

\* required information

## Section 1 of 17

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

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	Arley Hall and Gardens	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

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

## Applicant Details

* First name	Shelagh	
* Family name	Bebington	
* E-mail		
Main telephone number		Include country code.
Other telephone number		

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

Are you:

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

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

## Applicant Business

\* Is your business registered in the UK with Companies House? ☐ Yes ☒ No

\* Is your business registered outside the UK? ☐ Yes ☒ No

* Business name	Arley Trustees	If your business is registered, use its registered name.
* VAT number	GB <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>	Put "none" if you are not registered for VAT.
* Legal status	Charity or Association	

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\* Your position in the business

Home country

The country where the headquarters of your business is located.

**Business Address**

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

**Section 2 of 17**

**APPLICATION DETAILS**

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

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

\* Premises Licence Number

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

☒ Address ☐ OS map reference ☐ Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Premises Contact Details**

Telephone number

Continued from previous page...

Non-domestic rateable  
value of premises (£)

5,500

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#### VARIATION

Do you want the proposed  
variation to have effect as  
soon as possible?



Yes



No

Do you want the proposed variation to have effect in relation to the  
introduction of the late night levy?



Yes



No

You do not have to pay a fee if the only  
purpose of the variation for which you are  
applying is to avoid becoming liable to the  
late night levy.

If your proposed variation  
would mean that 5,000 or  
more people are expected to  
attend the premises at any  
one time, state the number  
expected to attend

14999

#### Describe Briefly The Nature Of The Proposed Variation

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.

The Arley Estate is a family home and business with a stately home and gardens which are open to the public. It is also a venue for events: the Hall and Gardens are available for hire for Wedding celebrations, private parties and Corporate events. In addition the Parklands is used for a variety of outdoor festival and shows.

The Arley Estate would like to apply for variation in the current Premise License as per below:

- \* increase the capacity of the estate (including Park lands) for specific events / festivals from 5,999 to 14,999
- \* amend our opening hours of Arley Hall and Gardens to the general public to:  
09.00 to 18.00hrs every day including Bank Holiday
- \* extend period open of Arley Park and Gardens as a visitors attraction to all year round (except Christmas Day, New Year's Day and period in between – 25 Dec to 2 Jan)

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#### PROVISION OF PLAYS

Will the schedule to provide plays be subject to change if this application to  
vary is successful?



Yes



No

### Section 5 of 17

#### PROVISION OF FILMS

Will the schedule to provide films be subject to change if this application to  
vary is successful?



Yes



No

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Continued from previous page...

#### PROVISION OF INDOOR SPORTING EVENTS

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

☐ Yes ☒ No

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#### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

☐ Yes ☒ No

#### Section 8 of 17

#### PROVISION OF LIVE MUSIC

Will the schedule to provide live music be subject to change if this application to vary is successful?

☐ Yes ☒ No

#### Section 9 of 17

#### PROVISION OF RECORDED MUSIC

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

☐ Yes ☒ No

#### Section 10 of 17

#### PROVISION OF PERFORMANCES OF DANCE

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

☐ Yes ☒ No

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

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

☐ Yes ☒ No

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#### PROVISION OF LATE NIGHT REFRESHMENT

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

☐ Yes ☒ No

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### SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

☐ Yes

☒ No

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### ADULT ENTERTAINMENT

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

Provide information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

There will be no adult content or entertainment at the event, with the exception of bars. The bars will be managed by a personal license holder and will be manned by security at all times. All material shall be appropriate and aimed at families.

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### HOURS PREMISES ARE OPEN TO THE PUBLIC

#### Standard Days And Timings

#### MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

#### TUESDAY

Start

End

Start

End

#### WEDNESDAY

Start

End

Start

End

#### THURSDAY

Start

End

Start

End

#### FRIDAY

Start

End

Start

End

#### SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start 09:00

End 18:00

Start

End

State any seasonal variations.

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

Arley Hall and Gardens to be open all year round as a Visitors Attraction with the exception of period 25 December to 2 January (including Christmas Day and New Year's Day)

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

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

N/A

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

NO

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

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

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### LICENSING OBJECTIVES

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

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

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

The licensee must complete a full Event Safety Management Plan prior to each event. This ESMP must be sent to the SAG one month prior to the event.

All external events will produce a detailed scaled site plan, which will include entrances, emergency exits, first aid/welfare, temporary bars, staging, structures and marquees.



*Continued from previous page...*

The organiser will obtain completion certificates for all temporary structures, power and water installations prior to the event opening to the public.

The organiser will produce an alcohol management plan.

The organiser will hold both public and employers liability insurance to a total of 5 million pounds for each event.

For all external events, a site perimeter will be created around the show arena

Where appropriate, outdoor events will have pitches for professional caterers to provide food for audience members. Relevant safety and insurance documentation for all caterers will be supplied to Cheshire East Council Health Officers as required in advance of the event and a schedule for onsite inspection agreed.

Where appropriate, outdoor events will be entry by tickets, be available for purchase in advance through established ticketing agencies. Where appropriate there will be a box office onsite to sell tickets, deal with any ticketing queries and to issue guest list.

After each event, a debrief will be held with SAG representatives.

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

A professional event security team will be appointed and may be supported by volunteer stewards. The operation will be overseen by the Event Manager who will be able to liaise with Cheshire Police as required. For all outdoor events, the physical layout of the site will be planned with crowd management and audience flow in mind and the security team briefed to prevent overcrowding in audience areas.

Method of entry to events will vary as to whether private or public. Where appropriate, conditions of entry will be advertised on the event website, issued with tickets and displayed at the event entrance. These conditions will be applied consistently and fairly.

The level of professional security personnel, approved in relation to each event by the licensing authority, will have a designated responsibility to maintain a safe environment for members of the public attending the event. SIA registered staff will be positioned at the entrance gates, bars, and stages and will patrol during the event. Additional stewarding staff will provide support, monitoring other areas and patrolling the event. All staff will be encouraged to be vigilant, identify suspicious behaviour and take appropriate action in the prevention of crime and disorder.

At all times when the premises are open to the public the Event Manager shall be aware of the number of persons on the premises and shall if requested give this information to an Authorised Officer of the Council, a Fire Officer or a Police Constable.

The Event Manager will keep a record of all incidents relating to entry, disruptive behaviour and child safety. The incident records will be available to be viewed by any relevant authority.

The sale of alcohol is not the main focus of activity. A 'Challenge 21' policy will be implemented. Anyone who appears to be under 21 will be asked to produce a passport, drivers licence ID or an accredited proof of age card in order to purchase alcohol. Ticket holders will not be permitted to bring any alcohol into any areas of the event site.

The DPS will keep a record of all incidents occurring in relation to the bars and sale of alcohol on site.

Bar staff will be trained to recognise drunkenness and will refuse service to customers who have consumed excessive alcohol and will be trained to handle potential trouble makers and diffuse difficult situations.

SIA security staff will be briefed to be on the lookout for minors consuming alcohol. Notices will be clearly displayed at bars indicating that it is unlawful for persons under 18 to purchase alcohol or for another person to purchase alcohol on behalf of a person under the age of 18.



*Continued from previous page...*

#### c) Public safety

All event activity within the premises will be controlled with specific reference to the capacity, the nature of the cultural content and in compliance with the standards for the provision of services as outlined by the relevant guidance. In the event of conflict between the licence conditions, the event safety plan, and the relevant guidance, the licence conditions and event safety plan will take precedence.

A SAG inspection of the premises will take place prior to the event opening.

The licence holders will appoint a suitably competent and appropriately qualified person(s), experienced in the specific nature of the event, to co-ordinate the management of the health and safety. Any such person(s) will be involved with and available to officers of the council and site employees during the prevent planning, site build, throughout the duration of the event and during the site de rig and clearance.

The Licence Holder shall prepare an Emergency Plan to respond to all foreseeable major incidents occurring on the site. The plan, which shall include evacuation procedures, will be prepared in consultation with the emergency services to enable quick and effective action to be implemented by the Licence Holder and the Emergency Services in the event of a major incident.

#### CONTRACTORS

All event contractors will comply with all relevant health and safety legislation and follow the control measures documented in their own risk assessments and method statements and be responsible for ensuring safe systems of work.

Event contractors must comply with site rules and regulations as set by the Licence Holder. These site rules and regulations must be made available to event contractors and employees prior to site build and there should be a consequence for breach of site rules.

The Licensee shall ensure that all temporary demountable structures including all stages, marquees, barriers, grandstands, towers and any other structure listed in the industry guide conform to The Institution of Structural Engineers "Temporary Demountable Structures - Guidance on Design, Procurement and Use" - Third Edition 2007 (ISBN 1 874266 45 X) or to any guidance that supercedes this.

The Licence Holder must ensure that prior to the public being permitted on to the site, a signed statement is received in respect of each temporary structure, which certifies that they have been inspected and where appropriate, tested by a competent person following completion and to confirm structures have been constructed in accordance with the design specifications. The Licence Holder must make these statements available to the Licensing Authority if requested.

All marquees onsite shall comply with fire safety code BS 7837 Specifications for Flammability Performance for Textiles used in the Constructions of Marquees and Similar Textile Structures.

No temporary electrical wiring or distribution system will be installed in the premises unless the installation is carried out by a suitably qualified and competent person. The Site Manager shall obtain a certificate from that person stating that the installation is fit for purpose and complies with BS 7671 and, where applicable, BS709 or any subsequent British Standard. A copy of that certificate will be produced by the event management team if requested to do so by an authorised officer of the Council or an officer of the Cheshire Fire and Rescue Service.

#### COMMUNICATION

Provision will be made to allow communication of emergency procedures and issues relating to health, safety and welfare of people within the premises. This will be done through signage, PA systems and event staff face to face. Emergency evacuation plans and blue routes for emergency vehicles will be detailed in the event safety plan. Loudhailers will be provided in order to address the crowd in the case of the failure of one or multiple sound systems or loss of power.

#### EXIT ROUTES



*Continued from previous page...*

Appropriate arrangements by way of fencing, barriers, gate systems, security or other provision will be made, in agreement with the responsible authorities, to prevent unauthorised access to the Licensed Premises and manage entry to the Licensed Premises.

All exits and escape routes (including external escape routes) from the premises will be free from all obstructions when the public are on the premises.

All exit gates from the premises or enclosures will be capable of being opened by any person without the use of a key card, code or similar means and will be kept free from all fastening devices when the premises is open to the public. In addition, all fire exits will be correctly signed with high visibility signage.

All exit routes shall be checked on every occasion before the premises opens and on regular occasions during the event to ensure they are free from defect, obstruction, trip hazards and surfaces are not slippery.

The layout of marquees and other temporary structures or furniture will be such so that it does not obstruct any exit, route to any exit or to any facility within the premises.

#### FACILITIES

The Organiser shall ensure that adequate sanitary provisions, hand washing and drying facilities are provided for the number of people expected to attend the event to the satisfaction of the Licensing Authority as per the Purple Guide and be proportional to the gender split and audience profile. As the festival is aimed at families the organiser will ensure there are suitable toilets for parent and child and nappy changing facilities.

The organiser will employ the services of a first aid provider; the numbers of staff will be in line with the HSG 195 The Event Safety Guide. A dedicated and clearly signed first aid point will be manned at all times that the premises are open to the public.

The medical contractor will keep records of incidents which will be available to view by any relevant authority.

There will be maintained on the premises at all times an adequate and appropriate supply of first aid equipment and materials. An appropriate level of first aid cover will be maintained on site during build and break periods.

#### VEHCILES

Vehicle movement within the festival site must be managed to ensure that pedestrians are appropriately segregated from site vehicles during the site build, during the event and load out.

There should be a clear division between the completion of the site build and access by the public at commencement of the event, such that heavy plant and equipment must have left public areas of the site and construction tasks are no longer being carried out.

Vehicular movement while members of the public are on the licensed site shall be limited to essential journeys and shall be controlled in the interests of safety of the ticket holders and staff. The onsite traffic plan shall be available in the Event Safety Plan that is provided to the Licensing Authority. This document shall focus on vehicle and pedestrian movements on site. Its thrust shall be to reduce and / or manage potential areas of conflict between vehicles and pedestrians. The need for large vehicles to manoeuvre and reverse around any areas where ticket holders are present shall be eliminated wherever possible. Where not possible, appropriate safety rules shall be in place and shall be implemented and contractors shall be advised accordingly. Banksman or chaperones shall be used where vehicle movements in areas where there are pedestrians is unavoidable. They shall be adequately trained and provided with personal protective equipment. Any drivers found driving carelessly or dangerously shall be disciplined.

Only fully certified workers shall use the appropriate site plant supplied. Their certification shall be checked by the site office / event safety co-ordinator before any keys are distributed.

#### CONCESSIONS



*Continued from previous page...*

The Licensee shall ensure that only premises that are already registered under the Food Safety & Hygiene (England) Regulations 2013 shall be allowed to provide food and drink at Geronimo Fest. All food concessions will be available for inspection at times suitable to the Council's Environmental Health Officers.

There shall be provided suitable containers for the storage and disposal of waste foods and other refuse from the site. Those containers shall be constructed, maintained and located so that access to them by vermin and unauthorised persons is prevented and arrangements shall be made for the regular lawful disposal of their contents.

Cattle and other farmed animals shall be excluded from grazing on any part of the Festival site that is to be used for entertainment (excluding car park areas) for a minimum of 21 days prior to the traders being admitted onto the site and up until the end of the event.

No glass containers, glass bottles or cans shall be sold on the Licensed Premises. The event organiser shall also take appropriate measures to prevent glass containers, glass bottles or cans being brought onto the premises by the public.

**FIRE SAFETY**

Firefighting equipment will be provided throughout the premises at suitable locations and comply with BS 5306 part 8, selection and installation of portable fire extinguishers or subsequent fire regs.

Catering concessions are responsible for providing their own fire fighting equipment.

**WATER**

There is freshwater supply on site managed by the Arley Estate.

**d) The prevention of public nuisance**

**Prevention of Public Nuisance**

A cleansing plan will be agreed between Arley Estate a in order to manage the litter and refuse during the build, live event and de rig phases. A cleansing contractor will be employed.

There will be no emissions from the premises of any offensive smells which are likely to cause a nuisance.

Provided at the premises there will be containers for the storage of disposal of waste foods and other waste from the premises. These containers will be constructed, maintained and located so that access to them by vermin or unauthorised persons is prevented and arrangements will be made for regular lawful disposal of their contents.

A traffic management contractor will be procured and work with Arley Estate management team to develop a traffic management plan to ensure the smooth arrival of festival attendees and minimise the disruption to the local area. This plan will be shared with the SAG group for approval at least 1 month prior to each event.

Deliveries of all equipment, staging, plant, waste collection, traders etc to and from the site shall not take place outside the hours of 8.00am to 6.00pm daily. NB this list does not include artists.

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

Arley Estate is a family business and as such all activities are h focused on families.

All adults must be accompanied by a child.

Where appropriate for specific events, children's tickets cannot be purchased separately - all under 18's must be



**Continued from previous page...**

accompanied by an adult. Unaccompanied children/youths will not be admitted. Parents or guardians are fully responsible for their children at all times and children must not be left unsupervised at any time during the festival.

Where appropriate, the organiser will create a dedicated welfare point which is clearly signed and manned at all times while the premises are open to the public. This point will also be indicated on any public literature.

Provision of the health, safety and welfare of children will be part of the event planning and organisation process and in the case of performers or participants interacting with children the event management team will be responsible for any required DBS checks.

Films may be screened. Under the terms of the premises licence films to be screened shall be restricted in accordance with any recommendations made:

- a) by the British Board of Film Classification (BBFC), where the film has been classified by that board, or
- b) by the licensing authority where no classification certificate has been granted by the BBFC or where the licensing authority has notified the licensee that section 20(3)(b) of the Licensing Act applies to the film.

The event safety plan will include a dedicated lost/found child policy which all security and staff will be briefed on the contents.

Within each zone of the festival there will be a overtly visible meeting point where there will be a DBS checked member of staff at all times. This will be marked on the event maps, clearly sign posted and communicated in advance. Parents / Guardians can then tell children to go there if they get lost and there will be staff to stay with them until their family can be located.

#### **ALCOHOL**

All drinks shall be served in plastic containers and shall not to be consumed outside of the designated area.

People will not be allowed to bring alcohol on to the site.

Children will need to be accompanied by an adult at all times.

The organiser will operate a Challenge 21 policy on the sale of alcohol. Anyone who appears to be under the age of 21 will be asked to produce identification.

All bar staff shall be trained in regards to the Challenge 21 policy. This training will be recorded in writing and be made available upon request of the Licensing Authority.

SIA security staff will be briefed to be on the lookout for minors consuming alcohol. Notices will be clearly displayed at bars indicating that it is unlawful for person under 18 to purchase alcohol or for another person to purchase alcohol on behalf of a person under the age of 18.

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#### **PAYMENT DETAILS**

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

Variation Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

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\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

**DECLARATION**

I/we understand it is an offence, liable on conviction to a fine up to 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.

☒ Ticking this box indicates you have read and understood the above declaration

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

\* Full name

\* Capacity

\* Date

26 / 02 / 2017  
dd mm yyyy

Add another signatory

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

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/cheshire-east/change-1> to upload this file and continue with your application.

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

**IT IS AN OFFENCE, LIABLE 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**




**OFFICE USE ONLY**

Applicant reference number	<input type="text" value="Arley Hall and Gardens"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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## License Boundary



<b>Project</b>	Geronimo Festival 17
<b>Project Live Date</b>	May 2017
<b>Drawing</b>	Full Site Plan Draft v2
<b>Client</b>	Geronimo Festival
<b>Drawn By</b>	jer
	
<b>Revision</b>	<b>Date</b>
2	2/22/2017



## Amendment to Premises Licence Variation PR/0540

*A traffic management contractor has been procured to work with Arley Estate management team to develop a traffic management plan to ensure the smooth arrival of attendees to any large scale event on the Estate and minimise the disruption to the local area. This plan will be shared with the SAG group, ESAG and the local parish council at least 1 month prior to each event where the expected capacity is expected to exceed 5,000.*

*The Licence Holder will also work closely with representatives from the local Highways Departments together with the Events Planning Office at the police Force Planning & Resilience Unit at Constabulary HQ.*