Uttlesford
District Council

Chief Executive: John Mitchell

# Licensing and Environmental Health

**Date:** Thursday, 28 May 2015
**Time:** 11:00
**Venue:** Committee Room
**Address:** Council Offices, London Road, Saffron Walden, CB11 4ER

Whilst any members may attend the meeting, in order to comply with legislation only members who have made relevant representations may speak and only members of the Licensing and Environmental Health Committee may take part in the decision making process.

## AGENDA
### PART 1

**Open to Public and Press**

1 Apologies for absence and declarations of interest.

2 Application for a New Premises Licence - Saffron Walden Rugby Club (Summer Ball) Chickney Road, Henham, CM22 6BQ 3 - 44

## MEETINGS AND THE PUBLIC

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The agenda is split into two parts. Most of the business is dealt with in Part I which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510.

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**General Enquiries**

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Website: www.uttlesford.gov.uk

| | | |
|---|---|---|
| **Committee:** | **Licensing Committee** | **Agenda Item** |
| **Date:** | **28 May 2015** | **2** |
| **Title:** | **Application for a new Premises Licence – Saffron Walden Rugby Club (Summer Ball), Chickney Road, Henham CM22 6BQ** | |
| **Author:** | **Amanda Turner, Licensing Team Leader.** | Item for decision |

**Summary**

1. This report sets out an application for a new Premises Licence in respect of the above. Representations have been made to this application so therefore this matter has been referred to the Committee for deliberation.

**Recommendations**

2. The application is determined

**Background Papers**

3. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

   Premises licence application (appendix A)
   Event management plan (appendix B)
   Representation from Statutory consultee (appendix C)
   Representation from interested party (appendix D
   Location plans of premises showing marquee (appendix E1, E2, E3)

**Impact**

4.

| | |
|---|---|
| Communication/Consultation | Details of the application were sent to Members of Uttlesford District Council, The Parish Council, and adjoining residents |
| Community Safety | None |
| Equalities | None |
| Health and Safety | None |
| Human Rights/Legal Implications | Under Article 1 First Protocol to the European peaceful enjoyment of their possessions which includes property. This right may be interfered with if necessary to control the use of property in accordance with the general interest. The imposition of conditions under the Licensing Act 2003 is a legitimate interference with this right in this context.<br><br>In the event that an applicant, responsible authority or interested party is dissatisfied with the decision of the committee there is a right of |

| | |
|---|---|
| | appeal to the Magistrates Court. |
| Sustainability | None |
| Ward-specific impacts | Elsenham & Henham being the ward within which the premises are situated |
| Workforce/Workplace | None |

**Situation**

5. The Saffron Walden Rugby Club is situated in the centre of the village of Henham.

6. A club premises certificate (PL033) was granted to the Saffron Walden Rugby Club on 11 November 2005 following an application to convert their existing club certificate.

7. A premises licence is being applied to hold a one off summer ball event on 30 May 2015 for up to 1500 people in the training field to the North East of the main pavilion which will contain marquees. The application is for a time limited licence and will expire at 2am on 31 May 2015.

8. In accordance with the Licensing Act 2003 where an applicant submits documentation for a premises licence then included must be an operating schedule. This demonstrates how the licensing objectives will be met and also seeks to outline what licensable activities are sought.

9. The licensable activities now being sought are listed below

(a) Live Music (Indoors & outdoors)
Saturday 6.30pm to Midnight

(b) Recorded Music (Indoors and outdoors)
Saturday 6.30pm to 2am

(c) Performance of dance (Indoors and outdoors)
Saturday 6.30pm to 2am

(d) Anything of a similar description to that falling within (e) (f) or (g) (indoors and outdoors)
Saturday 6.30pm to 2am

(e) Late night refreshment (Indoors and outdoors)
Saturday 6.30pm to 2am

(f) The sale of alcohol by retail for consumption (on the premises)
Saturday 6.30pm to 2am

(g) The opening hours of the premises
Saturday 6.30pm to 2am

10. The operating schedule indicates that measures will be adopted in order to promote the four licensing objectives. These can be read on part M of the application form (appendix A).

11. An event management plan was submitted with the application to all statutory consultees on 14 April 2015. This was also advertised on our website along with the application form and plan until 12 May 2015 (appendix B).

12. Copies of this application have been served on all of the statutory bodies which have attracted a representation from Environmental Health (noise/nuisance) (appendix C).

13. One representation has been received from an interested party causing concerns based on the licensing objectives that relates to the prevention of public nuisance. It is feared that disturbance to neighbours would be caused to residents with music playing until 2am, and when people are leaving the premises (appendix D).

14. In carrying out the statutory function, the Licensing Authority must promote the four licensing objectives as defined in the Licensing Act 2003:-

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

15. The decision that the Committee can make for this application is to

- Grant the application
- Modify the application by inserting conditions
- Reject the whole or part of the application

16. When determining an application due regard should be given to the Council's licensing policy and the Secretary of State's Guidance issued in accordance of the Act.

17. The relevant sections of the Council's licensing policy are;-

5.1 Licensed premises have a significant potential to adversely impact on communities through public nuisances that arise from their operation. The Licensing Authority wishes to proactively maintain and protect the amenity of residents and other businesses from the potential consequences of the operation of licensed premises whilst recognising the valuable cultural, social and business importance that such premises provide.

5.2 The Licensing Authority intends to interpret "public nuisance" in its widest sense, and takes it to include such issues as noise, light odour, litter and anti-social behaviour, where these matters impact on those living, working or otherwise engaged in normal activity in an area.

5.3 Applicants need to be clear that the Licensing Authority may apply stricter conditions, including controls on licensing hours where licensed premises are in or near residential areas and where relevant representations have been received. Conversely premises which can demonstrate that they have effective measures planned to prevent public nuisance, may be suitable for 24 hour opening.

5.6 If representations are made applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to prevent public nuisance, relevant to the individual style and characteristics of their premises and events.

5.7 When addressing the issue of prevention of public nuisance, the applicant should consider those factors that impact on the likelihood of public nuisance. These may include:

- the location of premises and proximity to residential and other noise sensitive premises, such as hospitals hospices and places of worship
- the hours during which the licensable activities will be carried out particularly between 23.00 and 07.00 hours
- the closing time of the premises

- the nature of activities to be provided, including whether those activities are of a temporary or permanent nature and whether they are to be held inside or outside the premises
- the design and layout of premises and in particular the presence of noise limiting features
- the occupancy capacity of the premises
- the availability of public transport

Applicants for licences which include regulated entertainment will be aware of the potential of such entertainment to cause a public nuisance by reason of noise from the premises. If representations are made or a review is called for the Authority may consider imposing a condition to the effect that the licence shall take measures to ensure that music will not exceed a prescribed decibel limit at the boundaries of certain properties or within a location described in the condition. What may be an acceptable level of noise may vary from location to location or depending on that time of day as perception of noise from a particular source is affected by background noise levels. Directions given under the Noise Act 1996 provide that the permitted level for the purpose of that Act is 34 decibels where the underlying noise level does not exceed 24 decibels or 10 decibels above underlying noise levels in any other case. In the event that representations are received and the Authority concludes that a noise limiting condition is required the starting point for such a condition would be 34 decibels. If an applicant wishes to contend that a higher limit is appropriate then the Authority would expect the applicant to provide a noise survey to support such a contention.

18. The relevant sections of the guidance issued by the Secretary of State are:-

2.7 A number of matters should be considered in relation to public safety. These may include:

- Fire safety;
- Ensuring appropriate access for emergency services such as ambulances;
- Good communication with local authorities and emergency services, for example communications networks with the police and signing up for local incident alerts (see paragraph 2.4 above);
- Ensuring the presence of trained first aiders on the premises and appropriate first aid kits;
- Ensuring the safety of people when leaving the premises (for example, through the provision of information on late-night transportation);
- Ensuring appropriate and frequent waste disposal, particularly of glass bottles;
- Ensuring appropriate limits on the maximum capacity of the premises (see paragraphs 2.11-2.12, and Chapter 10; and
- Considering the use of CCTV in and around the premises (as noted in paragraph 2.3 above, this may also assist with promoting the crime and disorder objective).

2.9 Licence holders should make provision to ensure that premises users safely leave their premises. Measures that may assist include:

- Providing information on the premises of local taxi companies who can provide safe transportation home; and
- Ensuring adequate lighting outside the premises, particularly on paths leading to and from the premises and in car parks.

2.16 Conditions relating to noise nuisance will usually concern steps appropriate to control the levels of noise emanating from premises. This might be achieved by a simple measure such as ensuring that doors and windows are kept closed after a particular time, or persons are not

permitted in garden areas of the premises after a certain time. More sophisticated measures like the installation of acoustic curtains or rubber speaker mounts to mitigate sound escape from the premises may be appropriate. However, conditions in relation to live or recorded music may not be enforceable in circumstances where the entertainment activity itself is not licensable (see chapter 15). Any conditions appropriate to promote the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises and its licensable activities. Licensing authorities should avoid inappropriate or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are expensive to purchase and install and are likely to be a considerable burden for smaller venues.

2.18 Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive periods. For example, the most sensitive period for people being disturbed by unreasonably loud music is at night and into the early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. This is why there is still a need for a licence for performances of live music between 11 pm and 8 am. In certain circumstances, conditions relating to noise emanating from the premises may also be appropriate to address any disturbance anticipated as customers enter and leave.

2.20 Beyond the immediate area surrounding the premises, these are matters for the personal responsibility of individuals under the law. An individual who engages in anti-social behaviour is accountable in their own right. However, it would be perfectly reasonable for a licensing authority to impose a condition, following relevant representations, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area, or that, if they wish to smoke, to do so at designated places on the premises instead of outside, and to respect the rights of people living nearby to a peaceful night.

9.41 Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case-by-case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be.

9.42 The authority’s determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

19. If the Committee in their discretion wishes to impose conditions, the only conditions that can be imposed are those that are appropriate and proportionate to promote the licensing objective relative to the presentations received. Equally, the Committee cannot impose conditions that duplicate the effect of existing legislation.

**Risk Analysis**

20.

| Risk | Likelihood | Impact | Mitigating actions |
|---|---|---|---|
| 1 Either no conditions are attached to the licence or the conditions do not satisfactorily achieve the licensing objectives the prevention of crime and disorder, the prevention of public nuisance, and the protection of children from harm. | 2 There is a possibility that local residents will suffer from public nuisance even if what appears to be appropriate conditions are imposed. | 2 As the application is for a one off event any public nuisance which may arise will be limited to this occasion only. If granted as applied for the licence will not authorise any other events which would need to be the subject of a fresh application. | In the event of complaints of noise nuisance being received after the licence takes effect then Environmental Health Officers monitor the situation. |

1 = Little or no risk or impact
2 = Some risk or impact – action may be necessary.
3 = Significant risk or impact – action required
4 = Near certainty of risk occurring, catastrophic effect or failure of project.

APPENDIX A

# Uttlesford District Council


## Application for a Premises Licence to be granted under the Licensing Act 2003

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**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** Anglia Ruskin Students' Union
*(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<br>**Saffron Walden Rugby Club**<br>**Chickney Road** | | | |
|---|---|---|---|
| **Post town** | Bishop Stortford | Postcode | CM22 6BQ |

| | |
|---|---|
| Telephone number at premises (if any) | |
| Non-domestic rateable value of premises | **£5300** |

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

a) an individual or individuals * ☐ please complete section (A)

b) a person other than an individual *

i. as a limited company ☐ please complete section (B)

ii. as a partnership ☐ please complete section (B)

| | | | |
|---|---|---|---|
| | iii. as an unincorporated association or | ☐ | please complete section (B) |
| | iv. other (for example a statutory corporation) | ☐ | please complete section (B) |
| c) | a recognised club | ☐ | please complete section (B) |
| d) | a charity | ☒ | please complete section (B) |
| e) | the proprietor of an educational establishment | ☐ | please complete section (B) |
| f) | a health service body | ☐ | please complete section (B) |
| g) | a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital 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:

Please tick yes

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

I am making the application pursuant to a

statutory function or ☐

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

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

| | | | | | |
|---|---|---|---|---|---|
| Mr ☐ | Mrs ☐ | Miss ☐ | Ms ☐ | Other Title (for example, Rev) | |
| **Surname** | | | **First names** | | |
| I am 18 years old or over | | | | ☐ Please tick yes | |
| Current postal address if different from premises address | | | | | |
| Post town | | | | Postcode | |
| **Daytime contact telephone number** | | | | | |
| **E-mail address (optional)** | | | | | |

**SECOND INDIVIDUAL APPLICANT** (if applicable)

| | | | | | |
|---|---|---|---|---|---|
| Mr ☐ | Mrs ☐ | Miss ☐ | Ms ☐ | Other Title (for example, Rev) | |
| **Surname** | | | **First names** | | |
| I am 18 years old or over | | | | ☐ Please tick yes | |
| Current postal address if different from premises address | | | | | |
| Post town | | | | Postcode | |
| **Daytime contact telephone number** | | | | | |
| **E-mail address (optional)** | | | | | |

**(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<br>Anglia Ruskin Students' Union |
| Address<br>Helmore Building<br>East Road<br>Cambridge<br>CB1 1PT |
| Registered number (where applicable)<br>Registered Company number 08064796. Registered Charity Number 1148574 |
| Description of applicant (for example, partnership, company, unincorporated association etc.)<br>Anglia Ruskin Students' Union is a company limited by guarantee and a charity registered in England and Wales |
| Redacted |

**Part 3 Operating Schedule**

When do you want the premises licence to start?

| DD | | MM | | YYYY | | | |
|---|---|---|---|---|---|---|---|
| 3 | 0 | 0 | 5 | 2 | 0 | 1 | 5 |

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

| DD | | MM | | YYYY | | | |
|---|---|---|---|---|---|---|---|
| 3 | 0 | 0 | 5 | 2 | 0 | 1 | 5 |

Please give a general description of the premises (please read guidance note 1)
Saffron Walden Rugby Club has a training field to the North East of their main pavilion. We will be setting up the one off event inside a fenced area which will contain Marquees. Three of the Marquees will have their own stage for the performance of music, both live and recorded for entertainment.
There will also be bars set up for the sale of alcohol by retail, as well as other non-alcoholic drinks. Late night Refreshments will be served via temporary food vans.
A fairground ride will be on site for guests as well as several toilets.
Just outside of the fenced compound a first aid point will be set up
The car park at the Rugby Club will be used as a coach and Taxi drop off/pick up point and the only parking on site will be for staff.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend. 1500

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

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

| Provision of regulated entertainment | | Please tick any 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) | ☐ |

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

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

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

## A

| **Plays** Standard days and timings (please read guidance note 6) | | | **Will the performance of a play take place indoors or outdoors or both – please tick** (please read guidance note 2) | Indoors | ☐ |
|---|---|---|---|---|---|
| Day | Start | Finish | | Outdoors | ☐ |
| | | | | Both | ☐ |
| Mon | | | **Please give further details here** (please read guidance note 3) | | |
| Tue | | | | | |
| Wed | | | **State any seasonal variations for performing plays** (please read guidance note 4) | | |
| Thur | | | | | |
| Fri | | | **Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list** (please read guidance note 5) | | |
| Sat | | | | | |
| Sun | | | | | |

**B**

| **Films**<br>Standard days and timings (please read guidance note 6) | | | **Will the exhibition of films take place indoors or outdoors or both – please tick** (please read guidance note 2) | Indoors | ☐ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | ☐ |
| Mon | | | **Please give further details here** (please read guidance note 3) | | |
| Tue | | | | | |
| Wed | | | **State any seasonal variations for the exhibition of films** (please read guidance note 4) | | |
| Thur | | | | | |
| Fri | | | **Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list** (please read guidance note 5) | | |
| Sat | | | | | |
| Sun | | | | | |

C

| **Indoor sporting events** Standard days and timings (please read guidance note 6) | | | **Please give further details** (please read guidance note 3) |
|---|---|---|---|
| Day | Start | Finish | |
| Mon | | | |
| Tue | | | **State any seasonal variations for indoor sporting events** (please read guidance note 4) |
| Wed | | | |
| Thur | | | **Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list** (please read guidance note 5) |
| Fri | | | |
| Sat | | | |
| Sun | | | |

**D**

| **Boxing or wrestling entertainments** Standard days and timings (please read guidance note 6) | | | **Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick** (please read guidance note 2) | Indoors | ☐ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | ☐ |
| Mon | | | **Please give further details here** (please read guidance note 3) | | |
| Tue | | | | | |
| Wed | | | **State any seasonal variations for boxing or wrestling entertainment** (please read guidance note 4) | | |
| Thur | | | | | |
| Fri | | | **Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list** (please read guidance note 5) | | |
| Sat | | | | | |
| Sun | | | | | |

**E**

| **Live music** Standard days and timings (please read guidance note 6) | | | **Will the performance of live music take place indoors or outdoors or both – please tick** (please read guidance note 2) | Indoors | ☐ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | ☒ |
| Mon | | | **Please give further details here** (please read guidance note 3) | | |
| Tue | | | | | |
| Wed | | | **State any seasonal variations for the performance of live music** (please read guidance note 4) | | |
| Thur | | | | | |
| Fri | | | **Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list** (please read guidance note 5) | | |
| Sat | 18:30 | 00:00 | | | |
| Sun | | | | | |

**F**

| **Recorded music** Standard days and timings (please read guidance note 6) | | | **Will the playing of recorded music take place indoors or outdoors or both – please tick** (please read guidance note 2) | | |
|---|---|---|---|---|---|
| | | | | Indoors | ☐ |
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | ☒ |
| Mon | | | **Please give further details here** (please read guidance note 3) | | |
| Tue | | | | | |
| Wed | | | **State any seasonal variations for the playing of recorded music** (please read guidance note 4) | | |
| Thur | | | | | |
| Fri | | | **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 5) | | |
| Sat | 18:30 | 02:00 | | | |
| Sun | | | | | |

G

| **Performances of dance** Standard days and timings (please read guidance note 6) | | | **Will the performance of dance take place indoors or outdoors or both – please tick** (please read guidance note 2) | Indoors | ☐ |
|---|---|---|---|---|---|
| Day | Start | Finish | | Outdoors | ☐ |
| | | | | Both | ☒ |
| Mon | | | **Please give further details here** (please read guidance note 3) | | |
| Tue | | | | | |
| Wed | | | **State any seasonal variations for the performance of dance** (please read guidance note 4) | | |
| Thur | | | | | |
| Fri | | | **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** (please read guidance note 5) | | |
| Sat | 18:30 | 02:00 | | | |
| Sun | | | | | |

**H**

| **Anything of a similar description to that falling within (e), (f) or (g)**<br>Standard days and timings (please read guidance note 6) | | | Please give a description of the type of entertainment you will be providing<br><br>Stilt walkers and jugglers | | |
|---|---|---|---|---|---|
| Day | Start | Finish | **Will this entertainment take place indoors or outdoors or both – please tick** (please read guidance note 2) | Indoors | ☐ |
| Mon | | | | Outdoors | ☐ |
| | | | | Both | ☒ |
| Tue | | | **Please give further details here** (please read guidance note 3) | | |
| Wed | | | | | |
| Thur | | | **State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)** (please read guidance note 4) | | |
| Fri | | | | | |
| Sat | 18:30 | 02:00 | **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** (please read guidance note 5) | | |
| Sun | | | | | |

I

| **Late night refreshment** Standard days and timings (please read guidance note 6) | | | **Will the provision of late night refreshment take place indoors or outdoors or both – please tick** (please read guidance note 2) | Indoors | ☐ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | ☒ |
| Mon | | | **Please give further details here** (please read guidance note 3) | | |
| Tue | | | | | |
| Wed | | | **State any seasonal variations for the provision of late night refreshment** (please read guidance note 4) | | |
| Thur | | | | | |
| Fri | | | **Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list** (please read guidance note 5) | | |
| Sat | 18:30 | 02:00 | | | |
| Sun | | | | | |

**J**

| **Supply of alcohol** Standard days and timings (please read guidance note 6) | | | **Will the supply of alcohol be for consumption – please tick** (please read guidance note 7) | On the premises | ☒ |
|---|---|---|---|---|---|
| | | | | Off the premises | ☐ |
| Day | Start | Finish | | Both | ☐ |
| Mon | | | **State any seasonal variations for the supply of alcohol** (please read guidance note 4) | | |
| Tue | | | | | |
| Wed | | | | | |
| Thur | | | **Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list** (please read guidance note 5) | | |
| Fri | | | | | |
| Sat | 18:30 | 02:00 | | | |
| Sun | | | | | |

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

| | |
|---|---|
| Name<br>Thomas Manville | |
| Address<br>[redacted] | |
| Postcode | [redacted] |
| Personal licence number (if known)<br>[redacted] | |
| Issuing licensing authority (if known)<br>[redacted] | |

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 8). |
|---|
| |

L

| **Hours premises are open to the public** Standard days and timings (please read guidance note 6) | | | **State any seasonal variations** (please read guidance note 4) |
|---|---|---|---|
| Day | Start | Finish | |
| Mon | | | |
| Tue | | | |
| Wed | | | |
| Thur | | | **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** (please read guidance note 5) |
| Fri | | | |
| Sat | 18:30 | 02:00 | |
| Sun | | | |

**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 9)

As a student union, we uphold welfare and community partnerships at the heart of our organisation. We, therefore, have created a full event management plan to support this event from an organisational point of view as well as evidence that we have responsibly considered the four licensing objectives in all of our methodology. The Event Management Plan is available as a supplement document with full details but below you can see the main points we have considered to uphold the four licensing objectives.

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

We have consulted with the police and will follow recommendations set out in order to best promote our crime and disorder strategy.
The event will be held in a secured area with the only access via a controlled entry point staffed by SIA Licensed door supervisors. SIA Licensed door supervisors will also be deployed throughout the event to monitor, deter and react to any crime and disorder.
In order to prevent drug, weapons or other items of a suspect nature entering the site the door staff team will operate a random search policy where they may choose a contact body search as a condition of entry. The search policy can be extended to searching staff entering or leaving the premises for the purposes of preventing crime and disorder.
In order to minimise theft of personal property there will be a cloakroom open throughout the event.

**c) Public safety**

Consideration will be given to the ease of access and crowd flow in the design and set up of the site in order to avoid a build-up of bodies in the same area. Part of the role of the SIA licensed staff will be to monitor crowd control in order minimise the risk of crushing.
The public spaces will be glass free, any drinks supplied in glass bottles will be decanted flexi-disposable cups. Glass will be disposed of safely in bins with PPE available for staff who may need to deal with any breakages.
Bottled water will be readily available to reduce drunkenness and to keep patrons well hydrated throughout the event. A refusals policy will be operated at the bar. If someone is suspected of being drunk then they will be refused at the bar and could be subject to removal from site. A refusals register will be kept for the event.
A dedicated first aid team will be on duty throughout the event with a separate treatment space in case further care is needed. This will be located next to the emergency rendezvous point.
Although the event will be fully enclosed in anti-climb fencing there will be escape routes designed in with enough space around the outside of the entire site to allow for vehicle access.

**d) The prevention of public nuisance**

Working in consultation with environmental health officers we will implement a variety of actions to minimise the impact to the local environment with regards to public nuisance.
To restrict sound spill the main stage will be equipped with the latest technology in line array speakers offer a specific directional sound across the full frequency range in order to localise the sound and minimise external spill.
As well as using a waste collection team at the event we shall complete a widespread litter pick sweep of the site and the adjacent highways.

e) The protection of children from harm

| |
|---|
| The university sector is not exclusively open to those over the age of 18 and tickets will be available for purchase if any students do come forward wanting inclusion. Each guest will be issued with a wrist band for the event as an indicator that the individual has been appropriately screened at point of entry. If a current student under 18 purchases a ticket they will be issued a different colour wristband. However, under 18s will be discouraged to attend the event and this option will only be available to current students. Guests of current students who are under 18 will not be allowed to buy a ticket or entry to the site.<br>SIA licensed door supervisors will be check valid forms of ID as a condition of entry. The students' union will accept UK Driver licence photo card, Valid passport or PASS accredited cards.<br>The bar staff will be trained in the four licensing objectives and should they suspect someone to appear under 25 then ID will be requested prior to serving them alcohol. |

**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. ☑

**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 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

| | |
|---|---|
| Signature | Redacted |
| Date | 13th April 2015 |
| Capacity | Venue, Entertainments and Events Manager. DPS |

**For joint applications, signature of 2nd applicant 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 | |

| Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)<br>Tom Manville<br>Anglia Ruskin Student's Union<br>Bishops Hall Lane | | | |
|---|---|---|---|
| Post town | **Chelmsford** | Postcode | **CM1 1SQ** |
| Telephone number (if any) | Redacted | | |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional)<br>Redacted | | | |

**Notes for Guidance**

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on 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 or 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 applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

**Consent of individual to being specified as premises supervisor**

I THOMAS MANVILLE
[*full name of prospective premises supervisor*]

of [redacted]

[redacted]

[redacted]
[*home address of prospective premises supervisor*]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

PREMISE LICENCE [*type of application*]

by ANGLIA RUSKIN STUDENTS' UNION [*name of applicant*]

relating to a premises licence .....[*number of existing licence, if any*]

for THE SUMMER BALL, SAFFRON WALDEN RUGBY CLUB
CHICKNEY ROAD
BISHOP STORTFORD CM22 6BQ
[*name and address of premises to which the application relates*]

and any premises licence to be granted or varied in respect of this application made

by .....[*name of applicant*]

concerning the supply of alcohol at .....

.....

.....
[*name and address of premises to which application relates*].

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number [redacted]
[*insert personal licence number, if any*]

Personal licence issuing authority [redacted]
[*insert name and address and telephone number of personal licence issuing authority, if any*]

Redacted .....signed

THOMAS MANVILLE .....name (please print)

13/04/2015 .....dated

APPENDIX B

**Event Management Plan**

| | |
|---|---|
| Written by | Tom Manville MBII.*tp* |
| Event Name | Student Summer Ball |
| Date and Time | May 30th 2015 18:30 – 02:00 |
| Location of Event | Saffron Walden Rugby Club,<br>Springate,<br>Chickney Road,<br>Bishop's Stortford,<br>Hertfordshire CM22 6BQ |
| Event Manager | Tom Manville MBII.tp |
| Job title | Venue, Events and Entertainment Manager |
| Company | Anglian Ruskin Students' Union |
| Contact Address | Helmore Building<br>East Road<br>Cambridge CB1 1PT |
| Email | Redacted |
| Phone | |
| Personal License | [redacted] |
| Issued By | [redacted] |
| Expiry Date | 11/09/2016 |

**Event Summary**

A Summer Ball with up to 1,500 attendees. Tickets will be sold to Students of Anglia Ruskin University and their guests.

The event will be hosted in an enclosed area of Saffron Walden Rugby Club. There will be marquees erected to house stages where music will be performed for the purposes of entertainment with space for dancing. There will be bars for the sale of alcohol by retail. Food will also be available from mobile food vans located within the main event area.

The ticket will include bus travel to the site from their home campus of either Cambridge, Chelmsford or Peterborough. On Site parking will only be available to staff and performers.

Promoting the Four Licensing Objectives

**The Prevention of Crime and Disorder**

The Student Union Summer Ball 2015 is a complicated event and in order to ensure its smooth running an external Door Supervisor contractor will be employed to manage licensable security related issues. The Door Supervisor team will have one central "Head Door" who will keep in regular communications with the Event Manager. There will also be a 'control room' set up where the different teams may communicate through to each other via radios for the event.

The event will have a randomised search policy with regards to Drugs, Weapons or any other item of a suspicious nature. Only licensed door supervisors, clearly displaying their badges, may conduct a quick body search as a condition of entry. Door Supervisors may only complete a body search of someone of their own gender, but may choose to conduct a bag search for anyone entering the site. This search policy will extend to any members of staff working.

Prior to the event opening the Event Manager and the Head Door will conduct a perimeter and site search. Any production crew who require tools for their jobs will need to lock anything away in a van or securely store the items away from members of the public.

Should any found item that is considered illegal or dangerous will be locked away and reported via a 101 call to either be collected or taken to a Police Station within 48 hours after the event. Sealable evidence bags will be requested to avoid tampering.

Where it is illegal to serve drunk people every effort shall be made to ensure that all bar staff on duty are trained in recognising the signs and consequences of drunkenness. Bottled water will be available at the bars and each customer will be offered a bottle of water

**Protection of Children from harm**

All guests will be asked to bring proof of Age ID as a condition of entry...

The Student Union accepts valid Passport, UK driver license Photo cards and PASS accredited cards.

A team of SIA licenced door supervisors will be operating at the main event entrance. Once they are satisfied that the guest has appropriately paid their entry fee and has produced proof of age identification they will issued with some form of easily identifiable means, likely a wristband.

However, the door team will not be authorising or making the sale of alcohol at the event and therefore a strict Challenge 25 policy will be enacted upon. Any bar staff who have any doubt towards the age of a guest may and should request a valid proof of age identification.

If any forms of identification are suspected a falsified document or that it does not belong to the person who has presented it then the document will retained and handed in to the Police Station with 48 hours of the event.

The Student Union operates an inclusivity policy whereby any member of the union has the same rights and access to any event hosted by the organisation and the student union will take all reasonable measures to uphold this. University life is not 100% restricted to over 18s,

therefore, with regards to access to the summer ball, a different colour wrist band will be issued at the entrance. They will allow easy identification for any bar staff serving alcohol but also any member of staff working who suspect a drinks vessel may contain alcohol and the individual may be challenged.

No Promotional material for the event, or any on the night drinks offers, will contain images of anyone under the age of 18.

**Prevention of Public Nuisance**

Prior to application we have consulted with Uttlesford District Council's Environmental Health office in order to utilise best practice for minimal disturbance to the local community. Several recommendations have been made and we will follow these guidelines to create a successful event.

As we have students based in Cambridge, Chelmsford and Peterborough we'll be hiring a fleet of busses to transport guests to and from site and there will be no parking except for staff. The Rugby Club carpark will be used as the coach/ taxi drop off point and will become an emergency response rendezvous point. There be a traffic management plan designed to maintain traffic flow on the highway as well as prioritise safety.

The site will consist of marquees erected for the event which will have three separate stages. We intend to keep in touch with any local residents with regards to the event. It is a, somewhat, secluded spot and the rugby club have informed me they have a good relationship with the few immediate neighbours, however, we also intend to do a mail drop informing people of the event to a wider area to keep people informed. To restrict sound spill the main stage will be equipped with the latest technology in line array speakers offer a specific directional sound across the full frequency range in order to localise the sound and minimise external spill.

Live Music will finish by midnight.

We will be monitor noise levels throughout the event and record data from several locations at regular intervals

We will be operating a main control room which can be used as a main point of contact throughout the event and this will be live until the last guest has left site, within the mail drop a contact phone will be issued for the control room.

We'll be employing a litter pick team for the event and prior to handing the site back to the rugby club we will complete a sweep of the entire site along with the roads surrounding the area, although with our transport arrangements I don't imagine we'll find much litter directly linked to our event but we'll leave things as tidy as we can.

There will be a certain amount of light spill from the event. The rugby club have agreed to leave their pitch flood lights on for safety reasons. Any additional lighting we use will not be mounted any higher than any marquee which will be significantly lower than the equipment already installed on site

**Public Safety**

The public areas of the site will be glass free. Where possible the bar will stock PET bottles, however, any beverage supplied in glass will be decanted into disposable cups. Each bar will be supplied with a dedicated glass recycling point where the empty glass bottles can be instantly and safely disposed of. The Glass collection points will not be easily accessible to guests of the event and staff will have access to safety goggles and gloves.

It is intended that with the external nature of the event the whole site will generously host 1,500 people allowing people to freely move between areas. There will be three separate event spaces each housed in their own marquee. It is intended to have many open panels on at least two of the four sides of the marquees to allow flow of people in and out. SIA licenced door supervisor with be employed to monitor busy areas to avoid the risk of crush injuries.

Even though the site is an external venue consisting of temporary structures and enclosed by anti-climb fencing, each marquee will have marked fire exits and emergency lighting. There will also be breaks designed into the fence line in case of full site evacuation. These break points will be kept in direct line of site with the Security and Steward teams in order to maintain controlled capacity measures.

A dedicated first aid response team will be available at the event with a separate treatment area which will be located next to the Rendezvous Point.

**Community Relations**

We intend to keep in touch with any local residents with regards to the event. It is a, somewhat, secluded spot and the rugby club have informed me they have a good relationship with the few immediate neighbours, however, we also intend to do a mail drop informing people of the event to a wider area to keep people informed.

Included in this notice will contact details prior to the event direct to the Students' Union as well as a mobile phone which will be held on site in the main control room which can be used as the first point of contact for any observations throughout the event. The control room will the main point of contact for all enquiries during licensable hours and will be staffed for the hours displayed on the operating schedule.

**Proof of Age**

The Student Union accepts valid Passport, UK driver license Photo cards and PASS cards. There will be opportunities for individuals to apply for a PASS card with forms available from any Students' Union reception desk or via a link on the website.

If any forms of identification are suspected a falsified document or that it does not belong to the person who has presented it then the document will retained and handed in to the Police Station with 48 hours of the event.

**Insurance**

This event is being hosted by Anglia Ruskin Students' Union, however, a large amount of collaboration is required from external contractors.

Each contractor will be required to provide insurance for their own staff whilst on site as well as any work they complete.

The Students' Union has Public Liability Insurance to £5,000,000 With Endsleigh Insurance

The Students' Union has Product Liability Insurance to £5,000,000 With Endsleigh Insurance

Policy number XAO – 12E001 - 1823

Risk Assessments will be completed for a range of activities as part of the side build as well as the event itself. Jo Harbrow will be responsible for Health and Safety matters.

**Risk Assessment Schedule**

Full risk assessments will be conducted for the following activities:

- Traffic management
  - Deliveries
  - Compound traffic
  - Coach drop off
  - Taxi drop off
  - End of night pick up – complete method statement required
  - Emergency Services Rendezvous Point (RVP)
- Fencing/Infrastructure
  - Building
  - Striking
  - Carrying/lifting
  - Lighting
- Evacuation
  - Fire
  - Blackout
  - Threat
- Bars
  - Lifting/carrying
  - Repetitive action
  - Slips/Trips/Falls
  - Cellar gases
  - Dealing with drunkenness
  - Glass
  - Chemicals
  - Noise at Work

- Crowd Management
    - Crowd barriers
    - Slips, trips and falls
    - Crush Risk
    - Dealing with drunkenness
- Event Spaces
    - Falling Objects
    - Electrical Equipment
    - Noise at Work
    - Lighting
    - Slips Trips and Falls
- Open Spaces
    - Noise at Work
    - Lighting
    - Slips, trips and Falls

**Security of the Event**

The students' union has had a long standing relationship with Bridgegate Security who supply SIA licensed Door Staff at venue we work with as well as any other events we require security staff for.

Although a national company our main contact is Ray Jones who is the area manager and will be working in the role of 'Head Door' on the night. The security team will be using radios to communicate between each other as well as the event management team on the night.

SIA registered door staff will be easily recognisable by displaying their badge clearly and wearing Hi-Viz vests.

A register of license number will be kept in the control room and they will all be checked against the SIA register prior to the event to ensure that all personnel have current and up to date licenses.

**Traffic management**

The only parking on site will be for staff and performers. Guests will told at many stages prior to the event that there is no parking on site. In order to transport people to the site we will be arranging a fleet of coaches. The coaches will also be taking guest back to their home campuses in either Cambridge, Chelmsford or Peterborough. The return journey coaches will start from midnight for any patron who wants to return before the end of the event. During the event the coaches will not be able to park on the site and we have recommended that the coach company use Birchanger Service Station for the 2-3 hours of down time. Within 15-20 minutes journey away the option we be available to respond to any last minute changes that need to be made.

We will ensure that we have specialist travel arrangements put in place any guest who can't use a standard coach, for example wheel chair accessible vehicles.

A traffic management team will be working on the night to guide coaches and taxis to the drop-off point. Each member of staff working in this team will be wearing hi-viz vests and will be in contact with each via radio on their own channel.

During the event the drop-off and pick-up point can be changed immediately into an emergency services rendezvous point. If this happens a contingency plan will be prepared as part of the traffic management plan.

**Further Information**

For further information about this one off event please contact Anglia Ruskin Student Union

**Cambridge**
Helmore Building
East Road
Cambridge
CB1 1PT
01223 460 008

**Chelmsford**
Tindal building
Bishop Hall lane
Chelmsford
CM1 1SQ
01245 258 178

**Peterborough**
Guild House
Oundle Road
Peterborough
PE2 9PW

APPENDIX C

| LICENSING ACT 2003 | |
|---|---|
| *Premises :*<br>Saffron Walden Rugby Club<br>Chickney Road, Henham | Prevention of Public Nuisance<br><br>From: Marcus Watts |
| Summary of Representation. | |

Details of concern

The Event Management Plan is not sufficiently detail to satisfy our concerns that the event will not cause a public nuisance. To overcome these concerns, information detailing these concerns has been passed to the applicant.

In the meantime, to prevent public nuisance, I recommend the following conditions to be applied should the license be approved.

1. A noise management plan shall be submitted to licensing authority 14 days prior to the event for approval. The event shall not take place unless adequate noise mitigation measures have been proposed. The Premises Licence Holder must comply with the agreed noise management plan during the playing of all amplified music to prevent public nuisance.

2. The Music Noise Level from all sources of amplified music as expressed as an LAeq shall not exceed 65dB(A) over any 15 min period between 09:00 – 23:00 at any residential property in the locality.

3. The Music Noise Level from all sources of amplified music expressed as an LAeq shall not exceed 35dB (A) over any 5min period between 23:00 – 02:00 at any residential property in the locality

4. No Music Noise shall emanate from the site between 02:00 – 09:00

5. The control limits set at the mixer positions for each marquee shall be adequate to ensure that the Music Noise Level shall not exceed the noise levels as given above.

6. Unrestricted access to the front of house position and backstage areas shall be allowed at all times to the Responsible Authority for Environmental Health (Environmental Protection) for the purpose of sound level measurements, communications with the nominated noise consultant / sound engineer and monitoring licence conditions.

7. All complaints about noise received by the site office / event organiser shall be logged, and shall be notified to the Responsible Authority for Environmental Health (Environmental Protection) within 24 hours of the complaint being received.

8. The Premises Licence Holder or nominated person shall ensure a telephone number is made available for local residents to contact in the case of noise-nuisance or anti-social behaviour by persons or activities associated with the premises. The telephone number will be a direct number to the management who are in control during opening hours. A record will be kept by management of all calls received,

including the time, date and information of the caller, including action taken following the call. Records will be made available for inspection either by any relevant responsible authority throughout the trading hours of the premises.

9. The Premises Licence Holder or nominated person shall assess the impact of any noise on neighbouring premises at the start of the regulated entertainment and periodically throughout the regulated entertainment and take any action to ensure compliance with existing licensing conditions.

10. Noise levels shall be continuously monitored at the sound mixer position to allow the engineer to ensure that noise limits are not exceeded.

APPENDIX D.

**Amanda Turner**

**From:** [redacted]
**Sent:** 04 May 2015 10:20
**To:** Licensing
**Subject:** Licensing application: Anglian Ruskin Students Union at Saffron Walden Rugby Club, Henham. 30/05/15

Dear Sirs,

I would like to make some comments about the above application. My wife and I have lived opposite Saffron Walden Rugby Club for the past 30 years and have had no issues or problems with the rugby club over that period. The club does have a number of functions each year and we do hear the music. However we feel that one or two functions each year is no real issue and the music always finishes by midnight or 1am at the absolute latest.

I have spoken to the owners of two of the other properties that are neighbours of the rugby club and the general consensus seems to be that a function with live and recorded music with an attendance between 1200 and 1500 people is out of proportion at this location. Loud music played outside until 2am in the morning is certainly a public nuisance. There might only be a few houses in the locality but we are still members of the public and have a right not to be kept awake till the early hours of the morning. If the music continues until 2am it will be at least 3am before the 1500 possibly drunk and noisy people and vehicles vacate the site. I also have concerns about the safety of the participants. If people do leave the site for whatever reasons they will be out onto a narrow country road that has a 90 degree blind bend right next to the site. A driver coming round that blind bend that night could easily be confronted by people in the road and a serious accident thus caused.

I appreciate that a function of this size has never been held on this site so we have no evidence as to how big a public nuisance it might be. If in spite of our objections you see fit to grant this licence I would ask that you at least restrict the finishing time for the music. A midnight finishing time would mean that a least we may be able to sleep after 1am. I would also draw your attention to the fact that the application shows the start date of the licence as 30/05/15 and the end date of the licence applied for is 30/05/15. In this case a licence granted until 2am would take the end of the licence past the end date applied for i.e. into the 31/05/15.

Anglian Ruskin Students Union operate from a campus in Chelmsford and a campus in Cambridge and I would have thought that there must be a more suitable site on one of the two campuses or in one of the two cities.

Yours faithfully

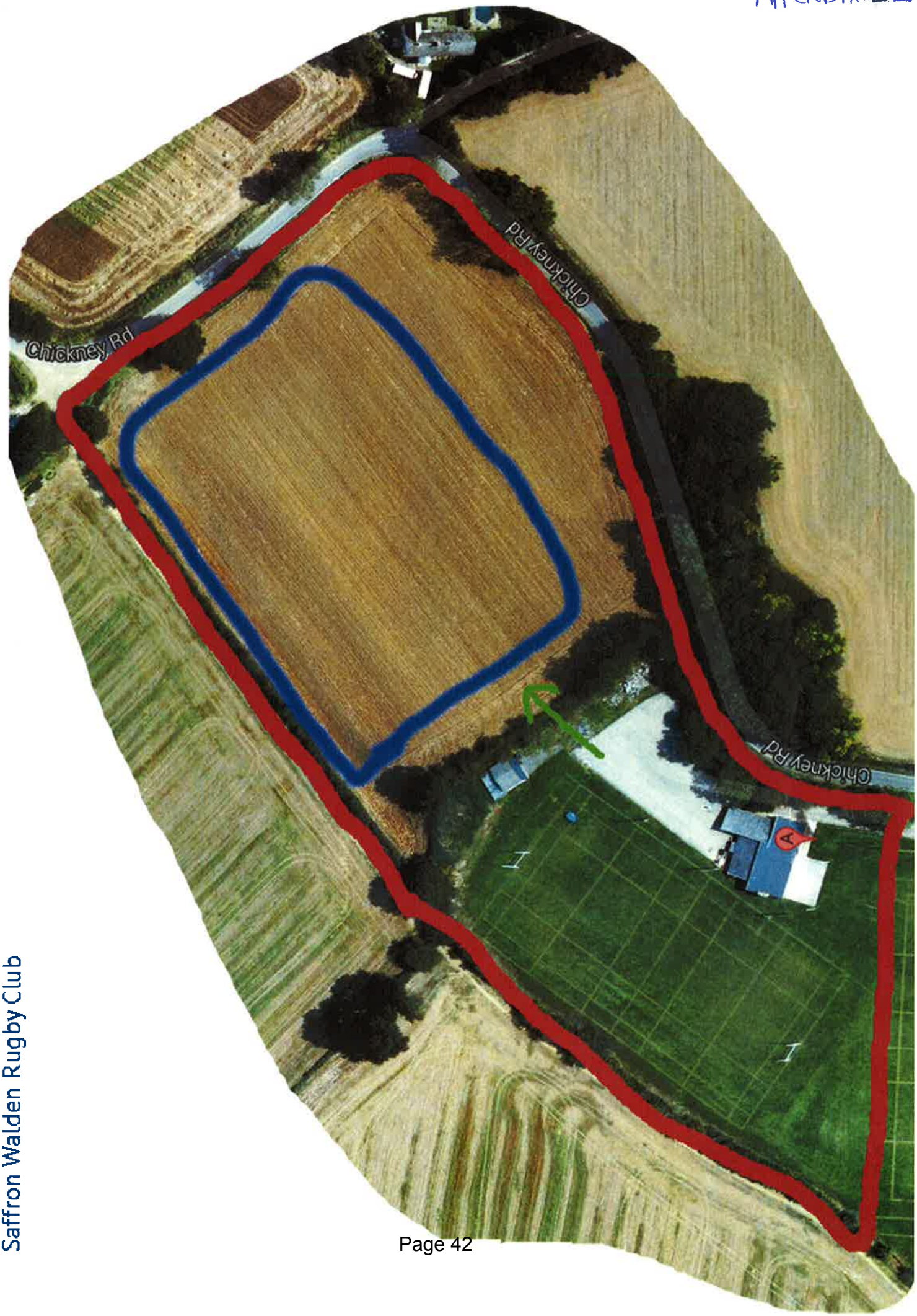
[redacted]

APPENDIX E1.




Traffic, Bicycling, Directions
Chickney Rd
Robert Tupper
Paint Refinishing
Chickney Rd
Chickney Rd
MARQUEE SITE
Imagery ©2015 Bluesky, DigitalGlobe, Getmapping plc, Infoterra Ltd & Bluesky, Map data ©2015 Google 100 m

APPENDIX E2




Summer Ball 2015
Saffron Walden Rugby Club

Licensable activities inside Red Area

APPENDIX E3

NORTH

Stage

Marquee

30m x 9m

Dodgems

Main Bar tent

12m x 9m

Storage Trailer

Marquee 30m x 9m

DJ Stage

Main Stage

Marquee

33m x 12m

Break in Fence for emergency exit

Cloakroom

Staff and Act Parking Only

Main Event Entrance / Screening

Ist Aid

Club house used as Control Room and Artist's Green Room – Other end of Carpark

Coach Drop Off / RVP