

**MONMOUTHSHIRE LICENSING SECTION**  
The Drama Centre  
Pen-y-Pound  
Abergavenny  
Monmouthshire  
NP7 5UD

**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.

We Balter 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**

Postal address of premises or, if none, ordnance survey map reference or description Fields that are a part of; Great Goytre Farm Pandy Abergavenny Monmouthshire The grid reference for the site is: SO 35879 24213			
<b>Post town</b>	Abergavenny	<b>Postcode</b>	<b>NP7 8EB</b>

Telephone number at premises (if any)	<b>N/A</b>
Non-domestic rateable value of premises	<b>£0</b>

**Part 2 - Applicant Details**

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

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

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

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

Please tick yes

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

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

Mr <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
Current postal address if different from premises address					
Post town	<b>Bristol</b>			Postcode	
<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
Current postal address if different from premises address					
Post town	<b>Bristol</b>	Postcode			
<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.

Name Balter Festival
Address 17 Freemantle Road, Bristol, BS5 6SY
Registered number (where applicable) UTR: 5553582127
Description of applicant (for example, partnership, company, unincorporated association etc.) Partnership between Elias Cole & Christopher Aplin
Telephone number (if any) Elias Cole : 07581654349 Chris Aplin : 07969811401
E-mail address (optional) Elias Cole : elias_cole@hotmail.co.uk Chris Aplin : c.aplin@yahoo.co.uk

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
03	06	2015

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

DD	MM	YYYY
06	06	2015

Please give a general description of the premises (please read guidance note 1)

- The site is an even, well drained green field site with natural boundaries that separates areas designated for the main arena & camping, car park and live-in vehicles that can comfortably accommodate the proposed festival capacity
- The site has a pre-existing entrance track that can handle the capacity of the event and allow for an emergency vehicle route. This track will be augmented with signage and stewards to keep traffic flowing
- Clearly marked pedestrian routes will be created to keep vehicular and pedestrian traffic as separate as possible

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

N/A

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

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

Provision of regulated entertainment

Please tick any that apply

- |   |                                     |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A)  | <input type="checkbox"/>            |
| b) films (if ticking yes, fill in box B)  | <input type="checkbox"/>            |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input type="checkbox"/>            |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)   | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)   | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)  | <input type="checkbox"/>            |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input checked="" type="checkbox"/> |

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

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

In all cases complete boxes K, L and M

**A**

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tue			<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Wed			<b>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</b> (please read guidance note 5)		
Thur					
Fri					
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b>Will the exhibition of films 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>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)		
Wed					
Thur			<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri					
Sat					
Sun					

C

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

**D**

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



**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music 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 checked="" type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3) Performance of live amplified music by bands and vocal artists			
Mon						
Tue						
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)			
Thur						
Fri	14:00					
Sat		03:00	<b>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</b> (please read guidance note 5)			
	11:00					
Sun		03:00				
	11:00	23:59				

**F**

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3) Live performance of pre recorded amplified music by DJs		
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur					
Fri	14:00		Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat		03:00			
	11:00				
Sun		03:00			
	11:00	23:59			

**G**

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 4)		
Thur					
Fri			<b>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</b> (please read guidance note 5)		
Sat					
Sun					

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing Circus & theatre artists performing 'walk about' acts and as part of music performances on stage		
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue			<b>Please give further details here</b> (please read guidance note 3)		
Wed					
Thur					
Fri	14:00		<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 4)		
Sat		03:00			
	11:00				
Sun		03:00	<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 5) Non amplified walkabout acts may continue after music performances have finished		
	11:00	23:59			

I

<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 checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3) Caterers selling hot food and drinks will remain open during the night as they deem fit		
Tue					
Wed			<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 4)		
Thur					
Fri	12:00				
Sat			<b>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</b> (please read guidance note 5)		
Sun					
Mon		13:00			

J

<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</b> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)		
Tue					
Wed					
Thur					
Fri	12:00		<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)		
Sat		04:00			
	12:00				
Sun		04:00			
	12:00				
Mon		02:00			

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

Name Natalie South	
Address 10 Small Street Chirton Devizes	
Postcode	SN10 3QR
Personal licence number (if known) LN/008444	
Issuing licensing authority (if known) Wiltshire County Council	

K

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

None

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
Day	Start	Finish	
Tue			<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 5)
Wed			
Thur			
Fri	12:00		
Sat			
Sun			
Mon		17:00	

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

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

The attached Event Management Plan covers in detail how Balter Festival will promote the four licensing objectives.

Balter Festival understand the EMP is an evolving document, and look forward to any advice the local authorities and emergency services wish to offer in the run up to, or during the ESAG meeting.

2016's proposed event will be the third the partnership has organised. Over previous events an experienced team has been formed to manage all aspects of the festival.

Specialist services such as medical, security and health & safety are bought in from skilled professional providers that the management have worked along side previously.

During the build up phase of the event the management team(s) will be sent copies of all relevant documents and meet regularly to discuss the licencing objectives and best practices laid out in the EMP.

The meetings will make sure that all managers understand the documentation especially in regard to the chain of command, how to communicate and how each individual role is defined.

Roles falling further down the chain of command will be sent relevant documentation closer to the time of the event and will be required to attend an on site briefing before the event begins.

By following this structure Balter Festival intend to ensure a safe and successful event for all parties involved.

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

Balter Festival employ 'Event Safety Alliance' to provide SIA licenced security personnel. ESA have extensive experience on a variety of events many of which are much larger than Balter Festival.

ESA provided all security personnel at Balter Festival 2015, and the festival provides additional volunteer Stewards to assist security in non-critical positions.

Prevention of crime and disorder is taken very seriously and steps are taken throughout all phases of the event to manage the situation. Please refer to the security plan within the EMP (appendix 11) for more information.

Based on the audience profile and experience of our previous events Balter Festival do not foresee any serious crime and disorder occurrences, however procedures are in place should the situation arise.

**c) Public safety**

Public safety is paramount to the event and takes priority over keeping the event running.

Balter Festival has employed *Alex Michaels* as the dedicated Health & Safety officer who has collaborated with the festival management to write the Health & Safety policy and risk assessments (EMP - appendix 1).



The EMP details how Balter Festival intends to maintain public safety in more detail. The EMP was written using experience gained at previous events by the festival management and the guidelines laid out in 'The Event Safety Guide'.

The organisers have implemented a clear management structure and chain of command that will be supplied to all management staff during the build up phase of the event.

Meetings will take place during the build up phase of the event to ensure all management staff have a clear understanding of all procedure and how to communicate effectively before they arrive on site.

Roles falling further down the chain of command will be sent relevant documentation closer to the time of the event and will be required to attend an on site briefing before the event begins.

Health and safety will be monitored and logged throughout the event to improve best practice.

Balter Festival employ 'Event Safety Alliance' as SIA registered security on site as well as 'Event Paramedic Services' to maintain safety on site

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

At an event such as Balter Festival the biggest factors that could cause a public nuisance are noise & vibration and additional traffic on the public highway

Balter Festival will employ a specialist noise management team to measure noise on and off site, and set the onsite noise levels from readings taken off site at pre-determined measuring points.

All onsite sound engineers will be briefed that the noise management teams word is final and they must obey any request for level adjustment.

Balter Festival 2015 took place on a noise sensitive site (Chepstow Racecourse) that had previously caused issues for the local area. The noise management team worked closely with Mike Richardson from the local EHO to ensure noise was controlled over the course of the event.

Balter Festival intends to employ the same team of specialists using the same measurement equipment for the 2016 event

An example of the 2015 noise management plan is available in the EMP (appendix 10).

A 2016 document will be produced following meetings with the local EHO to determine suitable levels and offsite measurement locations.

A traffic management plan is in place (EMP section 9)

The festival site has been designed to get vehicles on site as quickly as possible and to allow any traffic build up to take place off the public highway

This system also allows for stewards to manage vehicles off of site preventing traffic build up on the public highway after the event.

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

Balter Festival is an over 18s event and is widely advertised as so. Official identification will be required to validate e-tickets on entry. Bar staff will practise challenge 25 (see appendix 9 of the EMP).

Balter Festival have procedures in place to deal with minors in the event of any getting onto site (see appendix 11 of the EMP)

**Checklist:**


**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.


**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

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

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

Signature	
Date	11/01/2016
Capacity	Festival Management

**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	11/01/2016
Capacity	Festival Management

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)  
Elias Cole, 17 Freemantle Road

Post town	<b>Bristol</b>	Postcode	<b>BS5 6SY</b>
Telephone number (if any)	07581 654349		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) elias_cole@hotmail.co.uk			

### Notes for Guidance

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

Part A

Consent of individual to being specified as premises supervisor


I NATALIE SOUTH [full name of prospective premises supervisor] of 10 SMALL STREET, CHILTON,

DEVIZES, SN103QJ [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 a premises licence by Balter Festival relating to a premises licence for Balter Festival, Great Gotye Farm, Pandy, Abergavenny, Monmouthshire, NP7 8EB and any premises licence to be granted or varied in respect of this application made by Balter Festival concerning the supply of alcohol at Balter Festival, Great Gotye Farm, Pandy, Abergavenny, Monmouthshire, NP7 8EB. 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 LN/008444 [insert personal licence number, if any]

Personal licence issuing authority WILTS COUNTY COUNCIL [insert name and address and telephone number of personal licence issuing authority, if any]

 signed

NATALIE SOUTH name (please print)

11/1/16 dated

PART B

Consent of premises licence holder to transfer

I/we NATALIE SOUTH [full name of premises licence holder(s)] the premises licence holder of premises licence number LN/008444 [insert premises licence number] relating to BALTER FESTIVAL, GRT GOTYE FARM, PANDY, NP7 8EB [name and address of premises to which the application relates] hereby give my consent for the transfer of premises licence number ..... [insert premises licence number] to ..... [full name of transferee].

 signed

NATALIE SOUTH name (please print)

11/1/16 dated