a limited company/limited liability partnership | <input type="checkbox"/> | please complete section (B) |
| | ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| | iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| | iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) | a recognised club | <input type="checkbox"/> | please complete section (B) |

- d) a charity ☐ please complete section (B)
- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

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

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

I am making the application pursuant to a

statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname Dixon			First names Geoffrey		
Date of birth I am 18 years old or over				<input checked="" type="checkbox"/>	Please tick yes
Nationality British					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Nationality					
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY		
0	1	0	6	2	0	1

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

DD		MM		YYYY		

Please give a general description of the premises (please read guidance note 1)
 Licence for one 3 day family friendly music festival currently named 'Gig In The Park' to occur once annually between the months of June and August. The event will take place in the town park consisting of multiple stages, bar, stalls, food & children's area

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

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A) ☒
- b) films (if ticking yes, fill in box B) ☒
- c) indoor sporting events (if ticking yes, fill in box C) ☐
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ☐
- e) live music (if ticking yes, fill in box E) ☒
- f) recorded music (if ticking yes, fill in box F) ☒
- g) performances of dance (if ticking yes, fill in box G) ☒
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ☐

In all cases complete boxes K, L and M

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

☒

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

☒

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4) Opportunity for local drama and theatre groups to perform predominantly outside unless bad weather conditions		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri	18.00	24.00	<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	12.00	24.00			
Sun	12.00	23.00			

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4) Any showing of film where the screening is to be outside will have its own management plan produced. No such plans are currently in place		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur					
Fri	18.00	24.00	<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	12.00	24.00			
Sun	12.00	23.00			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			
Fri			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) Performance of amplified and unamplified music across multiple stages between the stated hours		
Mon					
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur					
Fri	18.00	24.00			
Sat	12.00	24.00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun	12.00	23.00			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4) Background music played between acts and small DJ setup in the bar tent		
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur					
Fri	18.00	24.00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	12.00	24.00			
Sun	12.00	23.00			

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4) Opportunity for local dance groups to perform on stage and outside		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri	18.00	24.00	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	12.00	24.00			
Sun	12.00	23.00			

H

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

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri	18.00	24.00			
Sat	12.00	24.00			
Sun	12.00	23.00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		

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

Name Miss Louise Render	
Date of birth	
Postcode	
Personal licence number (if known) 1101	
Issuing licensing authority (if known) South Norfolk Council	

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)			
Mon						
Tue						
Wed						
Thur			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)			
Fri	23.00	24.00				
Sat	23.00	24.00				
Sun						
			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6)			

K

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

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	
Mon			<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)
Tue			
Wed			
Thur			
Fri	18.00	24.00	
Sat	12.00	24.00	
Sun	12.00	23.00	

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

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

Training of staff to ensure compliance with the law in relation to consumption of alcohol to persons under 18 years of age, including prevention of adults buying alcohol to children.
Separating alcohol from children's area
All staff to be trained in responsible alcohol retailing
Any person who appears to be drunk or aggressive will not be permitted onto the premises
A full evacuation plan in case of emergency
Free drinking water will be available at all times

b) The prevention of crime and disorder

The festival is a family friendly event attracting a demographic of 6 months to 99
No binge drinking promotions will take place
Any person who appears to be drunk or aggressive will not be permitted onto the premises
An SIA security team will be available at all times for the duration of the festival
No bottles or glass will be allowed onto the premises: All alcohol to be served in plastic glasses.
The event will have a zero tolerance drug policy and individuals will be subject to random searches.
No pre-brought alcohol will be allowed to be taken into the main arena.

c) Public safety

All staff will be aware of current legislation, risk assessments and evacuation plans.
A medical team will be on site
All aspects of health and safety/fire safety and road safety will be agreed with the relevant authorities at a SAG meeting
An designated health and safety officer will be present throughout the festival
An environmental recycling programme will be used at the festival to ensure bins are emptied recycled accordingly.
Sufficient toilets will be in place and emptied accordingly
Free water will be available at all times
All structures will have the relevant risk, test certificates and suitable insurance.
Suitable lighting will be erected throughout the site
All entrances and exits will be clearly marked
A traffic management plan will be in place.

d) The prevention of public nuisance

All sound levels will be agreed beforehand with Environmental protection and monitored throughout the event in line with our sound management plan.
No bottles or glass will be allowed onto or off the premises
No pre-brought alcohol will be allowed to be taken into the main arena.
All residents in the surrounding area will be notified of the event and we will keep a clear line of communication open at all times

e) The protection of children from harm

Training of staff to ensure compliance with the law in relation to consumption of alcohol to persons under 18 years of age, including prevention of adults buying alcohol to children.
 No one under 16 without a responsible adult
 Proof of age will be required if someone appears to be under 21.
 A child protection policy in place
 All staff working with Children will be CRB checked and have had appropriate training

Checklist:

Please tick to indicate agreement

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

[APPLICABLE TO INDIVIDUAL APPLICANTS ONLY, INCLUDING THOSE IN A PARTNERSHIP WHICH IS NOT A LIMITED LIABILITY PARTNERSHIP] I UNDERSTAND I AM NOT ENTITLED TO BE ISSUED WITH A LICENCE IF I DO NOT HAVE THE ENTITLEMENT TO LIVE AND WORK IN THE UK (OR IF I AM SUBJECT TO A CONDITION PREVENTING ME FROM DOING WORK RELATING TO THE CARRYING ON OF A LICENSABLE ACTIVITY) AND THAT MY LICENCE WILL BECOME INVALID IF I CEASE TO BE ENTITLED TO LIVE AND WORK IN THE UK (PLEASE READ GUIDANCE NOTE 15).

THE DPS NAMED IN THIS APPLICATION FORM IS ENTITLED TO WORK IN THE UK (AND IS NOT SUBJECT TO CONDITIONS PREVENTING HIM OR HER FROM DOING WORK RELATING TO A LICENSABLE ACTIVITY) AND I HAVE SEEN A COPY OF HIS OR HER PROOF OF ENTITLEMENT TO WORK, IF APPROPRIATE (PLEASE SEE NOTE 15).

The data provided on this form and supporting documents, including any photographic image, will be used and held by South Norfolk Council as data controller for the purpose of issuing, maintaining and renewing (as applicable) (subject to eligibility) a (enter licence type here) Licence and is subject to the requirements of the Data Protection Act 1998. This personal data will be held and processed by the Council in accordance with the Data Protection Act and may be disclosed to a public body or any agency nominated by a public body for the purpose of preventing and detecting fraud or other relevant criminal activity. The information will be held on computer files and relevant paper filing systems.

Part 4 – Signatures (please read guidance note 11)

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

Declaration	<ul style="list-style-type: none">• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	
Date	13/12/2018
Capacity	Organiser / Owner

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

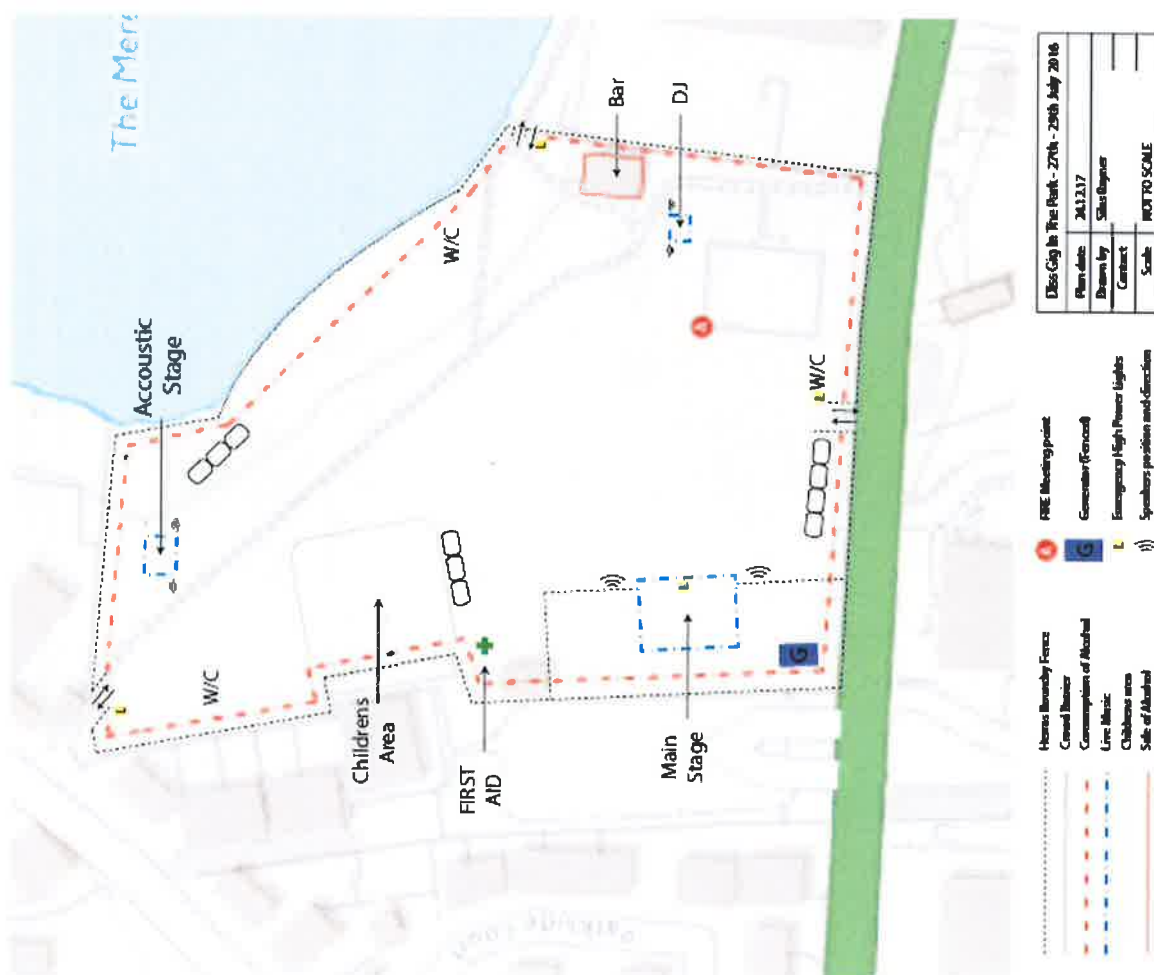
Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)

Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) geoffrey@vivid-interface.com			

GIG IN THE PARK

Diss Town Park, Park Road, Diss. IP22 4AU



From: Peter Kerrison

Sent: 03 Jan 2019 11:41:08

To: RSetford@S-NORFOLK.GOV.UK,

Subject: ENQ/2018/1466 - Diss Town Park

Attachments: image001.jpg, image002.jpg, image003.jpg, image004.jpg, image005.jpg,

Dear Rosie,

Thank you for the consultation for the Premises Licence Application (New) application for Diss Town Park.

Based on the information provided the application relates to a single 3 day event and would not therefore be a planning consideration. As such I have no comments or objections with regards to planning for this application.

Kind Regards

Peter Kerrison

Planning Technician

t 01508 533793 e pkerrison@s-norfolk.gov.uk

Two Councils
One Team





NORFOLK
CONSTABULARY
Our Priority is You

Licensing Officer
South Norfolk District Council
Swan Lane
Long Stratton
Norwich

Date: 11th January 2019

The Licensing Team

Bethel Street Police Station
Norwich
Norfolk
NR2 1NN

Tel: 01603 276020

Fax: 01603 276025

Email: licensingteam@norfolk.pnn.police.uk

www.norfolk.police.uk

Non-Emergency Tel: 0845 456 4567

Dear Sir/Madam

Application for a new premises licence – Diss Town Park

Police have received a copy of the application for a new premises licence for Diss Town Park, Park Road Diss.

The purpose of this application is to licence the site to accommodate the event called "Gig in the Park."

This application is requesting regulated entertainment, late night refreshment and sale of alcohol until midnight for a 3 day family event.

The event was held last year and therefore a similar application was applied for in January 2018.

The operating schedule within the application includes a number of proposals to promote the licensing objectives such as the employment of SIA security Staff, no bottles or glass permitted into the event and a proof of age scheme.

Last year an additional condition was added to the Premises Licence which involved a requirement for an Event Management Plan to be submitted prior to the event. This EMP ensures that the event is carefully documented and run in accordance of the satisfaction of the responsible authorities.

The Police didn't experience issues of crime and disorder at the event last year however I am aware that there were concerns relating to noise.

In order to promote the licensing objectives, I request that the following conditions are added to the licence:

The premises licence holder will consult in writing with the South Norfolk Safety Advisory Group at least three months in advance of the event and comply with the recommendations agreed between the Safety Advisory Group members and premises licence holder.

The premises licence holder will submit an event management plan, detailed site plan and risk assessments to the South Norfolk Safety Advisory Group at least three months in advance of the event.

The Licensing Authority and Norfolk Constabulary will be notified in writing of the date of event each calendar year at least six weeks in advance.

There will a child protection Policy within the event management Plan.

With these conditions added to the Premises Licence, there will be no objections.

Yours faithfully,

Michelle Bartram
Licensing Officer

Internal Memorandum

To:	Licensing
From:	Community Protection
My Ref:	18/01279
Your Ref:	18/01279
Date:	17 January 2019

Dear Amanda,

Apologies for the delay in responding to the above application for the 'Gig in the Park'. I have spoken to Adrian Nicholas about previous issues with this event in terms the lack of effective noise control during the event last year which generated a significant number of complaints. Furthermore, one of the event organisers was involved with the 'WOW Festival' held at Belsey Bridge which also gave rise to complaints.

The applicant has applied for amplified music up until midnight which I don't think is reasonable given the location and likely impact of amplified music at that time. Amplified music up until 23:00 hrs and acoustic music (i.e. unamplified music) from 23:00 hrs to midnight would be a reasonable compromise and allow the event to wind down rather than abruptly end and give those living in some respite whilst allowing a little more time.

The applicant must submit a Noise Management Plan (NMP) to South Norfolk Council as the relevant Licensing Authority at least four weeks prior to the event which is to be agreed with the Council's Community Protection Team. The approved NMP must be implemented and include the following:

- a) The appointed acoustic consultant should have the authority to reduce the music noise level to a level that the consultant deems acceptable. Any refusal by the person at the control / mixing desk to reduce the music to an acceptable level will be reported to the event operator / applicant and to the South Norfolk Council as the relevant licensing authority.
- b) The NMP must include a section on how complaints from the public, the Police, the Town Council and South Norfolk Council will be managed and investigated. This would include a hotline number to a member of the management team who will log all complaints and will investigate the complaint and log any action(s) that was taken to address the complaint. A log of all complaints will be retained and submitted to South Norfolk Council as the relevant licensing authority within 7 days after the end of the event.
- c) The NMP must include how the event will be communicated to residents and businesses in the locality where the event will be held. The communication (letter, leaflet) must include the contact number of the hotline and an assurance that their

complaint will be investigated, and they will be made aware of the outcome and recorded in the event log book. The communication must include the start and end times including any changes in terms of when the music changes from amplified to acoustic as this is likely to manage the expectations of those living in the vicinity.

- d) Careful thought should be given to the location of bands such that the quieter bands / music is held at stages nearest to receptors who are most likely to be affected.

Suggested licensing conditons

1. The Licensee shall submit for approval a Noise Management Plan (NMP) no later than **INSERT DATE** to South Norfolk Council as the relevant Licensing Authority. The NMP will include the following; the appointment of acoustic consultant, how Music Noise Levels will be managed, communicating to those living in the vicinity who might be affected, how complaints will be taken, investigated and resolved, recording noise complaints made to the organiser etc.
2. The Licensee shall appoint a competent acoustic consultant who is a member of the Institute of Acoustics (IOA), no later than **INSERT DATE**. The acoustic consultant shall liaise with all parties including; the Licensee, promoter, sound system supplier, sound engineer and Licensing Authority etc. on all matters relating to noise control, prior to and during the event.
3. The acoustic consultant shall carry out a survey to determine the representative background noise levels as defined by the *Code of Practice on Environmental Noise Control at Concerts* at appropriate locations close to noise sensitive premises likely to experience the largest increase / highest noise levels as a result of the event. The information obtained from this survey shall be made available to South Norfolk Council as the relevant Licensing Authority no later than **INSERT DATE**.
4. A noise propagation test shall be undertaken at least **INSERT** hours prior to the start of the event in order to determine the appropriate control limits at 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 during the event.
5. The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed 65 dB(A) over a 15 minute period throughout the duration of the event.
6. The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed 65 dB(A) over a 15 minute period throughout any rehearsal or sound check for the event.
7. The Licensee shall ensure that the promoter, sound system supplier and all individual sound engineers are informed of the sound control limits and that any instructions from the acoustic consultant regarding noise levels including low frequency noise shall be implemented.
8. The appointed acoustic consultant shall continually monitor noise levels at the sound mixer position and advise the sound engineer accordingly to ensure that the noise

limits are not exceeded. The Licensing Authority shall have access to the result of the noise monitoring at any time.

9. Rehearsals and sound checks are permitted only between the following hours:

..... hrs tohrs

10. Music from the event is permitted only between the following hours:

..... hrs tohrs

Dear Ms Cox,

I wish to make a formal objection to the license application by Mr Geoff Dixon to the Gig in the Park.

In principle, I am in favour of community events, and was therefore pleased to read in the local press that Diss Council and Mr Dixon were working together to mitigate the problems with last year's event, specifically that this year's event would close earlier and that the sound of the live performances would be contained within tented stages. I note, however, that Mr Dixon's application includes a request to extend the drink and entertainment license to midnight, a request for an outdoor performance license, and a the plan of an outdoor main stage which looks to be substantially unchanged from last year.

I understand that negotiations between Mr Dixon and Diss Town council have now broken down and the event is now not expected to go ahead. In view of this, a lengthy objection does seem inappropriate. However, as the application has not been withdrawn, I feel I must, as a precaution, object to the midnight license and the outdoor stage, both of which – as Mr Dixon conceded - contributed to a public nuisance and needed to be addressed.

Yours sincerely,

Deborah Vass

From: Amanda Cox
Sent: 18 Jan 2019 05:10:53
To:
Subject: Gig in the Park, The Mere, Diss
Attachments: Letter of representation Gig in the park Diss 2019.pdf, image001.jpg, image002.jpg, image003.jpg, image004.jpg, image005.jpg,

Dear Mr Dixon,

I have received representations with regard to your new premises licence application for Gig in the Park, The Mere, Diss.

I am attaching the representation from Michelle Bartram of Norfolk Constabulary Licensing Dept which details 4 conditions they would like to add to the operating schedule under Annex 2.

I have received the following representation from Mr Pridmore, Senior Community Protection Officer as follows: -

The provision of amplified music up until 23:00 hrs and acoustic music (i.e. unamplified music) from 23:00 hrs to midnight would be a reasonable compromise and allow the event to wind down rather than abruptly end and give those living nearby some respite whilst allowing a little more time.

1. The Licensee shall submit for approval a Noise Management Plan (NMP) no later than **INSERT DATE** to South Norfolk Council as the relevant Licensing Authority. The NMP will include the following; the appointment of acoustic consultant, how Music Noise Levels will be managed, communicating to those living in the vicinity who might be affected, how complaints will be taken, investigated and resolved, recording noise complaints made to the organiser etc.
2. The Licensee shall appoint a competent acoustic consultant who is a member of the Institute of Acoustics (IOA), no later than **INSERT DATE**. The acoustic consultant shall liaise with all parties including; the Licensee, promoter, sound system supplier, sound engineer and Licensing Authority etc. on all matters relating to noise control, prior to and during the event.
3. The acoustic consultant shall carry out a survey to determine the representative background noise levels as defined by the *Code of Practice on Environmental Noise Control at Concerts* at appropriate locations close to noise sensitive premises likely to experience the largest increase / highest noise levels as a result of the event. The information obtained from this survey shall be made available to South Norfolk Council as the relevant Licensing Authority no later than **INSERT DATE**.
4. A noise propagation test shall be undertaken at least **INSERT** hours prior to the start of the event in order to the appropriate control limits at 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 during the event.
5. The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed 65 dB(A) over a 15 minute period throughout the duration of the event.
6. The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed 65 dB(A) over a 15 minute period throughout any rehearsal or sound check for the event.
7. The Licensee shall ensure that the promoter, sound system supplier and all individual sound engineers are informed of the sound control limits and that any instructions from the acoustic consultant regarding noise levels including low frequency noise shall be implemented.
8. The appointed acoustic consultant shall continually monitor noise levels at the sound mixer position and advise the sound engineer accordingly to ensure that the noise limits are not exceeded. The Licensing Authority shall have access to the result of the noise monitoring at any time.
9. Rehearsals and sound checks are permitted only between the following hours: hrs tohrs
10. Music from the event is permitted only between the following hours: hrs tohrs

Those sections which I have left blank are for yourself and Mr Pridmore to come to see agreement over and advise me accordingly.

I wish to make the following representation as the Licensing Officer –

The premises licence holder will ensure a contact telephone number for resident complaints is provided on their website for the duration of an event.

Amendment to neighbour notification condition –

All residents in Park Road, Denmark Street, Mere Street, Parkside Court, Market Hill, Doubleday Close, Denmark Rise & Beehive Yard will be notified of an event at least two weeks in advance and advised of the contact telephone number for complaints.

As discussed on the telephone we have received an objection from a local resident and therefore the application will need to be determined by the Licensing Sub-Committee. I will phone you on Wednesday 23rd January to discuss this in further detail.

In the meantime please can you kindly let me know if you consent to the above conditions being added to the premises licence should it be granted, the suggested amended hours for the provision of live music and the determination of the excluded sections above in Mr Pridmore's representation.

Kind regards

Amanda Cox
Licensing and Enforcement Officer
t 01508 533621 e acox@s-norfolk.gov.uk

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One Team

Broadland
District Council
Community at heart



South Norfolk
Council



From:Geoffrey Dixon

Sent:21 Jan 2019 12:07:04

To:ACox@S-NORFOLK.GOV.UK,

Subject:Re: Gig in the Park, The Mere, Diss

Attachments:image001.jpg, image002.jpg, image003.jpg, image004.jpg, image005.jpg,

Hi Amanda,

Thanks for this. We have no problem in meeting these conditions as they match what occurred in 2018 in every detail. We have agreed with Diss Town Council to end live music at 11pm on Friday and Saturday back from 11.30 in 2018 and to end the show completely at 10pm on Sunday from 10.30.

In addition, we have agreed that the live music stages will be inside marquee structures and this will enable us to have full control of the distribution of sound. There is no doubt that the high winds in 2018 caused us a problem, though within the arena the sound level controlled and low.

Do we get to see the letter of representation from Mr Pridmore?

Regards

Geoff

Geoffrey Dixon

Managing Director

Vivid Interface Ltd

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EXCLUSIVE: Organiser pulls plug on Gig in the Park 2019

By Chris Morris - chris.morris@liffepublishing.co.uk

Published: 11:40, 11 January 2019

Updated: 17:50, 11 January 2019



Geoff Dixon says Gig in the Park 2019, will not be going ahead. Picture: Mark Bullimore

The organiser of Gig in the Park says the event will not be going ahead in 2019.

Geoff Dixon told the Diss Express: "It is with a heavy heart that we have decided to not proceed with Gig in the Park in 2019.

"We have been unable to reach what we would consider to be a reasonable accommodation with Diss Town Council and their delay in providing us with assurances that the event will be able to continue into 2020 and beyond means it does not make sense for us to invest in Diss today.

"I think that some Diss town councillors do not understand the requirement for sustainability when considering the application of investment for an event like this.

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"Many were supportive but at the same time extremely conservative, and would just not provide us with the comfort we require to ensure that investment today will contribute to returns in 2020.

"We owe it to our contractors, caterers and musicians to stop this process now so they can find other events to work with, rather than wait for Diss Town Council to announce in March or April the terms for using the park in the future, and if they would allow the event to take place in 2020 and beyond.

"The last meeting was a challenge, and I remember that as I left the meeting one attendee said to me, "I can't believe how badly you and Gig in the Park have been treated. And I did not feel able to contradict him".



Gig in the Park in Diss Park last year.

Diss Town Council, said in statement this afternoon: ""The Town Council is very disappointed to hear today that Mr Dixon has decided to cancel this year's Gig in the Park.

"This is very surprising given that the council gave the go-ahead in December, and the organisers have in the meantime submitted a license application to the licensing authority, South Norfolk Council.

"The first the council heard it was not going ahead was a brief email from Mr Dixon this morning.

"Mr Dixon states that he has been unable to reach a reasonable accommodation with the town council.

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"It is a mystery to the Council what additional accommodation Mr Dixon may be seeking as we have not had any direct contact with him since the December full council meeting.

"Mr Dixon suggested some needs a committee from the council to stage the event, before embarking on Gig in the Park 2019.

"This is reasonable and was in fact inferred by council in discussions with the organiser regarding fees.

"If this was indeed a crucial consideration for the event, it would have been valuable to stress this to the council during the meetings that were held.

"Diss town council is and has always been very positive towards Gig in the Park.

"The council is disappointed that Mr Dixon has changed his mind about staging the event in 2019 and would be delighted to consider a written proposal covering a fully worked up plan to make Gig in the Park 2020 a success, both for the town and Mr Dixon's organisation.

"We look forward to seeing his proposals."

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