

**LICENSING PANEL**  
**Regulatory Committee**  
**Agenda**

Date Tuesday 19 June 2018

Time 9.30 am

Venue Lees Suite, Civic Centre, Oldham, West Street, Oldham, OL1 1NL

- Notes
1. DECLARATIONS OF INTEREST- If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact Paul Entwistle or Fabiola Fuschi in advance of the meeting.
  2. CONTACT OFFICER for this Agenda is Fabiola Fuschi Tel. 0161 770 5151 or email [Fabiola.fuschi@oldham.gov.uk](mailto:Fabiola.fuschi@oldham.gov.uk)
  3. PUBLIC QUESTIONS – Any member of the public wishing to ask a question at the above meeting can do so only if a written copy of the question is submitted to the Contact officer by 12 Noon on Thursday, 14 June 2018.
  4. FILMING - The Council, members of the public and the press may record / film / photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Constitutional Services Officer who will instruct that they are not included in the filming.

Please note that anyone using recording equipment both audio and visual will not be permitted to leave the equipment in the room where a private meeting is held.

Recording and reporting the Council's meetings is subject to the law including the law of defamation, the Human Rights Act, the Data Protection Act and the law on public order offences.

MEMBERSHIP OF THE LICENSING PANEL IS AS FOLLOWS:  
Councillors Briggs, C. Gloster and Malik

Item No

1 Election of Chair

The Panel is asked to elect a Chair for the duration of the meeting.

2 Apologies For Absence

3 Urgent Business

Urgent business, if any, introduced by the Chair

4 Declarations of Interest

To Receive Declarations of Interest in any Contract or matter to be discussed at the meeting.

5 Public Question Time

To receive Questions from the Public, in accordance with the Council's Constitution.

6 Order of Proceedings - Application and Variation (Pages 1 - 4)

7 Application for a Premises Licence - Cotton Clouds Festival (Pages 5 - 38)

The purpose of this report is to inform Members of an application for new premises licence in respect of the, Cotton Clouds Festival Ltd, Saddleworth Cricket Club, Well-i-Hole Road, Greenfield, Oldham which, due to representations being received, has been referred to this Panel for determination.

## **OLDHAM METROPOLITAN BOROUGH COUNCIL**

### **LICENSING PANEL - ORDER OF PROCEEDINGS**

The procedure outlined below, which was enclosed with the notice of hearing sent to each party, and a copy of which is before you today, will be followed.

Documentary evidence may be relied upon and considered by the Panel if it has been served on the Licensing Authority prior to the hearing, or if all parties consent it can be produced on the day of the hearing.

Any person wishing to call a witness to speak at the hearing must have applied in writing for permission from the Licensing Authority at least 5 working days before the hearing and must also have provided the name of the witness and a brief description of the points on which that person may be able to assist the authority in relation to their application, representations or notice. Any application to call a witness where the party has not given 5 working days notice will be considered by the Panel at the beginning of the hearing and permission will not be unreasonably withheld.

Each party will have the same amount of time in which to address the Panel, a time limit has been set because of pressures on the Panel to hear so many applications in a short period of time. Each party will have 20 minutes to address the authority and give any further information (which must be relevant to that party's or another party's application or representation). Where any party considers this time to be insufficient then, a request in writing may be made to the Constitutional Services Officer for an extension of time at least two working days before the hearing; however this will not automatically be granted, and will be at the discretion of the Panel.

Any person behaving in a disruptive manner will be asked to leave the hearing, however, if this occurs that person will be entitled to submit in writing any information they would have been entitled to give orally.

The Authority will provide a record of the hearing in a permanent and intelligible form and keep it for 6 years from the date of determination or disposal of any Appeal.

Members are advised that they are making decisions in a quasi-judicial manner. As such, they have a duty to view all evidence presented before them impartially. Members must disregard any information given by a party which is not relevant to the promotion of the licensing objectives. The Panel is not bound by the formal rules of evidence. Nevertheless, Members must carry out their duty placing what weight they feel is appropriate given the nature of the evidence and the manner in which it was obtained, and communicated.

## **ORDER OF PROCEEDINGS**

### **INTRODUCTION**

The Constitutional Services Officer (“the Clerk”) will welcome those present and outline the procedure to be followed (as set out below) and record those present. The Clerk will remind everyone that each party will have 20 minutes to address the Panel and give any further information.

### **APPLICATION**

The Licensing Officer will outline the nature of the application.

The applicant and/or their representative to address the Panel, present additional information in support of the application (where consent to do so has been granted) and call any witnesses (subject to having given the required prior notice or having received permission at the beginning of the hearing). The Applicant and any witnesses may be questioned by Members of the Panel.

Any party, if given permission by the panel, may question the applicant and his witnesses, but this shall not take the form of cross examination.

### **REPRESENTATIONS**

The Party making the representation and/or their representative to address the members of the Panel, providing any additional information in support of their representation (where consent to do so has been granted) and call any witnesses (subject to having given the required prior notice or having received permission at the beginning of the hearing). The party and any witnesses may be questioned by Members of the Panel.

In the event that a number of members of the public are present at the meeting who intend to make a representation in relation to the application as interested parties then the Chair has discretion to ask that they appoint a nominated spokesperson to present their representations.

Any party, if given permission by the panel, may question the party making representations and his witnesses, but this shall not take the form of cross examination.

These representations will be taken in the following order: -

- Police Representation
- Environmental Health Representation
- Other Responsible Authorities Representation
- Public Representation (Interested Parties)

## **CLOSING STATEMENTS**

The party making the representation may summarise their representation and make a closing statement.

The holder of the premises licence may summarise their representation and make a closing statement.

The Applicant may summarise the application and make a closing statement.

**SUMMARY** The Chair to summarise who has made representations.

## **DETERMINATION**

The Panel Members will leave the hearing to consider their decision in private. The panels may request the Services of legal representative and Constitutional Services Officer.

The Chair of the Panel will announce the determination of the application and the reasons for that determination, and it will then be confirmed in writing within 5 working days of the hearing.

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## Licensing Panel

### Licensing Act 2003 Application for New Premises Licence

### Cotton Clouds Festival Ltd - Saddleworth Cricket Club Well-i-Hole Road, Greenfield, OL3 7HY

Report of Executive Member for: Neighbourhoods

Officer contact: John Garforth  
Ext. 5026

**19<sup>th</sup> June 2018**

#### **Reason for Decision**

The purpose of this report is to inform Members of an application for new premises licence in respect of the, Cotton Clouds Festival Ltd, Saddleworth Cricket Club, Well-i-Hole Road, Greenfield, Oldham which, due to representations being received, has been referred to this Panel for determination.

#### **Recommendations**

Members are recommended to consider the application, taking into account the representations received.

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**Licensing Act 2003 – Application for New Premises Licence****Cotton Clouds Festival Ltd - Saddleworth Cricket Club, Well-I-Hole Road****1 Background**

1.1 The purpose of this report is to inform Members of an application for new premises licence in respect of the, Cotton Clouds Festival Ltd, Saddleworth Cricket Club, Well-i-Hole Road, Greenfield, Oldham which, due to representations being received, has been referred to this Panel for determination.

**2 Recommendations**

2.1 Members are recommended to consider the application, taking into account the representations received.

**3 The Application**

3.1 The applicant, Cotton Clouds Festival Ltd, have applied for a new premises licence in respect of the premises named above.

3.2 Details of the licensable activities and the times applied for are as follows:-

Licensable Activity	Days & Times	
Plays (Indoor & Outdoor)	Friday and Saturday	Friday 17:00 – 22:00 Saturday 12:00 – 22:00
Films (Indoor & Outdoor)	Friday and Saturday	Friday 17:00 – 22:00 Saturday 12:00 – 22:00
Live Music (Indoor & Outdoor)	Friday and Saturday	Friday 17:00 – 22:00 Saturday 12:00 – 22:00
Recorded Music (Indoor & Outdoor)	Friday and Saturday	Friday 17:00 – 22:00 Saturday 12:00 – 22:00
Performance of Dance (Indoor & Outdoor)	Friday and Saturday	Friday 17:00 – 22:00 Saturday 12:00 – 22:00
Other musical activities	Friday and Saturday	Friday 17:00 – 22:00 Saturday 12:00 – 22:00
Supply of Alcohol (On the Premises)	Friday and Saturday	Friday 17:00 – 21:30 Saturday 12:00 – 21:30 (modified by GMP)
Hours premises are open to the public	Friday and Saturday	Friday 17:00 – 22:00 Saturday 12:00 – 22:00



- 3.3 A copy of the application is attached at **appendix III**, this includes the proposed operating schedule which, if the application is granted, would form part of the conditions attached to the licence. In addition event safety managements plans and fire/risk assessments have been submitted which can be made available to Members at the hearing if required.
- 3.4 A location map is attached at **appendix I**.
- 3.5 Members should note that an application was granted in 2017 for a one day festival. This application is to issue a new licence for a one and a half day event over a Friday and Saturday.

#### 4 **Representations**

- 4.1 Following submission and advertisement of the application two representations have been received against the application two residents who reside at the bottom end of Armit Road, near Hollin Crescent, Greenfield. Their comments can be viewed at **Appendix II**.
- 4.2 Members should note that the concerns expressed about sound checks, closure of footpaths and parking restrictions are not issues that can be taken account of in relation to this application. Members should therefore restrict their consideration of the objections to those of noise and the length of the event.
- 4.3 It should also be noted that following consultation with Greater Manchester Police the application has out forward the following amendments to the application:

##### **Supply of alcohol**

Friday – 1700 – 2130

Saturday – 1200 – 2130

##### **General**

Maximum capacity on each day that the event is open to the public – 4000 people.

##### **Prevention of Crime and Disorder**

##### **Door Staff**

1. 1 SIA registered Door Supervisor per 100 customers. Door staff must be present while the premises are open for business in accordance with the licence opening times. Door staff will stay on duty until the premises are closed.
2. All door supervisors to wear hi-visibility / reflective jackets and display their SIA badge in an arm band. This arm band will be worn on the sleeve of their coat/jacket, so that it is visible to members of the public, police officers and licensing officers.

3. A written record of the door supervisors working on any evening must be kept. The minimum amount of information that must be recorded is 'date', 'full name', 'time shift started', 'time shift finished', 'SIA badge number', 'signature'. Upon request this record must be given to Greater Manchester Police and/or and authorised officer of the Council.
4. Door staff will maintain an orderly queuing system outside the venue.

## **Protection of Children from Harm**

### **Challenge 25 scheme**

A Challenge 25 scheme will be operated at the premises and will ensure that any person purchasing alcohol, who appears to be under 25 years of age, shall be asked to provide acceptable identification to prove that they are 18 years of age or over. Failure to supply such identification will result in no sale or supply of alcohol to that person.

A PASS card must be accepted as proof of age if a purchaser possesses one. Where a purchaser does not possess a PASS accredited proof of age card, only the following alternative forms of alternative identification will be acceptable:-

- (a) Photo driving licence
- (b) Passport or
- (c) Her Majesty's Forces Warrant Card
- (d) A PASS accredited holographic proof of age card

No under 18's permitted on the premises unless accompanied by a parent or guardian over 18 years of age.

## **Adult Entertainment**

No entertainment or activity of an adult or sexual nature will take place within the premises.

## **5 Licensing Policy**

5.1 Members considering the application should take note of the Authority's Licensing Policy Statement when determining an application. In particular as Crime & Disorder plays a key part in the representations, attention should be drawn to Section 6 of the Council's Statement of Licensing Policy.

5.2 In relation to Crime & Disorder paragraph 6.2 provides:-

When addressing crime and disorder the applicant should initially identify any particular issues (having regard to their particular type of premises and/or

activities), which are likely to adversely affect the promotion of the crime and disorder objective. Such steps, as are required to deal with these identified issues, should be included within the applicant's Operating Schedule.

5.3 In relation to Public Nuisance paragraph 8.2 and 8.3 provide:-

When addressing public nuisance the applicant should initially identify any particular issues (having regard to their particular type of premises and/or activities), which are likely to adversely affect the promotion of the public nuisance objective. Such steps as are required to deal with these identified issues should be included within the applicant's Operating Schedule.

If relevant representations are received, the Authority may impose conditions to prevent nuisance, noise, disturbance, light pollution, noxious smells, vermin and pest infestations and accumulations of rubbish and litter.

5.4 A full copy of the Councils Licensing Policy statement will be available at the hearing.

## 6 **Secretary of State Guidance**

6.1 Members also need to consider statutory guidance issued, by the Secretary of State, under Section 182 of the Licensing Act 2003 (April 2018).

6.2 In relation to 'Public Nuisance', paragraph 2.15 provides:-

The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.

6.3 A full copy of the guidance will be available at the hearing.

## 7 **Options/Alternatives**

7.1 When determining the application Members having had regard to the representations, may take such steps as they consider appropriate for the promotion of the licensing objectives. The steps are -

- a) Grant the application as applied for with or without the amendments agreed with Greater Manchester Police;
- b) Grant the application but modify the operating schedule in relation to hours, days, conditions or activities;
- c) To reject the application;

- 7.2 Any steps appropriate to promote the licensing objectives should be specified. If no steps are appropriate the application should be granted.
- 7.3 Findings on any issues of fact should be on the balance of probability.
- 7.4 In arriving at a decision Members must have regard to the relevant provisions of national guidance and the licensing policy statement and reasons must be given for any departure.
- 7.5 The decision should be based on the individual merits of the application.

## **8 Consultation**

- 8.1 Consultation in accordance with the Act has taken place with all Responsible Bodies and notice has been given to allow for any representations from other persons.

## **9 Legal Services Comments**

- 9.1 In determining the application Members should have regard to the Authority's licensing policy statement and the Secretary of State's Guidance. The applicant for the premises licence or any other person who made relevant representations in relation to the application have a right of appeal to the Magistrates' court. (D. Joy)

## **10 Environmental and Health & Safety Implications**

- 10.1 Contained within the body of the report.

## **11 Equality, community cohesion and crime implications**

- 11.1 The Council's 'Statement of Licensing Policy' takes into account these matters. All decision made by the Licensing Panel, must have regard to this policy and National Guidance.

## **12 Equality Impact Assessment Completed?**

- 12.1 No

## **13 Background Papers**

- 13.1 The following is a list of background papers on which this report is based in accordance with the requirements of Section 100(1) of the Local Government Act 1972. It does not include documents which would disclose exempt or confidential information as defined by the Act :

File Ref: Records held in Directorate  
Officer Name: John Garforth  
Contact No: 0161 770 5026

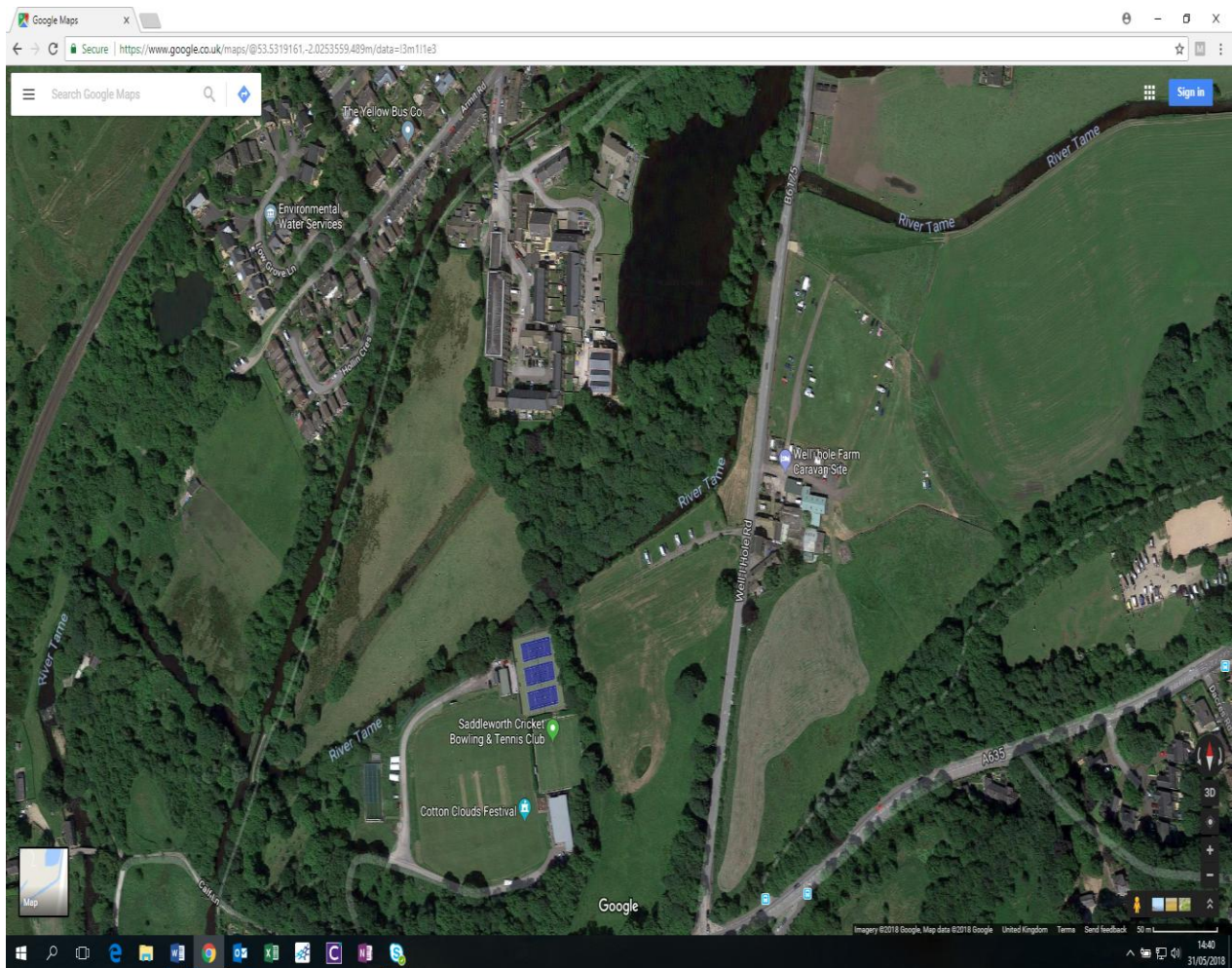
## 14 Appendices

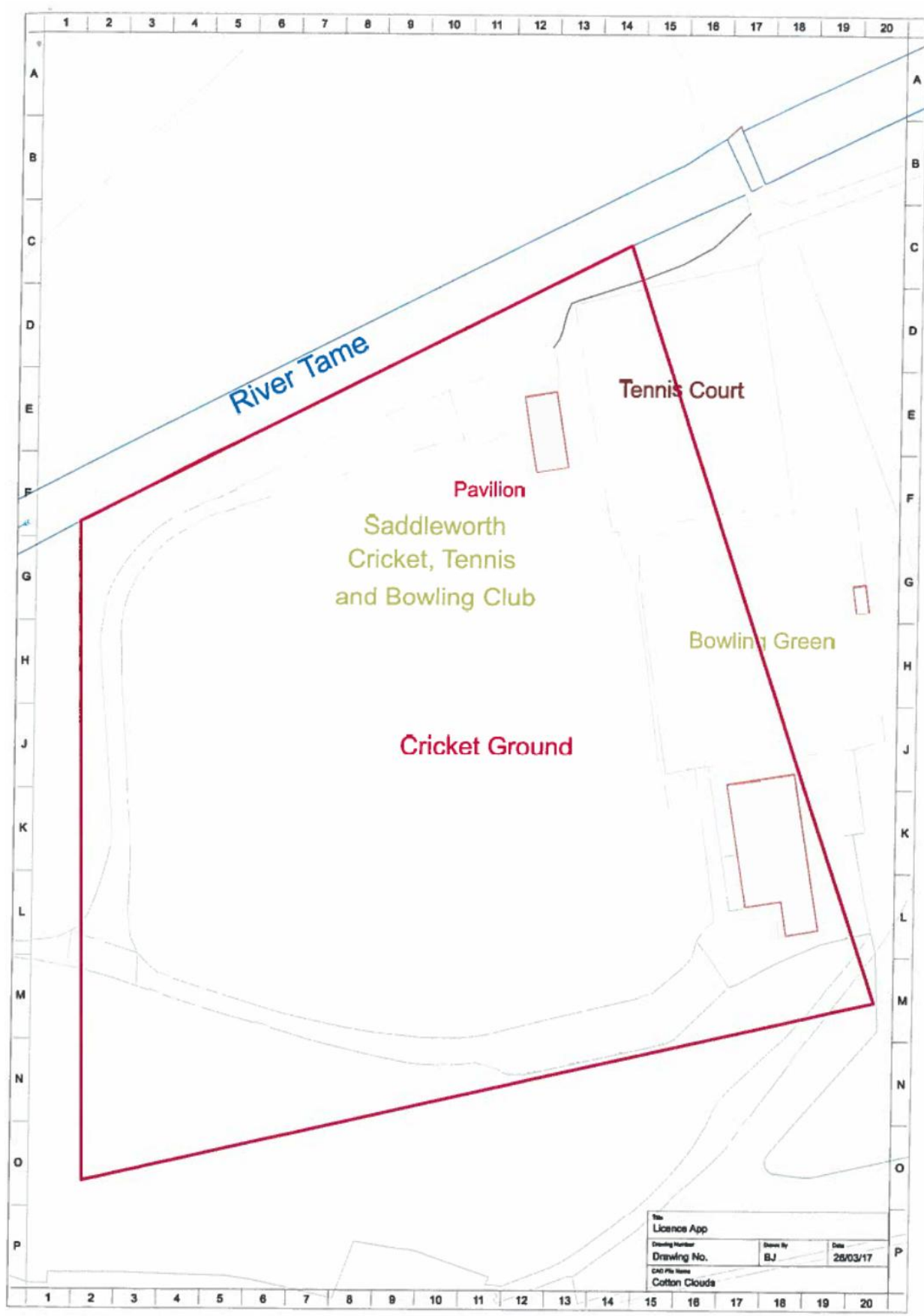
Appendix I – Location Map

Appendix II – Representations against the application

Appendix III – Application form

### Appendix I





**Cotton Clouds**  
**Representations Received**

From: Sandra Mavro  
Sent: 19 April 2018 11:32  
To: ENV LICENSING  
Subject: cotton clouds

Dear Sir/Madam

I would like to object to increasing the number of days. Another day is would add to the noise disruption. There are sound checks before the concert which create further noise.

Parking problems would increase and add to the days already allocated to Well-i-ole Farm which is very close by.

The foot paths are closed before and after the date. They were not opened until the following lunch time which makes it difficult to access walks and peaceful enjoyment of the country side. One day should be enough.

Yours,

Sandra Mavro

Armit Road, Greenfield

From: Jeff Garner

Sent: 19 April 2018 18:23

To: ENV LICENSING

Subject: Cotton Clouds Festival 2018 – application to extend licence

As a local Friezland resident, I wish to make a representation regarding the application for a licence for the Cotton Clouds Festival at Saddleworth Cricket Club on 17 and 18 August.

I have concerns about the proposal to extend a one day event to two days.

I found the noise last year was too loud, especially later on in the evening and consider it an infringement to have to put up with it for 2 evenings on the run.

This year, apart from the proposed Friday evening and Saturday afternoon/evening events, it is also proposed there will be sound tests on Thursday evening, Friday afternoon and Saturday morning, meaning there will be noise from the site over three days.

Local public footpaths used by families, dog walkers etc. and closed for the festival last year took too long to reopen. If the festival includes the Friday, these footpaths will be closed for double the length of time – an imposition on the public that should not be caused by a commercial event.

Traffic cones were introduced on narrow local roads during the festival over the weekend last year. Extending the festival to two days would mean residents would have the inconvenience of the parking restrictions being imposed over a much longer period, this time including a working day, raising issues when residents return from work.

The event is heavily promoted as a family friendly festival, so there should be concerns in the licence application to show any films that are unsuitable for children.

Jeff Garner

Arrmit Road, Greenfield



# **Appendix 3**

## **Application under Licensing Act 2003**

### **Cotton Clouds Festival**



**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 Rick Lees, of Cotton Clouds Festival Ltd.**

*(Insert name(s) of applicant)*

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

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description			
<b>Saddleworth Cricket, Bowling &amp; Tennis Club Well-I-Hole Road, Royal George, Friezland, Greenfield</b>			
Post town	Oldham	Postcode	OL3 7HY

Telephone number at premises (if any)	07950 628 690
Non-domestic rateable value of premises	£

**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 type="checkbox"/>            | please complete section (A) |
| b) a person other than an individual *               |                                     |                             |
| i as a limited company/limited liability partnership | <input checked="" 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   | <input type="checkbox"/>            | 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 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 over		I am 18 years old or		<input type="checkbox"/> Please tick yes	
Nationality					
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)	
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Surname		First names	
Date of birth over		I am 18 years old or	<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 <b>Mr Rick Lees, of Cotton Clouds Festival Ltd.</b>
Address <b>43 High Street, Uppermill, Oldham, Greater Manchester, England, OL3 6HS</b>
Registered number (where applicable) <b>10502410</b>
Description of applicant (for example, partnership, company, unincorporated association etc.) <b>Application on behalf of a private limited company</b>
Telephone number (if any) <b>07950 618 690</b>
E-mail address (optional) <b>rick@cottoncloudsfestival.com</b>

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
01	08	2018

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)

**Cotton Clouds Festival is a 1.5-day music event which is now in its second year. The event is organised and managed independently by a small team of local festival promoters. As organisers, Cotton Clouds Festival Ltd. has lead responsibility in promoting the four licensing objectives in the Licensing Act 2003.**

**The event consists of the performance of live and recorded music and the sale by retail of alcohol. The regulated entertainment and sale by retail of alcohol are covered by one premises license.**

**The event is held at Saddleworth Cricket Club, Greenside, Oldham and adjoining land, which makes up the 'green field' event site.**

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)

**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 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)  <b>Unamplified and amplified physical performances to take place around the event site, venues and stages. This includes guerrilla theatrics and roaming performances around the event site that are not within venues and stages.</b>		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)  N/A		
Thur					
Fri	17:00	22:00	<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	22:00			
Sun			N/A		

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)  <b>Amplified film screenings taking place within venues. The admission of persons to the exhibition of any films will be restricted in accordance with recommendations made by the British Board of Film Classification.</b>		
Mon					
Tue			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)  N/A		
Wed					
Thur			<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Fri	17:00	22:00			
Sat	12:00	22:00	N/A		
Sun					

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			<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)
Thur			
Fri			
Sat			
Sun			

**D**

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

**E**

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)  <b>Performance of live music for the duration of the event. A noise management plan will be prepared and included in the ESMP in due course.</b>  <b>Sound checks and noise propagation tests will take place 3 hours before the event is open to the public on each day, e.g. Friday 14:00-17:00, Saturday 09:00-12:00.</b>  <b>A limited sound check and noise propagation test will take place on Thursday afternoon between 16:00-20:00.</b>  <b>Sound checks and noise propagation tests will operate at a reduced volume.</b>	Both	<input checked="" type="checkbox"/>
Tue					
Wed				<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)	
Thur				N/A	
Fri	17:00	22:00		<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)	
Sat	12:00	22:00		N/A	
Sun					

**F**

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music 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	<u>Please give further details here</u> (please read guidance note 4)  <b>Playing of recorded music for the duration of the event. A noise management plan will be prepared and included in the ESMP in due course.</b>  <b>Sound checks and noise propagation tests will take place 3 hours before the event is open to the public on each day, e.g. Friday 14:00-17:00, Saturday 09:00-12:00.</b>  <b>A limited sound check and noise propagation test will take place on Thursday afternoon between 16:00-20:00.</b>  <b>Sound checks and noise propagation tests will operate at a reduced volume.</b>		
Mon					
Tue					
Wed					
Thur					
Fri	17:00	22:00			
Sat	12:00	22:00			
Sun					
			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
			<u>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</u> (please read guidance note 6)		

**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"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<p><u>Please give further details here</u> (please read guidance note 4)</p> <p><b>Amplified and unamplified performances to take place within the event site, inside and outside of venues.</b></p> <p><b>This may also include Guerrilla Theatrics and roaming performances around the event site.</b></p> <p><u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)</p> <p><b>N/A</b></p> <p><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)</p> <p><b>N/A</b></p>	Both	<input checked="" type="checkbox"/>
Tue					
Wed					
Thur					
Fri	17:00	22:00			
Sat	12:00	22:00			
Sun					

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing  <b>Activities that fall out of the scope of live music, recorded music, plays, films or performance of dance.</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	<b>Indoors</b>	<input type="checkbox"/>
Mon				<b>Outdoors</b>	<input type="checkbox"/>
				<b>Both</b>	<input checked="" type="checkbox"/>
Tue			<b>Please give further details here</b> (please read guidance note 4)  <b>DJ's and music making facilities on stages and within venues.</b>  <b>Background Music within secondary venues.</b>  <b>Performance, Dance or Theatre rehearsals.</b>  <b>Educational/ exploratory activities, workshops and installations for the arts.</b>		
Wed					
Thur			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 5)		
Fri	17:00	22:00			
Sat	12:00	22:00	<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sun					



**I**

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

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)  N/A		
Mon					
Tue					
Wed					
Thur					
Fri	17:00	22:00			
Sat	12:00	22:00			
Sun					
			<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		

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

<b>Name</b> Ryan Daniel Esson	
<b>Date of birth</b> 27/09/1985	
<b>Address</b> Flat 4 21 Mare Street Hackney Greater London	
<b>Postcode</b>	E8 4RP
<b>Personal licence number (if known)</b> PERL/06839/13	
<b>Issuing licensing authority (if known)</b> Leeds City Council	

□□□□

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).**

There will be no entertainment of an adult nature at the festival – no nudity or semi-nudity, no gambling machines or similar. The only possible exception is the showing, within a tented structure, of films carrying the British Board of Film Classifications of rating PG or above. Any screening of this type will be advertised as such. Signage at access points to the venue will clearly display the program of films to be screened, the timings of the screenings, the certification of each film and any necessary parental advice. Access to the venue will be monitored by stewards and representatives of the Cotton Clouds event management team to ensure the exclusion of children from the venue during the screening of any such films.

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)
			N/A
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
Mon			
Tue			
Wed			
Thur			<b>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</b> (please read guidance note 6)
Fri	17:00	22:30	N/A
Sat	12:00	22:30	
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 10)**

Cotton Clouds Festival Ltd. has undertaken a full evaluation of its proposed activities with due regard to the promotion of all four licensing objectives. A competent team of event professionals and specialists have been appointed to design, plan and safely deliver Cotton Clouds Festival with minimal impact to the local community and the least possible inconvenience to surrounding business and residents.

The planning process involves full and on-going consultation with the Event Safety Advisory Group (ESAG) through formal group meetings and appropriate discussions and meetings with individual ESAG partners. Including various representatives from Oldham Council, the emergency services and other relevant agencies.

The planning and consultation process is key in the development of a comprehensive Event Safety Management Plan (ESMP) for the event. The ESMP examines all aspects of our activities and the steps to be taken to ensure a safe and successful event that takes full account of all four licensing objectives. The ESMP covers all aspects of the festival in detail and sets out the various measures to be taken and policies to be followed by Cotton Clouds Festival Ltd.

Specific measures that are designed to ensure the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm are detailed throughout the ESMP.

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

The event management team will coordinate with stewarding (crowd management) and security staff and Greater Manchester Police to ensure procedures are in place for combating crime and disorder. Where appropriate and in accordance with the Security Industry Authority regulations, stewards and security operating will be SIA registered; all supervisors of stewards will be SIA registered; all crowd management personnel will be trained to NVQ Level 2 or equivalent or as necessary in accordance with legislation.

The event site will be enclosed within a secure perimeter fence. This will be subject to regular security patrols. Entrance to the event is strictly by ticket and purchase of a ticket requires acceptance by customers of the festival Terms and Conditions (Please see ESMP). Entrance points to the event will be tightly controlled by SIA licensed staff who will refuse admission to anyone breaching the terms and conditions. Ticket holders and their belongings will be subject to searching by the security team.

The stewarding and security team, with sufficient numbers of appropriately trained personnel, will be in operation within the event site (Please see ESMP). The security team will monitor the event at all times to prevent criminal and/or disorderly behaviour. Any persons found to be undertaking criminal activities will be apprehended/removed and anyone displaying disorderly behaviour will be ejected. The event operates a strict no readmissions policy for such offenders.

The Designated Premises Supervisor will strictly control all sales of alcohol to customers and a Check 25 system will be in operation. The festival will operate and actively enforce a zero-tolerance policy on drugs. This will be communicated to attendees via social media updates prior to the event, and signage at the event entrance and around the site. Drug amnesty bins will be in position at all entry points leading into the event site.

The use of a two-way radio system by both security and the event management teams will allow effective, responsive communications at all times which will assist with surveillance of the audience and circulation of appropriate intelligence.

#### c) Public safety

Public safety is of paramount importance to Cotton Clouds Festival. It is in the interests of the organisers to ensure that their customers have a safe and enjoyable experience. The event management team will consult with the ESAG on the proposals within the Event Safety Management Plan to ensure all plans are in accordance with the licensing objectives. The event plans have been developed to meet guidance under the Event Safety Guide (HSG 195) and Managing Crowds Safely (HSG154). These plans will be developed through consultation with each agency.

The event management team has appointed Daniel Jones of GoTo Live Ltd. as the nominated Safety Officer and Advisor. Daniel has a wealth of experience in the events industry including, but not limited to: Parklife Festival, Latitude Festival, Elrow UK, Beacons Festival, Bingley Music Live, Yorkshire Marathon, and has over 10 years of retained knowledge in the delivery of safe events. As an experienced and competent Safety Officer and Advisor he will manage all matters that may impact upon the health, safety and welfare of the audience, contractors and the festival workforce.

The festival site has been carefully designed to safely and comfortably accommodate the proposed occupant capacity and there is sufficient exit width to allow safe emergency evacuation should the need arise. Comprehensive ingress/egress, emergency evacuation plans and occupant capacity calculations have been prepared and are included in the Event Safety Management Plan.

A suitably experienced and competent crowd management and security company will be appointed to provide advice on such matters. A crowd management plan will be produced, together with a stewarding and security deployment schedule.

A comprehensive event risk assessment has been prepared and included in the Event Safety Management Plan, including a fire risk assessment. The risk assessment details the measures to be taken to minimise risk to acceptable levels across all activities. The risk of danger to public safety is addressed in this risk assessment.

A specialist event medical provider will be appointed to provide medical provision and supporting infrastructure to the event; this will include an onsite medical facility suitable for treating minor injuries and triage for assessment of other injuries. Patients that may require transport to a local hospital will be transported by our medical contractor in a private ambulance. Medical provisions have been suitably calculated using guidance from the Event Safety Guide (HSG195). The scoring for medical provisions at the event is included in the Event Safety Management Plan.

A welfare facility will be provided onsite to ensure customers have access to basic welfare needs, advice and support. In addition, the provision of adequate toilet facilities and the provision to purchase food and soft drinks will be in place. Drinking water will be available free of charge at each bar, welfare area, and front of stage barrier.

Suitability and design of all temporary structures is outlined within the ESMP and the risk assessment. All appropriate documentation is collated from contractors, paying particular attention to design, structural calculations, wind loading, imposed loads, liability insurance, method statements and risk assessments.

A site wide inspection will be undertaken before the event is open to the public and at the beginning of each day. These inspections will be undertaken by Cotton Clouds Event Management, Safety Officer, and representatives from the ESAG.

A flood plan will be devised and included in a later version of the ESMP.

#### **d) The prevention of public nuisance**

Cotton Clouds Festival is committed to producing an event that has a minimal impact upon the surrounding area, local community and nearby residents.

The potential for noise nuisance has been recognised by the Cotton Clouds event management team and a suitable noise management plan will be drawn up to control and minimise the risk of this becoming a nuisance. We will ensure appropriate noise control levels are in place in accordance with the Code of Practice on Environmental Noise Control at Concerts. Noise measurements will be taken at mixing desks and nearest noise sensitive premises to ensure appropriate noise levels are not exceeded.

Early event finish times are specifically planned to limit noise nuisance to residents in the surrounding area. The early finish times have also been reflected in the overall plans to aid the migration of attendees at the end of the event to meet public transport connections. Consequently, attendees of the festival are not stranded in the local area after the event.

The event management team will ensure there is a suitable and sufficient waste and cleansing programme both in the event site and the immediate surrounding area.

The event management team will ensure that local residents and businesses are consulted of such specific event plans to ensure their views are considered and concerns, where practicable, are addressed.

Provision of adequate numbers of temporary toilets will eliminate any potential nuisance that could result from inadequate facilities.

Proactive management of event traffic will ensure that disruption to the local road network and its users is kept to a minimum. A robust Traffic Management Plan drawn up in consultation with the relevant agencies will operate with support from a professional traffic management and signage company.

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

Cotton Clouds Festival is committed to protecting the welfare of children who attend the event and will implement robust procedures to ensure that this is achieved.

Arrangements for appropriately trained and experienced staff who have undergone appropriate DBS security checks to be available to manage the welfare of separated minors. Records of children reported as separated will be collated to ensure appropriate levels of support are maintained. The facilities for holding separated minors prior to repatriation will be located at the Welfare tent. A specific meeting point on site will not be promoted. Instead event information will suggest people attending with minors agree their own meeting point and stick to it in the event of becoming separated. This information will be promoted on the event website and social media.

Those under the age of 18 years of age who attend the event must be accompanied by an adult over the age of 25 years. All children aged 12 years and under must be accompanied

by an adult aged 25 years or over and must wear a distinctive white child wristband at all times. This wristband will have the contact details of the relevant responsible adult written on it. There will be a maximum of four persons under the age of 18 years to one person aged 25 years and over.

There will be no entertainment of an adult nature at the festival – no nudity or semi-nudity, no gambling machines or similar. The only possible exception is the showing, within a tented structure, of films carrying the British Board of Film Classifications of rating PG or above. Any screening of this type will be advertised as such. Signage at access points to the venue will clearly display the program of films to be screened, the timings of the screenings, the certification of each film and any necessary parental advice. Access to the venue will be monitored by stewards and representatives of the Cotton Clouds event management team to ensure the exclusion of children from the venue during the screening of any such films.

We recognise that it is illegal to sell alcohol to or purchase alcohol for any persons under the age of 18 years. The event will operate the national Challenge 25 policy. Staff serving alcohol will challenge any persons who they believe may be under the age of 25 years and will request that they produce valid photographic identification.

**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).

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

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

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

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

<b>Declaration</b>	<ul style="list-style-type: none"> <li>[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the 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).</li> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li> </ul>
<b>Signature</b>	
<b>Date</b>	15 <sup>th</sup> March 2018
<b>Capacity</b>	Rick Lees, Director, Cotton Clouds Festival Ltd.

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

<b>Signature</b>	
<b>Date</b>	
<b>Capacity</b>	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
<b>Daniel Jones, Event Safety Advisor &amp; Licensing Consultant, GoTo Live Ltd.</b>			
<b>Post town</b>		<b>Postcode</b>	
<b>Telephone number (if any)</b>	07429 470650		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) daniel@gotolive.co.uk			