

## BABERGH DISTRICT COUNCIL

<b>To: Licensing Sub-Committee</b>	<b>Report Number: M144</b>
<b>From: Licensing Team</b>	<b>Date of meeting: 7 February 2013</b>

### LICENSING ACT 2003 APPLICATION FOR GRANT OF PREMISES LICENCE – LEESTOCK FESTIVAL, MELFORD HALL, LONG MELFORD, SUDBURY CO10 9AA

#### 1. Purpose of Report

- 1.1 This report outlines the matter before the Sub-Committee.
- 1.2 This matter relates to an application made under section 17 of the Licensing Act 2003 by the organisers of LeeStock charity music festival. The application is for the grant of a permanent premises licence, for the grounds of Melford Hall, restricted to the duration of the LeeStock festival each year (no more than 2 days). A copy of the application and accompanying documents are attached to this report.

#### 2. Recommendations

- 2.1 The Sub-Committee must, having regard to relevant representations made, take such of the steps below (if any) as it considers appropriate for the promotion of the licensing objectives:
  - to grant the licence subject to conditions which are consistent with the operating schedule accompanying the application - modified to such extent as the authority considers necessary for promotion of the licensing objectives - and subject to any mandatory condition(s) which must be included in the licence;
  - to exclude from the scope of the licence any of the licensable activities to which the application relates;
  - to refuse to specify a person in the application as the premises supervisor; or
  - to reject the application.

For these purposes conditions of the licence are *modified* if any of them are altered or omitted or any new condition is added.

The Sub-Committee is able to resolve this matter.

#### 3. Financial Implications

- 3.1 There is a statutory right of appeal to the magistrates' court for any party aggrieved by the decision taken by the Licensing Authority.

#### **4. Risk Management**

- 4.1 Those which inherently apply to the Licensing Authority when carrying out its licensing functions. The four licensing objectives are prevention of crime and disorder, public safety, prevention of public nuisance and protection of children from harm.

#### **5. Consultations**

- 5.1 The application made has been subject to the prescribed procedure. The application has been advertised, as required by regulation, in a local newspaper and at the premises.

#### **6. Equality Analysis**

- 6.1 There are no equality impacts arising directly from the matters contained within this report.

#### **7. Shared Service / Partnership Implications**

- 7.1 Not applicable.

#### **8. Key Information**

##### **A. The Application**

- 8.1 On 21 December 2012, the Licensing Authority of Babergh District Council commenced processing an application (number 008458) for a new licence given under section 17 of the Licensing Act 2003 by the LeeStock Music Festival Management Team (as an unincorporated association).
- 8.2 The event management are also simultaneously developing an event management plan (EMP) and engaging separately with the district Safety Advisory Group (SAG) in relation to the safety and welfare aspects of the planned event. The SAG is a non-statutory group of multi-agency representatives formed to promote safety and welfare at public events.
- 8.3 The licence proposals are for a permanent premises licence specifically for the LeeStock festival taking place within the grounds of Melford Hall, with the event to be held annually between the months of May and August. Melford Hall already has a premises licence (number BPL0379) for a limited number of events to be held per calendar annum within the grounds. The LeeStock application is a standalone licence application and therefore separate to that licence held by Mr William Hyde-Parker.
- 8.4 The LeeStock annual music festival is now an established local event having previously taken place at Glemsford Social Club, the White Horse public house in Sudbury and most recently, for 2012, at the AFC Sudbury football ground in Brundon Lane, Sudbury. All profits from the event are donated to the Willow Foundation charity which arranges special activities for seriously ill 16-40 year olds. This is the first year that the event proposes to take place within the grounds of Melford Hall.

- 8.5 The licence proposes a 1 or 2 day event, involving camping, music (including open air) and alcohol on and off sales. The event management plan confirms that music would cease by 22:30hrs although the licence application refers to 23:00hrs latest (the earlier would apply). A copy of the latest EMP is attached as **Appendix B**.
- 8.6 As a relevant representation has been received, and not withdrawn, the Licensing Authority is required to hold a hearing to determine what steps, if any, are appropriate for the promotion of the licensing objectives. The licensing objectives are:
- the prevention of crime and disorder;
  - public safety;
  - the prevention of public nuisance; and
  - the protection of children from harm.

In carrying out its licensing functions, a licensing authority must also have regard to its licensing statement published under section 5 of the 2003 Act and any guidance issued by the Secretary of State under section 182 of the 2003 Act.

- 8.7 The proposed designated premises supervisor (DPS) is Mr Andrew Piper, who is the premises licence holder of the White Horse in Sudbury (a previous venue for the LeeStock event). Mr Piper holds a personal licence number BPA0491 issued by Babergh District Council and is the current chair of the Sudbury Pubwatch scheme

#### **B. Policy / Guidance Considerations**

- 8.8 The Licensing Sub-Committee shall have regard to all relevant sections of the Council's Statement of Licensing Policy. In particular section 16 of the Statement of Licensing Policy refers to applications for premises licences.
- 8.9 The Licensing Sub-Committee shall have regard to all relevant parts of the guidance issued by the Secretary of State under section 182 of the Licensing Act 2003.
- 8.10 Sections 9.38 to 9.40 of the guidance (October 2012 version) guide on determining actions that are appropriate to promotion of the licensing objectives.
- 8.11 Section 10.10 guides on proportionality in respect of conditions attached to licences.
- 8.12 Where revisions are made to the legislation or guidance issued by the Secretary of State, there may be a period of time when the local Statement of Licensing Policy is inconsistent with these revisions. In these circumstances, the Licensing Authority will have regard, and give appropriate weight, to the relevant changes, guidance and its own Statement of Licensing Policy.
- 8.13 The Sub-Committee will be alert to considerations in relation to European Convention rights as given further effect by the Human Rights Act 1998 - when dealing with licence applications.

## **C. Representations**

### **8.14 Responsible Authorities**

No representations have been received from any responsible authorities. An agreement has however been reached between the applicant and the environmental health officer. This agreement updates/supersedes the operating schedule and event management plan. The detail of the agreement is attached as **Appendix D**.

### **8.15 Other persons**

A representation has been received on 07 January 2013 as attached as **Appendix C** from a local resident of Long Melford.

## **9. Appendices**

Title	Location
A. Application number 008458 for grant of premises licence	Attached
B. Event Management Plan (version 2)	Attached
C. Representation received	Attached
D. Agreement between applicant and Environmental Health Officer	Attached

## **10. Background Documents**

None

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**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** LeeStock Music Festival  
-----  
*(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**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b>			
LeeStock Music Festival, Melford Hall Long Melford, SUDBURY, Suffolk, CO10 9AA			
<b>Post town</b>	SUDBURY	<b>Post code</b>	CO10 9AA

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

**Part 2 - Applicant Details**

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

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)

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

\* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

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

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

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

**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)	
<b>Surname</b>			<b>First names</b>		
I am 18 years old or over <input type="checkbox"/>					Please tick yes

<b>Current postal address if different from premises address</b>			
<b>Post Town</b>		<b>Postcode</b>	
<b>Daytime contact telephone number</b>			
<b>E-mail address (optional)</b>			

**(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.**

<b>Name</b> LeeStock Music Festival Management Team
<b>Address</b> LeeStock Music Festival, c/o Matthew Keogh, 2 The Gordons, Girling Street, Sudbury, CO10 1NB
<b>Registered number (where applicable)</b>  
<b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b> LeeStock Music Festival is a an annual charity event raising money for the Willow Foundation. The management team is made up by Matthew Keogh, Edd Keogh, Peter Keogh, Matthew Starling, James Janzen and Andrew Piper. Matthew Keogh is the admin contact and his mobile and email is listed below.
<b>Telephone number (if any)</b> 07790431127
<b>E-mail address (optional)</b> matt@leestock.org

**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day		Month		Year	
2	5	0	5	2	0
1	3				

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

Day		Month		Year	

Please give a general description of the premises (please read guidance note1)  
Melford Hall is a stately home in the village of Long Melford, Suffolk, England.

LeeStock Music Festival (originally known as LeeFest) is an annual music festival, held in Sudbury, Suffolk since 2008 in memory of a popular local, Lee Dunford, who died in 2006. The festival raises money for the Willow Foundation, a national charity that gives special days to seriously ill young adults. To date, LeeStock has raised nearly £40,000 for the Willow Foundation.

The annual event will take place over 1 or 2 days during the period May to August. The event will be a maximum of 2 days only in any 12 month period. LeeStock usually occurs the last bank holiday weekend of May but this may change as the festival evolves over time. As well as music, a camping option is planned to be offered to a limited number of visitors. LeeStock is planned to occur every year until further notice assuming all parties are happy with the event..

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 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

**Provision of regulated entertainment**

**Please tick yes**

- 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 entertainment facilities:**

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

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

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



**In all cases complete boxes N, O and P**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	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 3)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 4)		
Thur								
Fri						<b><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></b> (please read guidance note 5)		
Sat								
Sun								

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	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 3)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 4)		
Thur								
Fri						<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat								
Sun								

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3)
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
Tue			<b><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></b> (please read guidance note 5)
Wed			
Thur			
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	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 3)		
Mon					
Tue			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

# E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3) Live music will take place during the festival on a main stage, erected specifically for the event. There will also be an acoustic stage which also be erected specifically for the event or more likely will take place in an acoustic tent.		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 4)		
Thur					
Fri			<b><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></b> (please read guidance note 5)		
Sat	10am	11pm			
Sun	10am	11pm			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3) Recorded music will be played before, between and after live performances of music.					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4)		
Thur								
Fri						<b><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></b> (please read guidance note 5)		
Sat	10am	11pm						
Sun	10am	11pm						

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3) Dance may be performed as part of the music festival taking place on the main stage between live music performances.		
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
Thur					
Fri			<b><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></b> (please read guidance note 5)		
Sat	10am	11pm			
Sun	10am	11pm			



# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment you will be providing</u></b> Other similar entertainment that may compliment the music festival may make up a part of the 2-day event.		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur					
Fri			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 4)		
Sat	10am	11pm			
Sun	10am	11pm			
			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		

I

<b>Provision of facilities for making music</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the facilities for making music you will be providing</u></b> Live music will form the core of the music festival. The specially erected main stage and acoustic stage/tent will feature artists and bands throughout the day.		
			<b><u>Will the facilities for making music be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)		Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for the provision of facilities for making music</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat	10am	11pm			
Sun	10am	11pm			

**J**

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b><u>Will the facilities for dancing be indoors or outdoors or both – please tick</u></b> (see guidance note 2)	Indoors <input type="checkbox"/>	
				Outdoors <input type="checkbox"/>	
				Both <input checked="" type="checkbox"/>	
			<b><u>Please give a description of the facilities for dancing you will be providing</u></b> Dancing may be performed on the main stage as part of the music festival. Any dance performance will be planned and choreographed. Relevant licensing authorities will be informed at least 28 days prior to event within Event Management Plan.		
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	10am	11pm			
Sun	10am	11pm	<b><u>State any seasonal variations for providing dancing facilities</u></b> (please read guidance note 4)		
			<b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		

# K

<b>Provision of facilities for entertainment of a similar description to that falling within i or j</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment facility you will be providing</u></b> Similar entertainment to compliment the music festival may take place during the 2-day event. Relevant licensing authorities will be informed at least 28 days prior to event within Event Management Plan.		
Day	Start	Finish	<b><u>Will the entertainment facility be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur					
Fri			<b><u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u></b> (please read guidance note 4)		
Sat	10am	11pm			
Sun	10am	11pm			
			<b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		

**L**

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	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 3)		
Mon					
Tue			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)		
Wed					
Thur			<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 5)		
Fri					
Sat					
Sun					

# M

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4) Alcohol will be on sale, supervised and sold responsibly during the event. The team will adopt the Challenge-25 policy, serving only to those with ID and querying anybody who looks under 25. Alcohol will be available from 10am until 10.30pm. The event will open from 12pm and finish at 11pm. Alcohol will not be sold after this time, audience will be allowed a 30 minute drinking up time within this time period. Whilst camping is planned for the event, alcohol will not be sold to campers outside of this time period.		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	10am	11pm			
Sun	10am	11pm			
			<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 5)		

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

<b>Name</b> Andrew James Piper	
<b>Address</b>	
<b>Postcode</b>	
<b>Personal Licence number (if known)</b> BPA0491	
<b>Issuing licensing authority (if known)</b> Babergh District Council	

**N**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 8)

None

**O**

<p><b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)</p>			<p><b><u>State any seasonal variations</u></b> (please read guidance note 4)</p> <p>None</p>
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat	12pm	11pm	
Sun	12pm	11pm	
			<p><b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 5)</p> <p>Whilst the event is open from these specified times, camping will be offered to a limited number of visitors within a specific part of the site.</p>

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

**a) General – all four licensing objectives (b,c,d,e)** (please read guidance note 9)

The LeeStock team will personally oversee the event ensuring that the licensing objectives are maintained. The team now has 5 years experience in managing the event and will continue to use professional security and event management teams to ensure the event runs smoothly and safely. The team will adopt the Challenge-25 policy when selling alcohol, enforcing a strict no ID - no alcohol policy

See attached Event Management Plan for more information. The licence holder shall create and implement an Event Management Plan (EMP) to promote the licensing objectives. The version submitted to the Licensing Authority on 28/11/12 is attached to the application [later licence if granted]. A final version of the EMP and up to date site plans shall be sent by the licence holder to the Licensing Authority and all responsible authorities no later than 28 (twenty-eight) days prior to the first day of the event. Any proposed revisions to the EMP shall be agreed in writing with the relevant responsible authority before the master EMP is updated – which shall be as soon as reasonably practicable following the revision being agreed. A copy of the EMP and any linked documentation (including licence and risk assessments) shall be maintained at the Event Control (LeeStock, c/o Matthew Keogh, 2 The Gordons, Sudbury, Suffolk CO10 1NB) and the content shall include all relevant content.

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

Professional event management and security teams combined with a vast team of volunteers including the LeeStock organisers will personally oversee the event to ensure crime and disorder is minimised if not avoided completely. There will be a zero tolerance policy, any potential troublemakers will be removed from the site with police contact where necessary. See Event Management Plan.

**c) Public safety**

Professional event management and security teams combined with a vast team of volunteers including the LeeStock organisers will personally oversee the event to ensure public safety is a priority. Medical, Ambulance and First Aid will be present at the Festival. See Event Management Plan.

**d) The prevention of public nuisance**

Professional event management and security teams combined with a vast team of volunteers including the LeeStock organisers will personally oversee the event to ensure the prevention of public nuisance. Noise controls will be implemented throughout the day to avoid excessive noise. See Event Management Plan.



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

Professional event management and security teams combined with a vast team of volunteers including the LeeStock organisers will personally oversee the event to ensure the protection of children from harm. LeeStock has been a friendly, family based event since its start, it will continue to be promoted and organised with this same ethos. See Event Management Plan.

**Please tick yes**

- 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 premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

**IT IS AN OFFENCE, LIABLE ON 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**

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

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

Signature	
Date	13/11/12
Capacity	LeeStock Music Festival Management Team Member

**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 12). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

**Contact name (where not previously given) and postal address for correspondence associated with this application** (please read guidance note 13)

LeeStock, c/o 2 The Gordons, Girling Street

<b>Post town</b>	Suffolk	<b>Post code</b>	CO10 1NB
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<b>Telephone number (if any)</b>	07909-441283
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**If you would prefer us to correspond with you by e-mail your e-mail address (optional)**

### Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



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

Andrew James Piper

I .....  
*[full name of prospective premises supervisor]*

of

*[home  
address of  
prospective  
premises  
supervisor  
]*

hereby .....  
confirm

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

*[type of a premises application]* Melford Hall (LeeStock) .....

by

*[name of applicant]* LeeStock .....

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

for

*[name and address of premises to which the application relates]* Melford Hall  
Long Melford, SUDBURY, Suffolk, CO10 9AA

.....

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

*[name of applicant]* LeeStock  
-----

concerning the supply of alcohol at

*[name and address of premises to which application relates]* Melford Hall  
Long Melford, SUDBURY, Suffolk, CO10 9AA

I also confirm that I am

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

Personal licence number

*[insert personal licence number, if any]* BPA0491  
-----

Personal licence issuing authority

*[insert name and address and telephone number of personal licence issuing authority, if any]* Babergh District Council  
-----

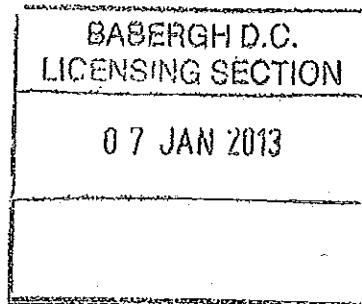
Signed

Name (please print)

-----  
Andrew James Piper  
-----

Date

-----  
13/11/12  
-----



The Old Kennels  
The Green  
Long Melford  
Suffolk  
CO10 9DH

The Licensing Department  
Babergh District Council  
Corks Lane  
Hadleigh  
Suffolk  
IP7 6SJ

29<sup>th</sup> December 2012

Dear Sirs

**Re: Application – LeeStock Festival, Melford Hall**

I understand that an application has made for a two day music festival in the grounds of Melford Hall.

On speaking and writing to the organisers of the event I was given to understand that it would be a once only event, for one day only, restricted to a maximum of 1,300 attendees and that the sale and consumption of alcoholic beverages would be strictly monitored and restricted.

Contrary to the above, an Application has been made for a recurring annual event, over a two day period with live music for a thirteen hour period from 10:00 am until 11:00 pm, no restriction on the sale or consumption of alcohol and no mention of limiting the number of attendees.

In view of this, I strongly object to the Application in its present form but would have no objection to the event taking place if:

- a) It is restricted to one day with setting up during the afternoon of the previous day and completion of the setting up in time for the event to start.
- b) Music is limited to a period between say 5:00 and 11:00 pm
- c) Noise is restricted to such a level as to not interfere with local residences.
- d) Police are in attendance to ensure that any illegal activities such as underage drinking and the use of any banned substance can be dealt with by a proper and enforceable authority.

20 2/10/14

e) Only alcoholic beverages sold at the event are permitted – no other alcohol would be permitted to be carried into the event.

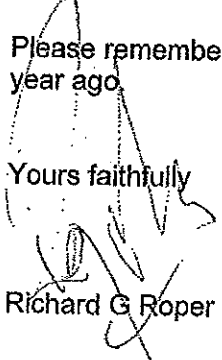
f) Parking is restricted within the confines of Melford Hall and no overnight parking or staying on the site when the event has finished.

g) The Application is for a once off event and not a perpetual licence going from year to year.

Whilst it is laudable that this is a charity event with all proceeds going to Willowtree, I would not wish to see the Application (if granted) to be used as a precedence opening the floodgates to other similar events.

Please remember that a similar Application made by William Hyde parker was refused only a year ago.

Yours faithfully



Richard G Roper

### LeeStock - Agreed Noise and Litter Control Conditions Operating Schedule / EMP amendments

1. The following noise control limits shall be complied with (for the avoidance of doubt, these supersede any noise limits proposed by the premises licence holder within their application for the premises licence).

(a) The Music Noise Level shall not exceed 65 db(A) ( $L_{Aeq}$  15mins) as measured at the nearest boundary of adjacent residential (or other noise sensitive premises) to the licensed premises.

(b) The Music Noise Level ( $L_{eq}$  15 mins) shall not exceed 70 dB in either the 63 Hz or 125 Hz octave frequency bands as measured at the nearest boundary of adjacent residential (or other noise sensitive premises) to the licensed premises.

(c) The Music Noise Level at the front of house consoles shall in any case not exceed 107 dB ( $L_{Aeq}$  15 mins) and the Maximum Sound Pressure Level ( $L_{Max}$ ) at any point in an audience shall not exceed 140 dB.

The term 'Music Noise Level' shall be as defined in the "Code of Practice on Environmental Noise Control at Concerts", The Noise Council, 1995.

2. The premises licence holder or their nominated representative shall use a noise meter to monitor noise levels at regular intervals whilst amplified music is being played to ensure that the specified noise levels are not being exceeded. The measurements shall be made at the nearest boundary of adjacent residential (or other noise sensitive premises) to the licensed premises. The frequency of such checks shall be agreed in writing with the Licensing Authority at least 3 working days prior to the commencement of each licensable event. All measurements shall be recorded. The records shall be retained for at least 12 months and shall be made available for inspection by an authorised officer of the Licensing Authority on request.

3. The premises licence holder or their nominated representative shall make available to the Licensing Authority data relating to the noise levels being produced from the Music Stage, if so required.

4. Noise propagation tests (sound checks) shall not be undertaken after 20:00 hours on the day before a licensed event or before 10:00 hours on the day of a licensed event. The noise limits specified above shall be adhered to during any noise or sound checks. Any single test shall not exceed 30 minutes in duration and the total duration of tests on any day shall not exceed 60 minutes.

5. The premises licence holder shall ensure that the promoter, sound system supplier and all sound engineers are informed of the sound control limits prior to the commencement of licensed musical entertainment and that any instructions from either the premises licence holder or the Licensing Authority are implemented.

6. The premises licence holder or a nominated representative shall be on site for the duration of the playing of licensed musical entertainment and shall be available to control all music sound levels.

7. During operating hours, the premises licence holder or a nominated representative shall be available to receive and respond to nuisance-related complaints. A contact telephone number shall be provided to the Licensing Authority for that purpose prior to the day of any licensed event.

8. Clearly legible and suitable notices shall be displayed and maintained at the event exits, requesting customers to respect the needs of local residents and to leave the premises and area quietly. Sufficient numbers of staff shall be available at the main event exits, to ensure that customers disperse quietly.

9. The premises licence holder shall put in place reasonable procedures for minimising disturbance to residents arising from noise emanating from campsites. This will include the presence of 24-hour stewarding and security for the duration of the event.

10. The Music Noise Level or sound configuration of amplified music shall be turned down or adjusted at the direct request (either in person or over the telephone) of an authorised officer of the Licensing Authority providing that the noise levels exceed the limits specified above.

11. The premises licence holder shall carry out litter picks immediately following a licensed event to clear all waste/litter from 100 metres either side of the main entrance to the licensed premises.





**Licensing Team**  
**Babergh District Council**  
 Corks Lane, Hadleigh, IPSWICH IP7 6SJ  
 DX NO: 85055 Exchange: Babergh  
 Main Switchboard: **01473 822801**  
 Website: [www.babergh.gov.uk](http://www.babergh.gov.uk)

**ATTENDANCE AT HEARING NOTICE**  
 (Section 17 Application for GRANT of NEW premises licence)

**For completion by Licensing Authority:**

<b>Application type:</b>	Section 17 NEW	<b>Application no:</b>	008458
<b>Premises:</b>	LeeStock Music Festival, Melford Hall, LONG MELFORD CO10 9AA		
<b>Applicant   Address:</b>	LeeStock Music Festival Management Team c/o Matthew Keogh, 2 The Gordons, Girling Street, SUDBURY CO10 1NB		

**For completion by YOU:**

Please tick box to indicate whether you are:

<b>Applicant:</b>	<input type="checkbox"/>
<b>Objector:</b>	<input type="checkbox"/>
<b>Other (please state):</b>	<input type="checkbox"/>

		YES	NO
<b>Q1.</b>	<b>Do you intend to attend the hearing?</b> (Note: If you wish to withdraw your representation, you should notify the Licensing Authority as soon as possible)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Q2.</b>	<b>Will you be bringing someone to speak on your behalf?</b>  (If YES to above please specify name and occupation of speaker):	<input type="checkbox"/>	<input type="checkbox"/>
<b>Q3.</b>	<b>Do you consider the hearing to be necessary?</b> (Note: The Licensing Authority may dispense with the hearing if all parties agree)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Q4.</b>	<b>Please give an estimate (in minutes) of how long you believe you will need to make your points concerning this application?</b>	.....	minutes

If you want any other person to attend as a witness to support you (other than the person whom you intend to represent you), complete the box below in order to comply with the hearings procedure:

<b>Describe in the space below the matter(s) on which this person be giving evidence on in relation to this application, representation or notice. Please use continuation sheet/reverse if necessary:</b>	
<b>YOUR NAME:</b>	
<b>SIGNATURE:</b>	<b>Date:</b>

Please complete and return this form not later than  
**FIVE WORKING DAYS before 7<sup>th</sup> February 2013**



## PROCEDURE FOR HEARING OF APPLICATION UNDER LICENSING ACT 2003 WHERE A REPRESENTATION/OBJECTION IS RECEIVED

1.	The Council's Licensing Officer will present a report to the Sub-Committee outlining the application and representations / objections made.	
2.	The Responsible Authority(ies) representative and the interested parties present their concerns in the order indicated by the Chairman of the Sub-Committee. If more than one representation / objection, follow the procedure for each representation to Step 4.	
3.	This representative may then be questioned by the Applicant.	
4.	The representative may then be questioned by other Responsible Authorities or interested parties.	
5.	The Applicant or his / her representative makes an opening address to the Sub-Committee or interested parties.	
6.	The Applicant or his / her representative calls any witness(es) to give evidence in support of the application.	
7.	The Responsible Authority(ies) may then question the witness(es).	
8.	The witness may be questioned further by the Applicant or his / her representative to clarify any points of evidence only.	
9.	The Responsible Authority(ies) and the Council's Licensing Officer then give their closing comments to the Sub-Committee.	
10.	The Applicant or his / her representative then gives his / her closing comments to the Sub-Committee.	

- NOTES:
- A. If the Applicant does not have a representative he / she may choose to make an opening address and then give information him / herself in support. His / her information will, in that case, be subject to questioning in accordance with (7) above.
  - B. The Sub-Committee Chairman and, with his / her consent, any Members of the Sub-Committee may at any time question the Applicant, the Licensing Officer or any of the witnesses.
  - C. The hearing will take the form of a discussion led by the Licensing Authority. Accordingly, the procedure may be varied by the Chairman to enable such a discussion to flow and ensure all relevant points are considered.