



**Cheshire East**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@cheshireeast.gov.uk](mailto:licensing@cheshireeast.gov.uk)  
Telephone: 0300 123 5015

\* required information

**Section 1 of 21**

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

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

Daniel

\* Family name

Humphreys

\* 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

Note: completing the Applicant Business section is optional in this form.

Registration number

11600990

Business name

Pitch Productions Ltd

If your business is registered, use its registered name.

VAT number

None

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

**Premises Address**

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

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

### Section 3 of 21

#### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

#### Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

### Section 4 of 21

#### NON INDIVIDUAL APPLICANTS

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

#### Non Individual Applicant's Name

Name

Pitch Productions Ltd

#### Details

Registered number (where applicable)

11600990

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Private Limited Company

### Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

### Contact Details

E-mail

Telephone number

Other telephone number

\* Date of birth

\* Nationality



Documents that demonstrate entitlement to work in the UK

Add another applicant

## Section 5 of 21

### OPERATING SCHEDULE

When do you want the premises licence to start?  /  /   
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of 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.

Sports club with a cricket pitch, football pitch, tennis courts and bowling green, hard standing car part and a clubhouse. The event for which this application is to cover will be held on the football pitch with the car park being used for the queue and search lanes.

*Continued from previous page...*

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

#### Section 6 of 21

##### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

#### Section 7 of 21

##### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

#### Section 8 of 21

##### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

#### Section 9 of 21

##### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

#### Section 10 of 21

##### PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☒ Yes ☐ No

##### Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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.

Continued from previous page...

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

☐ Indoors ☒ Outdoors ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

There will be an outdoor stage where live bands will perform, we will be using both local and non local bands for the event. The music will be amplified but will not exceed the guidance levels set by environmental health. Sound check will be from 10:00 where noise will be kept to a minimum, the first act will be on stage from 12:00. The music is scheduled to end at 22:30.

State any seasonal variations for the performance of live music

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

N/A

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, 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

Continued from previous page...

#### Section 11 of 21

##### PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes ☒ No

#### Section 12 of 21

##### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes ☒ No

#### Section 13 of 21

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

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes ☒ No

#### Section 14 of 21

##### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

#### Section 15 of 21

##### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

##### Standard Days And Timings

###### MONDAY

Start

End

Start

End

###### TUESDAY

Start

End

Start

End

###### WEDNESDAY

Start

End

Start

End

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.

Continued from previous page...

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

☒ On the premises ☐ Off the premises ☐ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

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

None

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

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

None

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

**Name**

First name

Family name



**Continued from previous page...**

Date of birth

dd	mm	yyyy

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

--

Personal Licence number  
(if known)

578842

Issuing licensing authority  
(if known)

--

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☒ Electronically, by the proposed designated premises supervisor
- ☐ As an attachment to this application

Reference number for consent form (if known)

--

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**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

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 etc gambling machines etc.

--

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

Continued from previous page...

MONDAY

Start

End

Start

End

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.

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

SUNDAY

Start

End

Start

End

State any seasonal variations

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

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

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

Continued from previous page...

## Section 18 of 21

### 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.

Pitch Productions ethos is to bring music festivals to local sports clubs and venues to help raise funds for grass roots sport. Following on from the successful event held at Poynton Sports Club in 2019 which raised vital funds for the club to help to secure its future. We intend to host a similar event at Poynton Sports Club in 2020 This will be in the form of an outdoor music event, 'Made in Manchester'.

Made In Manchester will focus on some of the best live tribute bands, including These Smiths, Happy Mondaze, Resurrection Stone Roses Tribute and Laid. We will also have local up and coming bands performing prior to the main acts detailed above.

We will be a self contained festival site with a variety of local food vendors operating on-site during the event.

The success of our previous event was down to the Pitch Productions management teams knowledge of the events industry, community experience and understanding of critical business and planning issues. The location of the event and timing of the event is also a crucial factor.

Our event manager has been involved within the events industry for a number of years having worked for one of the industry's largest event and crowd management organisations. Prior to setting up Pitch Productions he was based at Manchester City Football Club for five years, was heavily involved in numerous council events, such as Chinese new year in Manchester City Centre as well as being involved with many of the UK festivals. He was also heavily involved in the security operation for the re-opening of the Manchester Arena after the terror attack. Implementing the new safety and security techniques and policies used today. He also holds an IOSH Event Safety Management qualification.

A full event management plan has been put together and can be shared if required. This event management plan includes a full risk assessment a copy of which can be submitted if required.

b) The prevention of crime and disorder

We will bring a reputable security and crowd management company into assist with the prevention of crime and disorder. Our crime and disorder policy can be found with this application, appendix A

c) Public safety

We will bring in a reputable security and crowd management company to assist with public safety. A risk assessment, emergency evacuation plan, first aid provision, search policy and prohibited items policy will also be put in place for the event. For further information please refer to appendix B with this application.

d) The prevention of public nuisance

Dedicated response teams, porta loos, noise level control will be put in place to prevent public nuisance for further information please refer to appendix C with this application.

e) The protection of children from harm

A child welfare officer will be on site , no unaccompanied minor's (under 16's). A lost and found persons policy and risk

*Continued from previous page...*

assessment will be in place for the event. For further information please refer to appendix D.

## Section 19 of 21

### NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

#### **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

#### **Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is A British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

*Continued from previous page...*

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

## Section 20 of 21

### NOTES ON REGULATED ENTERTAINMENT

**Continued from previous page...**

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
  - o a performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

## Section 21 of 21

### 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.

Premises Licence 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\*

\*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

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event 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 (£)

190.00

### DECLARATION



Continued from previous page...

\* 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.

Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15).

☒ 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

05	/	01	/	2020
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/apply-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 TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**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**



**OFFICE USE ONLY**

Applicant reference number

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

Is Digitally signed

☐[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)

## Appendix A – Prevention of Crime & Disorder

### 1.1 Security Aims

- Ensure that the operation is run in accordance with the licence conditions and all applicable legislation.
- Ensure a safe environment while maintaining high levels of customer service.
- Protect the structure and assets of the site.
- Limit the number of anti-social behaviour incidents
- To monitor and manage the ingress and egress
- Log any incidents with the control room

The security will be split into three phases:

- Phase one – Ingress
- Phase two – Event mode
- Phase three – Egress

All security staff will be provided by a reputable security company, this is usually Practical Event Solutions (PES) but this will be confirmed and finalised closer to the event date.

### 1.2 Search Procedure

Searches will be carried out by the security operatives under the instruction of Pitch Productions and the Club, a copy of our search policy can be found below.

#### 1.2.1 Search Policy

The Search Policy has been set by the Event Manager

- All persons are to have a valid ticket
- All bags are to be searched on entry to the club
- All persons entering the club must give their permission to be searched.
- Search staff must ask for permission to be given before commencing a search.
- Search staff cannot force persons to be searched.
- Any person refusing to undergo a search whether bag or person will be denied access to the club.
- If this occurs a supervisor and the event control room must be notified immediately.
- There are no facilities for storing and returning confiscated/prohibited items.
- Such items should be disposed of by the customer before being allowed entry into the club or placed into an amnesty container (where provided).
- The club cannot accept luggage or any other items for storage or safekeeping – this remains the responsibility of the customer.

**Accompanied Children:** Where attendees under the age of 16 are accompanied by a parent, guardian or chaperone, search staff will gain the consent of the accompanying adult before conducting a non-physical search (see below).

**Disabled Supporters:** Search staff should be very aware of the need for sensitivity and empathy when considering and conducting searches of any attendees who has a physical or intellectual disability. They should also be considerate of attendees who may have non-visible disabilities – such as autism – or those who may have specific medical needs – such as colostomy or stoma. Some attendees may be vulnerable adults who attend with a carer. Where a carer is in attendance they should continue to chaperone in any search procedure but the search staff should address the attendee first and foremost and only involve the chaperone where necessary

#### 1.2.2 Physical Search Process

- Physical Search is defined as the person who is searching placing their hands onto the person's clothing or any part of their body.
- Physical Search, same sex search only, which is males search males, females search females.

#### 1.2.3 Bag Search Process

Place bag on table and ask owner to open it. Look into the bag, if too cluttered or full ask owner to remove sufficient items to such a point that you are satisfied no prohibited items are secreted in it.

#### 1.2.4 Bag Restrictions

Small bags only, the bag must be able to fit under the seat and not cause any obstruction to any area where any person's feet are placed.

#### 1.2.5 Quality Control

All persons selected to carry out person search are SIA trained, experienced and accredited. Remember ; use your training , professional experience and judgement as to who or what may pose a threat, for example a person's unusual behaviour or unusual bulky clothing.

### 1.3 Prohibited Items

The following items will not be allowed in the event site:

- Alcohol or liquids of any kind
- Drugs including 'legal highs'
- Knives or weapons
- Aerosols, sprays or pressurised containers permitted
- Glass
- Umbrellas
- Food
- Perfumes or aftershaves
- Animals, except assistance dogs
- Pyrotechnics, flares, smoke bombs or fireworks
- Air horns, megaphones or musical instruments
- Bikes
- Rucksacks or large bags including man bags (small bags (that are not rucksacks) are allowed into the event with the dimensions W21cm x H30CM x D8cm (A4 Size).
- BBQ trays

- Drones
- Selfie-sticks

#### 1.4 Drugs Policy

The event will have a zero tolerance policy towards drug/legal high use.

On finding a suspected banned substance the head of security and event control will be informed and the items placed in a sealed bag. The items will then be stored in a lock box in event control. All confiscated drugs will be handed into the police within 48 hours of the end of the event.

If a search is deemed necessary the following sequence of events will take place:

- Gain permission to search the suspect
- Notify control
- Search the suspect out of view of the general public
- Decision made on whether the individual will be evicted from the event
- Police notified if the amount seized is deemed to be procession with intent to supply.

All incidents will be logged with event control.

#### 1.5 Entrance Policy

The following entrance policy will be in place:

- All event goers are to abide by the law of the land
- Admission is subject to search
- Management reserve the right to refuse admission
- Prohibited items must not be brought onto the event site
- Valid ID is required to consume alcohol onsite
- Age policy - under 16's must be accompanied by an adult

Refusal of entry process will be as follows:

Ingress Stage	Action On	Complaints Point of Contact
Refusal at point of entry	<p>Advise that admission is being refused and give the reasons citing the terms and conditions.</p> <p>Security should attempt to log the ticket number for identification. This is particularly important for suspected pick pockets – a photo should also be obtained where possible.</p>	Provide contact details of the head of Made in Manchester

	Report to Control.	
Refusal at point of search	Advise that admission is being refused and give the reasons citing the terms and conditions.	Provide contact details of the head of Made in Manchester
	Report to the Control.	
Refusal at point of ticket scan	Advise that there is an issue with the ticket and refer to a PDA	
Readmission policy	Readmission allowed with accreditation.	Provide contact details of the head of Made in Manchester
Last entry	No restriction	Provide contact details of the head of Made in Manchester

## 1.6 Crime Reduction

### 1.6.1 Measure of Success

Post Event Reports will be reviewed to provide statistical information and will form a post event report.

### 1.6.2 Reporting of a Crime

#### 1.6.2.1 Theft

- Allegation of theft will be taken very seriously. Should a member of the public approach a member of staff accusing an individual of theft, staff will:
  - Obtain as much details as possible from the victim and a description of the item alleged to have been stolen.
  - Ask the individuals to step away from the general public and seek their side of events. Their details will be recorded with proof of name and address sought if possible (driving license, passport).
  - Ask the person to consent to a search of their person (limited to bags, clothing, pockets and wallet like items).
  - If no items are found they would be allowed to continue their business unless the victim insisted on calling the police. Pitch Productions would make all incident reports and statements available to the police at the earliest opportunity.
  - If items are found, the individual would be asked to remain on the premises and the police called.
  - If consent is not provided then Pitch Productions would seek advice from the Police.
- Pitch Productions staff have no right to search an individual without consent therefore Pitch Productions would, where possible, ensure the suspect's details are correct (via official documentation).

- Pitch Productions would seek the suspects' photo (if possible) taken on a mobile phone, and then allow the suspect to continue whilst directing the victim to the local police station.
- Pitch Productions would supply the police directly with the suspect's details.

## 1.6.2.2 Assault

Any allegation of assault is serious and Pitch Productions will tend to and reassure the victim whilst gaining as much information as possible. Pitch Productions will use best endeavours to undertake the following:

- Gather available witness statements and details.
- Record any visible injuries by means of photos and medical reports. Accident report book must be completed.
- Depending on the seriousness of the assault and the wishes of the victim the police would be notified via the control room
- Pitch Productions would instigate a search of the site should a description be available and dependant on the victims wishes may accompany the victim on a walk around site to identify the suspect.
- Should the suspect be identified they will have their details recorded and verified (via official documentation)
- Dependant on the wishes of the victim and the Event Manager, the person may either, be asked to remain on site (to await police arrival) or ejected from the site.

## 1.6.2.3 Other Crimes

In the event of a criminal act of a more serious nature Pitch Productions staff will act to ensure the safety of the victim and public. Pitch Productions will use best endeavours to:

- Gather witness statements and preserve the crime scene and any evidence that may be available from the victim (i.e. prevention of hand washing should scratching have taken place).
- In the event where a suspect can be detained, they will be asked to wait in a separate environment from the victim and any witnesses.
- Due consideration to the safety of staff and customers will be considered (i.e. should a weapon be involved).
- In all cases of a crime of a serious nature, the police will be notified via the control room. Further advice will be sought from the police until their arrival where all information will be handed over.

## 1.6.3 Crime Scene Prevention

Where a crime scene can be identified, Pitch Productions will work with the venue to preserve this, where possible.

- This will be achieved through the use of a combination of hazard tape, barrier and staff

- The crime scene should be left as found, no items moved or cleaned,
- Persons will be prevented (including Pitch Productions staff) entering the area unless explicitly required (i.e. medics to attend to casualties).
- Should the weather become adverse all actions would be taken to attempt to preserve the scene to the best of the available material (i.e. tarpaulin).

#### 1.7 Occurrence Logging

Any occurrences that happen will be reported by the operatives to the Control Room.

All workers will have a notebook and pen to write down general occurrences throughout the event day.

The Control room will log all occurrences reported to them. This log will be available to the management at all times.

#### 1.8 Incident Reporting

An incident report will be completed by those staff who are involved with any incident that occurs onsite. A copy of this report will be scanned in and held of file for a period of 12 months.



## Appendix B – Public Safety

Pitch Productions will have a method statement and risk assessments in place for the Made in Manchester event. Method statements and risk assessments will be obtained from all contractors and vendors involved in the event and will be made aware of their responsibilities whilst on site and that they must observe the Health & Safety regulations in place on the site, as per the site rules.

The person responsible for health and safety for the event will be Daniel Humphreys who holds and IOSH Event Safety Management qualification.

### 1. Pre Event Checks

The following checks will be made prior to the start of the event.

- Check fire exits are clear, signed and in working order
- Check for any areas that may require cleaning
- Check the front of stage barrier is in place
- Check that fire extinguishers are in place and operational
- Check that the toilets are in a clean, working order
- Ensure all exit gates are clear
- Check for anything that looks out of place

### 2. Event & Site Survey

A thorough site survey has been carried out. The following control measures will be put into place to reduce any potential hazards.

Item	Sub-Item	Notes	Identified Hazards to be Controlled in the Event Management Plan
Public arrival points	Transport to/from the event	Majority of the customers will be arriving on foot.  Some customers will arrive on public transport	
	Parking areas	No onsite parking facilities, parking facilities local to the event will be sourced	Will publicise the lack of parking and will encourage transport via foot/public transport. For the 2018 event at Romiley Cricket Club car parking was supplied and used by one vehicle, we therefore do not feel it is necessary to provide car



			parking facilities.
Queuing Areas	Queuing space available	One entrance on London North Road and one queuing location, this will be inside the grounds of the venue	Event stewards and search lanes to be put in place
	Management of alcohol consumption in the queue	No alcohol to be brought onto site, managed by SIA licenced security team.  Visitors cannot take alcohol outside of the site area.	
Safe methods of ingress	Searching of visitors and staff on site	Refer to search policy	
	Number of lanes required	5	
	Ticket control systems	Online E-Ticket which is scanned to allow access. If ticket does not scan visitor will be directed to the box office	
Welfare Services		Medics located within the site	
Crime Reduction Measures		100% search	
Eviction/Ejection Process		Refer to eviction/ejection policy	
Identification of all fire points and the access of fire appliances;		Located through the site	
Identification of any areas set aside for the treatment of first aid and ambulance access to this area		First aid will be available within the welfare tent. Ambulance access will be via the blue route refer to the traffic management plan.	
Safe methods of egress;	Removal of barriers	Search lane barriers will be removed	
	Obstructions	Moved if possible,	

	to egress	radioed through to control if assistance required to move.	
Emergency egress	Exits available	Exit via London Road North	

### 3. Barriers

A mojo barrier will be used in front of the stage, where there may be crowd pressure. herras fencing will be used from stage left to stage right. Light duty pedestrian barrier will be used in the search lanes and queue areas.

All contractors will be requested to provide a risk assessment and insurance documents. These documents will be kept onsite and available to the safety co-ordinator on the day of the event.

### 4. Egress

#### 4.1. Normal Egress

##### 4.1.1 Pre-Egress Checks

The following pre-egress checks will be put in place:

- Ensure that the planned egress route is safe to be used
- Confirm that each supervisor has deployed their staff to the relevant egress position
- Confirm that each supervisor has the correct infrastructure deployed
- Confirm that each supervisor has adequate means of communicating to the crowd and back to the control room.

##### 4.1.2 Egress Routes

The main egress route will be via London Road North

##### 4.1.3 Egress Areas of Note/Divert Lanes

To assist with egress the pedestrian barriers and search lanes will be removed and stored within the production area.

### 5. Emergency Evacuation

#### 5.1 Alert Codes/Operational State

For ease of reference, the “operational state” of the event site has been categorized into three separate sections that clearly identify the operational state of the event site at any point in time. All staff will refer to this colour system as the “traffic light structure”

Alert Reference	Operational State
Red	A serious incident has been confirmed and is in progress
Yellow	Alert – under investigation, further action may be required, staff to take up stand by positions and await further instructions
Green	No alert- event operations are running smoothly

Alert	Code Reference
Fire	Code 1
Suspect package/bomb	Code 2
Chemical/gas leak	Code 3
Crowd disorder	Code 4
Structural failure	Code 5
Missing child/vulnerable person	Code 6

The first person on the scene of any fire, which presents a threat to public safety, must:

- Find the nearest radio holder and inform the event control
- Give precise details of the incident and the risk to the event control
- Fight the fire only if it is safe to do so.

On discovering an unattended item the person to find it must:

- Not touch or approach it
- Use the nearest radio to contact the event control. Do not use a personal radio or mobile phone within 15 meters of the suspect package.
- Clear the area if appropriate to do so
- Remain calm and keep control at all times

In the event of a serious Crowd Disorder the first person on scene must:

- Remain at their post unless given other instructions by you're a supervisor, event manager or control

Upon receipt of information that an incident threatening public safety has arisen, event control will raise the emergency alarm.

## 5.2 Emergency Action

Staff working at the event will be alerted to the incident by their supervisor or event control.

Should it be decided that an evacuation (partial or full) is necessary, the music will stop, and the event manager will take the stage and give instructions to the attendees.

Staff will remain in their positions and await instructions. Supervisors will attend the exit gate and await the next direction. It may not be necessary or safe to open the exit gate. If an Evacuation is to take place, the event manager will give a clear direction.

Supervisors will ensure these directions are carried out immediately.

Remember: not all visitors will respond immediately to public address messages. Stewards must encourage visitors to leave using words and gestures. If a group refuse to leave, move onto another group. Once people start to move all the others will eventually follow.

### 5.3 Evacuation Procedure

In the event of an evacuation (full or partial) instructions will be passed over the radios and the following procedures, which are a general guide, will apply although the need for flexibility remains dependent upon the situation.

If for any reason an evacuation of the event site is initiated, stewards should act in the following manner:

- Marshall attendees towards the nearest safe exit gate if safe to do so or behind the stage, (if feasible) or carry out any specific instructions.
- Check the toilets to ensure that they are all clear.
- Render first aid where necessary, taking into account that it is safe to do so in the current situation.
- Where there are casualties, the initial casualty area will be designated and you should, if requested to do so by your supervisor, assist in keeping the area clear for casualties.
- When the evacuation is complete, stewards should ensure that the exit gate is closed in order to prevent re-entry and then report to their supervisor or to a pre-arranged muster point and await further instructions.

### 5.4 Contingency Evacuation Plan

In the event of a partial or full evacuation, due to the minimal amount of space being used onsite there is the full cricket pitch that is not being utilised, It may be the case that this can be used for a partial or full evacuation where it is intended that we will re-enter people back on to site. This is a sterile area.

This would be managed by security and stewards and would be managed in such a way to ensure there are not excessive numbers of people leaving the site at once if this is possible.

## 6. Public Arrival

### 6.1 Transport

It is anticipated that the majority of visitors will arrive on foot or via public transport. There will be no on site parking, and this will be communicated to visitors via social media. For the 2018 event car parking was provided offsite, as this was only utilised by one vehicle, we do not feel it is necessary to provide a car parking facility. We will again look to have a partnership in place with a local taxi company.

A full traffic management plan will be put into place prior to the event.

## 7. Walk Up & Queue Management

Query	Action
Entrance barrier build	Pedestrian barrier will be stored within the production area behind the stage, a dedicated barrier build team will be deployed prior to the event opening.
Queue lane staffing	Staff will be briefed and then deployed prior to doors open
Overnight arrivals and queue preparation	No overnight queuing will be permitted; due to the nature of the event and those attending we do not anticipate this being an issue, there will however be staff onsite overnight as a precaution.
Alcohol consumption in queues	Alcohol is not permitted from an outside source and will only be available to purchase once inside the event.
Designated queue/ entrances	There will be one queue and one site entrance for visitors, all production crew will use the production entrance.
Ability to soft open	No
Anti-social behaviour reduction methods	No alcohol consumption permitted in the queuing areas. Visible security/steward presence.

## 8. Vehicle Access

No vehicle access will be available during the event.

## 9. Welfare Facilities

A welfare tent will be located on site, this welfare tent will be open for the full duration of the event for anyone who requires assistance. The shelter will be where we can see and treat patients whilst providing dignity and confidentiality. All emergencies will be passed through the medic in charge prior to the emergency services being called. All clinical waste will be correctly stored and disposed of by the medic in charge.

All record keeping will be in line with the new GDPR regulations and in line with all the requirements of the CQC

First aid will be available from the welfare tent. The staff for the day providing advanced first aid will be confirmed prior to the event:

## 10. Lost & Found

### 10.1 Persons

The following process will be followed for any reported lost person:

- Control to be notified

- Control to notify the safe guarding officer
- Description to be circulated to all radio holders
- Radio holders to circulate description to any none radio holders
- All areas to be monitored with a priority put on the exits

The following process will be followed for any found persons

- Control to be notified
- Control to notify the safe guarding officer
- Lost person to be escorted to the welfare tent:
  - Males to be escorted by males
  - Females to be escorted by females
- Description of the lost persons to be circulated to all radio holders
- Radio holders to circulate description to any none radio holders



## Appendix C – Prevention of Public Nuisance

The following will be put into place to assist with the prevention of public nuisance

### 1. Toilets

Porta-loos will be supplied by a reputable company; these will be delivered to site prior to the event. The quantity of porta loos will be dependent on the number of tickets sold.

### 2. Noise

We will be using a reputable to monitor the noise levels during the event. Four points will be selected as set fixed test areas, these four points will be confirmed:

These points will be tested during the sound check on the event day as well as throughout the day. We will also randomly select additional points to test throughout the event to ensure that the noise levels do not exceed 65 decibels 63 hrz – 125 hrz. All of these readings will be logged.

### 3. Roads

The Made In Manchester event will be held on a private site, Poynton Sports Club. There will however be some impact on the public highways and nearby residents. We will aim to minimise the impact on the public highways and nearby residents by having the following in place.

#### 3.1 Traffic Disruption

As with any event traffic disruption is possible to minimise this impact, we will:

- Actively encourage attendees to use public transport
- Heavily promote that there will be no parking available on/near to the event
- Encourage the use of public transport
- Request that where possible residents park on their drives

#### 3.2 Parking

It is anticipated that the majority of visitors will arrive on foot or via public transport. For the 2018 event at Romiley Cricket Club, we sourced local car parking sites for attendees, these were utilised by one vehicle, we therefore do not feel that it is necessary to provide car parking facilities for this event. There will be no onsite parking and this will be communicated to visitors via social media. We will have security staff regularly conduct patrols of the nearby roads to ensure that attendees do not park on the nearby roads and cause a nuisance to the residents.

## Appendix D – Protection of Children

We will have the following in place to assist with the protection of children.

### 1. Entrance Policy

No unaccompanied under 16's will be permitted to under 16's.

### 2. Lost Persons Policy

The following process will be followed for any reported lost person:

- Control to be notified
- Control to notify the safe guarding officer
- Description to be circulated to all radio holders
- Radio holders to circulate description to any none radio holders
- All areas to be monitored with a priority put on the exits

The following process will be followed for any found persons

- Control to be notified
- Control to notify the safe guarding officer
- Lost person to be escorted to the welfare tent:
  - Males to be escorted by males
  - Females to be escorted by females
- Description of the lost persons to be circulated to all radio holders
- Radio holders to circulate description to any none radio holders

### 3. Welfare Facilities

A dedicated welfare officer will be onsite for the duration of the event. A welfare tent will be located at the side of the club house, this welfare tent will be open for the full duration of the event for anyone who requires assistance.



