

Licensing Team  
Public Protection  
Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
SY2 6ND



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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 Audio Farm Ltd

*(Insert name(s) of applicant)*

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

#### Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description <b>Hopton Court, Kidderminster</b>			
<b>Post town</b>	Shropshire	<b>Postcode</b>	<b>DY14 0EF</b>

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

## 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/limited liability partnership  please complete section (B)
- ii as a partnership (other than limited liability)  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 (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a

    statutory function or

    a function discharged by virtue of Her Majesty's prerogative

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

Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>		Other Title (for example, Rev)	
<b>Surname</b>		<b>First names</b>	
<b>Date of birth</b>		I am 18 years old or over <input type="checkbox"/> Please tick yes	
<b>Nationality</b>			
Current residential address if different from premises address			
Post town		Postcode	
<b>Daytime contact telephone number</b>			
<b>E-mail address (optional)</b>			
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)			

**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>	
<b>Date of birth</b>		I am 18 years old or over <input type="checkbox"/> Please tick yes	
<b>Nationality</b>			
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)			
Current residential address if different from premises address			
Post town		Postcode	
<b>Daytime contact telephone number</b>			

<b>E-mail address (optional)</b>	
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**(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 Audio Farm Ltd
Address UNIT 14G BEEHIVE MILL JERSEY STREET MANCHESTER M4 6JG
Registered number (where applicable) 10537353
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company– as subsidiary Company of Green Paw Project Charity UK
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
01	09	2022

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

DD	MM	YYYY
06	09	2022

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

Hopton Court – www.Hoptoncourt.co.uk

**Hopton Court** sits discreetly on the edge of the hamlet of Hopton Wafers, between Ludlow and Kidderminster. Set in parkland, amidst 1800 acres of beautiful Shropshire countryside, visitors enjoy exhilarating views from the house and gardens. The house dates from 1776 and is attributed to the architect John Nash, whilst Humphry Repton was responsible for laying out the beautiful grounds and parkland.

**Audio Farm** is an annual grass roots music and arts festival with 1,500 attendees and circa 600 staff and volunteers and 200 artists

A celebration of the finest in electronic and live sounds, we curate a diverse lineup that brings together emerging underground talent, alongside huge headliner legends. Expect the best of House, Techno, Disco, Drum & Bass, Dub, Electro, Jungle, Reggae, Jazz, Rock, Ska, Balkan Folk, Acoustic and Afrobeat.

Integral to the Audio Farm Festival experience is the balance of high energy dance floors with the grounding happenings in The Lakeside Garden. Here, you'll discover a diverse orbit of healing & holistic classes, massages, talks, workshops, circus performance and more.

Key to the spirit of Audio Farm Festival is its family-friendly approach. Children of all ages can enjoy a multitude of activities, workshops, talks, circus and an open mic.

Free from corporate sponsorship, our independent event helps to keep independent music & arts culture alive, and we do so whilst donating all our profits to Green Paw Project: a charity supporting animal welfare and environmental conservation.

We believe in looking after the planet and each other, and the sparkling atmosphere of the festival reflects that: everyone and anyone will always be welcome. Audio Farm Festival is proud to be fully vegan, sells no single use plastics, and our "leave no trace" policy runs through the veins of the festival. The site is always spotless of litter during the live days, with not a single item of rubbish left by the campers as they leave the festival.

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

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

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

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



**In all cases complete boxes K, L and M**

**A**

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

## B

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



**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon	-----	-----	<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Tue	-----	-----	
Wed	-----	-----	<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 6)
Thur	-----	-----	
Fri	-----	-----	
Sat	-----	-----	
Sun	-----	-----	

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3) n/a	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 4)		
Mon	-----	-----			
Tue	-----	-----	<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 5)		
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 6)		
Fri	-----	-----			
Sat	-----	-----			
Sun	-----	-----			

**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3) Outdoors	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 4) Thursday 2pm – 11pm – All genres Friday 9am – 1am – All genres Saturday 9am – 1am – All genres Sunday 9am – 11pm – All genres Monday – No amplified music, No bands booked on Monday, no professional sound systems used, some jamming may occur.		
Mon 5th Sept	09:00	23:00			
Tue					
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)		
Thur 1st Sept	14:00	23:00	Volume reduction at 11pm on Friday & Saturday.		
Fri 2nd Sept	09:00	01:00	<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 6)		
Sat 3rd Sept	09:00	01:00	Friday evening finish 1am (Saturday Morning) Saturday evening finish 1am (Sunday morning)		
Sun 4th Sept	09:00	23:00			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
			Outdoors	Both	<input type="checkbox"/>
Mon 5th Sept	09:00	23:00	<b><u>Please give further details here</u></b> (please read guidance note 4) Thursday 2pm – 11pm – All genres Friday 9am – 1am – All genres Saturday 9am – 1am – All genres Sunday 9am – 11pm – All genres Monday 9am -11pm – Ambient background music e.g. for meditation, or workshops not on professional sound systems.		
Tue			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Wed					
Thur 1st Sept	14:00	23:00	Volume reduction at 11pm on Friday & Saturday.		
Fri 2nd Sept	09:00	01:00	<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 6)		
Sat 3rd Sept	09:00	01:00	Friday evening finish 1am (Saturday Morning) Saturday evening finish 1am (Sunday morning)		
Sun 4th Sept	09:00	23:00			

# G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Outdoors		
Mon 5th Sept	09:00 ----- 	00:00 ----- 	<b>Please give further details here</b> (please read guidance note 4) Dancing to music Performances from dancers / promenaders		
Tue	----- 	----- 			
Wed	----- 	----- 	<b>State any seasonal variations for the performance of dance</b> (please read guidance note 5)		
Thur 1st Sept	14:00 ----- 	01:00 ----- 			
Fri 2nd Sept	09:00 ----- 	01:00 ----- 	<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 6)		
Sat 3rd Sept	09:00 ----- 	01:00 ----- 	Friday evening finish 1am (Saturday Morning)		
Sun 4th Sept	09:00 ----- 	01:00 ----- 	Saturday evening finish 1am (Sunday morning) Sunday evening finish 1am (Monday morning)		

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing - Wellbeing workshops and activities - Children's workshops and activities. - Roaming performances.		
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon 5th Sept	09:00	23:00		Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b>Please give further details here</b> (please read guidance note 4)		
Wed			- Wellbeing workshops and activities including yoga, meditation, healing. - Children's workshops and activities including den building and storytelling. - Roaming performances including light shows, circus acts, stilt walkers.		
Thur 1st Sept	14:00	00:00	<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 5)		
Fri 2nd Sept	09:00	01:00			
Sat 3rd Sept	09:00	01:00	<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sun 4th Sept	09:00	00:00	Friday evening finish 1am (Saturday Morning) Saturday evening finish 1am (Sunday morning) Sunday evening finish 1am (Monday morning)		

**I**

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon 5Th Sept	23:00 ----- 	01:00 ----- 	<b><u>Please give further details here</u></b> (please read guidance note 4) Hot food and soft drinks. This will ensure that all of the ticket buyers have access to food and water for most of their time on site, wellbeing of our ticket byers is crucial.	Both	<input checked="" type="checkbox"/>
Tue	----- 	----- 		<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)	
Wed	----- 	----- 	<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Thur 1ST Sept	23:00 ----- 	02:00 ----- 			
Fri 2ND Sept	23:00 ----- 	03:00 ----- 			
Sat 3RD Sept	23:00 ----- 	03:00 ----- 			
Sun 4 <sup>th</sup> Sept	23:00 ----- 	03:00 ----- 			

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)           <b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)  Friday evening finish 1am (Saturday Morning) Saturday evening finish 1am (Sunday morning) Sunday evening finish 1am (Monday morning)		
Mon 5 <sup>th</sup> Sept	09:00 ----- 	23:00 ----- 			
Tue	 ----- 	 ----- 			
Wed	 ----- 	 ----- 			
Thur 1 <sup>ST</sup> Sept	14:00 ----- 	00:00 ----- 			
Fri 2 <sup>ND</sup> Sept	09:00 ----- 	01:00 ----- 			
Sat 3 <sup>RD</sup> Sept	09:00 ----- 	01:00 ----- 			
Sun 4 <sup>TH</sup> Sept	09:00 ----- 	01:00 ----- 			





## **K**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).**

N/A

## L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7) Entry times to the festival from outside			<b>State any seasonal variations</b> (please read guidance note 5)  Artists and performers may arrive outside of these times due to the nature of the festival and their performance times or transport.
Day	Start	Finish	
Mon 5th	00:00	00:00	<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 6)  The gate will open 14:00 on Thursday 1st September and close at 14:00 on Tuesday 6th September.  Ticket buyers will need to arrive by 10pm on Thursday and Friday, and by 9pm Saturday to reduce late-night traffic through the village.
Tue	00:00	14:00	
Wed			
Thur 1st Sept	14:00	00:00	
Fri 2nd Sept	00:00	00:00	
Sat 3rd Sept	00:00	00:00	
Sun 4th Sept	00:00	00:00	

## 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 10)**

#### **Summary**

Audio Farm Ltd will ensure all licensing objectives are adhered to through training our staff, directors and volunteers on all four licensing objectives, managing the safety of the site including enforcing COVID19 measurements, if they are in place, ensuring noise regulations are being considered with utmost importance and every contractor or staff member, on site, being a skilled professional.

Our health and safety advisor and site managers will continue to assess all risks before the event and carry out relevant risk assessments. We have a Sound Management Plan for Noise Mitigation. Training, site inductions and staff briefs will be held daily to ensure relevant handovers and knowledge of the site.

Collectively, our directors have over 50 year's experience of working on live music and arts events and some have been continuing to work on a diverse range of events over the past few years including: Glastonbury Festival, Warehouse Project Manchester, Pride Parade Manchester, Standon Calling Festival, proving our knowledge and understanding of events and risk in the current climate.

We will continue to work closely with Hopton Court Estate to ensure alignment across site, health and safety and licensing protocols and best practices. It is a major intention to dedicate more time and resources working with local businesses and residents, providing opportunities first to the locale, and ensuring relationships are tended and concerns and suggestions from the local community are held at utmost importance. Thus mitigating disruption and bolstering our commitment to the four main licensing objectives.

This event has been carefully organised and considered to ensure a slow build up and wind down of music and entertainment over the weekend due to us being conscious of our customers wellbeing and thus further minimising the risk of harm, crime and nuisance. This entails:

- having a stripped back Thursday to allow people to ease themselves in to reduce excitement and resulting over-consumption of alcohol and exhaustion;
- having a welfare team onsite who are trained in mental health services to ensure customers/staff can get the support they need if they are overwhelmed;
- having soft drinks and beverages available in the later hours to ensure customers can take steps to feel refreshed and look after themselves; and
- staff trained in Mental Health First Aid, to be aware/responsive of the signs & symptoms of people struggling with their mental health during the event.
- Having a wind-down Monday means we are not forcing potentially intoxicated ticket buyers to drive off site until they are sober and rested enough to do so.

Audio Farm Festival is a charity fundraiser, independent music and arts festival with a forward-thinking ethos, a conscious crowd, and ever-growing friendly community, with the current festival reaching a capacity of over 2500 people.

Our priority with our 2022 festival, as always, is to host the safest space possible so that all attendees can have peace of mind and comfort whilst at the event. As a business we will be focusing more on the family-friendly approach of the event, and target young families in our marketing. This will invariably continue to grow a more responsible ticket-buyer base. We will be bolstering our children's area and family-entertainment offer, and ensure that we have a risk-reduction and resolution plan that ensures we are protecting children from harm.

Safety is paramount and will ensure all aspects of any potential risks have been fully assessed, and all provisions are provided to ensure this promise. We aim to create an experience that will guide the attendees through a carefully curated environment that will slowly build the entertainment up on Thursday with an early finish, building up to its crescendo Friday and Saturday, and then dropping the vibe back down on Sunday, with Monday being a quiet day for talks, therapies, relaxation and yoga.

**Details are as follows:**

Strong management controls and effective training to knowledgeable staff so as to ensure that they are aware of the premises licence and the requirements to meet the four licensing objectives with particular attention to:

- 1 - no selling of alcohol to underage customers and ensuring no children come to harm (The protection of children from harm)
- 2 - No selling of alcohol to those in a state of intoxication to ensure the prevention of drunk and disorderly behaviour (The prevention of crime and disorder)
- 3 - vigilance in preventing the use and sale of illegal drugs (The prevention of crime and disorder)
- 4 - 0 tolerance of violent and anti-social behaviour on and off the premises (The prevention of public nuisance)
- 5 - Noise mitigation controls/plans (The prevention of public nuisance)
- 6 - COVID19 Safety regulations / Risk assessments – washing facilities /social distancing (Public Safety)

**Actions:**

Operating Schedule will be displayed providing the hours of operation and licensable activities during those hours.

-Designated premises supervisor confirmed is obligated to be in day-to-day control of the premises, to provide good training for staff on the Licensing Act (Training Record), to make or authorise each sale.

-Clear "Challenge 25" information to prevent the supply of alcohol to under-age drinkers.

-As a licensed premise we understand that it is necessary to carry out our functions or operate their businesses with a purpose of promoting these objectives. This includes no drinks offers being carried out onsite, whilst staff also being knowledgeable of The Licensing Act 2003 and recognising customers of 'high' intoxication.

-We promise to support these objectives through their operating schedules and other measures (including staff training and qualifications, policies, and strategic partnerships with other agencies).

-A record of staff training will be kept on site for the authorities if needed.

There will no drinks promotions on site

Staff will be aware of the Licensing Act 2003 and will be aware of 'cut off' points when serving alcohol.

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

### **Summary**

To prevent Crime and Disorder, coordination between Audio Farm Ltd Event Organisers, security staff, Event Safety Adviser/Health and Safety Officer, and the local authorities is critical to ensure a positive action programme for combating crime and disorder is in place.

All security personnel operating will be SIA registered in line with the SIA requirements as well as First Aid trained, with all supervisors of stewards also being SIA registered.

A Challenge 25 policy will be implemented with staff training and briefs before the beginning of each shift. Our named DPS, Natasha Kendall will brief each member of bar

staff to ensure they know how to perceive signs of intoxication and prevent sale of alcohol to those individuals. Records of training will be kept in the site office.

This year we will implement the use of 'Refusals Registers' on our bars, whereby the bar staff will log refusals of service for either lack of identification or high levels of intoxication. This can be used to recognise trends in refusals and enable us to bolster training and closely assess attempts to purchase alcohol that are unlawful. These Refusals Registers will be kept on the bar and collected each shift to be reviewed by the DPS stored in the site office.

Security and stewards will be positioned at strategic positions around the licensed area to ensure no alcohol is removed from the licensed area, as well as security positioned near the bar area to ensure under 18's do not approach the bar.

**Details are as follows:**

(General)

- Adequate Lighting Systems will be installed as well as security positioned to monitor entrances, exits, and other parts of the premises in order to address the prevention of crime objective.
- A clear and legible notice outside the premises and on locations of the site, indicating the normal hours under the terms of the premises licence during which licensable activities are permitted – with all briefed and aware of this.
- Clear and conspicuous notices warning of potential criminal activity, such as theft, that may target customers will be displayed, with roving security on the campsite to keep an eye out for suspicious activity. The site layout will be designed and illuminated to protect customers or tents from being a victim of theft.
- The selling of alcohol will not be permitted to customers showing high levels of intoxication, with staff members being briefed and trained regarding this.
- Customers will not be sought by means of personal solicitation outside or in the vicinity of the premises.
- Prevention and vigilance in illegal drug use.
- Staff will be well trained in asking customers to use premises in an orderly and respectful manner and prevent the consumption of alcohol from other premises brought into the customer areas.
- Any lost or theft of property will be recorded and kept safely in the site office with an updated log of each item and details of whether it has been returned etc as per our lost property policy.

**Security**

- SIA registered security will be placed all over site, at the entrances, exits and perimeter. The security will have adequate security policies and will work with the police and medics if required – as previously mentioned, all will have the SIA badge.
- All security will be signed in and out of shift with daily briefs and debriefs being carried out with attendance from site management.
- Accident or security incidents will be recorded in the incident book and reviewed by site management – all incidents must be reported to site management.
- All staff and ticket buyers will be wristbanded and checked into site.
- Any suspicious activity will be reported to the police.
- Security and staff briefing and debriefing will happen daily on site and recorded.
- We will use a mixture of male and female security to ensure a diverse and friendly atmosphere and to manage crime including conflict, violence/ aggression with de-escalation techniques as well as more forceful techniques as a last resort.
- Audio Farm Festival is a promoted event, and a risk assessment will be submitted to the police 14 days prior to the event.
- In the rare circumstance of crime, we will record and report the crime to the police.
- All bags that come on site will be randomly searched by the SIA Security and any confiscations will result in rejection to the site and handed into the locked amnesty box, which will then be recorded and handed over to the police. Our search policy will be on our company website as well as in the ticket buyers T&C's. Only trained staff will carry out searches on the door of the site.
- We will refuse entry to anyone who shows any signs of violence or aggression–these will be logged in the incident book.

- Crowd control with the site and internal rooms will be managed and always manned, ensuring that all possessions of the site team, including the amnesty box, is being monitored.
- Capacity will be monitored by our ticket outlet Skiddle and no more than the stated amount will enter the site.
- There will be no glass allowed on site, customers will be asked to decant into plastic bottles on arrival - We will also only be selling food and beverages from plastic reusable cups and bamboo/ wooden plates.
- In the case of a violent outbreak we will follow our crime and disorder policy and customers involved will be ejected by our SIA trained security team. The Police will be informed immediately and statements shared.
- We deliver a 0-tolerance policy on drugs or weapons on site and this will be implemented at all times.
- A duty of care policy will be adhered to regarding persons suffering adverse effects from alcohol or as a result of poor mental health – medics will be on site.

## **c) Public safety**

### **Summary**

To ensure public safety, consultation with the Safety Advisory Group on the plans for each activity in accordance with the paragraph of the operating schedule of the licence. These plans will be developed through coordination with each agency. They have been developed to meet guidance under the Event Safety Guide (HSG195), Managing Crowds Safely (HSG154). The Event Safety Adviser will be on site at all times during the event.

Daily meetings and briefings will take place. All personnel will be given a radio to ensure good communications across site. Security will be placed across the site, including all customer and staff areas as well as any entrance, exit or potential opening. Fire plans will be put in place, including fire extinguishers and fire blankets across the site, in accordance with guidance from the Licensing Authorities Fire Team.

At least 3 of the Audio Farm Directors this year will take their SIA training so that their new knowledge can be applied in supporting and more closely working with the security team on site.

A trained medical team will be located on site and operate at all times, including a welfare team who will manage the welfare of customers and staff throughout the event. A lost child procedure will be carried out in the case of children missing and all staff and security members will be trained regarding this. Working alongside all local authorities is important to us and our professional team will execute the Event Management Plan and licence standards. Extra provisions for sanitisation / hygiene will be onsite, in line with COVID19 regulations, with one way systems and queuing markers provided for social distancing, if regulations are in place.

### **Details are as follows:**

(General)

- Internal and external lighting fixed to promote the public safety objective – with roving and positioned security to be placed at ‘pinch points’ to ensure safe movement around site
- Well trained staff and management to ensure adherence to environmental health requirements.
- Training and implementation of underage ID checks, which will be logged by the bar supervisors.
- An event control logbook or recording system shall be completed and monitored for incidents. This will be kept upon the premises and used to provide information to management on duty, licensing authorities or police during or after the event if required. Inspections will be made; those required to be made by statute, and information compiled to comply with any public safety condition attached to the premises licence that requires the recording of such information.
- All parts of the premises and all fittings and apparatus therein, door fastenings and notices, lighting, heating, electrical, air condition, sanitary accommodation and other installations, will be maintained at all times in good order and in a safe condition, with daily checks and sign offs from duty management.

General Safety of staff and customers:

- Risk assessments will be carried out on the premises outlining any hazards and all hazards identified will be required to be resolved to a reasonable adjustment.
- All staff and security will be briefed regarding any risks, with the event management plan outlining these risks for all to understand.
- All risk assessments will be kept on site and available to licensing authorities or personnel if so required.
- First Aid Boxes will be readily available on site and first aid trained security and staff will be working on all shifts, as well as trained medics.
- All first aid incidents will be recorded and available for licensing authorities during and after the event has commenced.
- Temperature and humidity levels will be monitored and recorded on site
- Free and safe drinking water will be readily available to the public at multiple points across the site and clearly visible and noted on the site map.
- Crowd control will be implemented as per our crowd management plan.
- All tickets sales and people on site will be accounted for electronically by Skiddle's expert system – staff will be signed in and off site with site inductions on arrival.
- No glass will be allowed on site – this will be included on entrance searches and customers will be asked to decant their liquids into plastics before coming to site via our website/social media.
- Emergency protocol will be adhered to at all times, including fire regulations, evacuation regulations and all staff will be trained on this.
- All crew during build and de-rig will receive a full H&S induction and will not be allowed access to the site until this is done.
- Emergency exits will be well lit with visible signage, including security on each exit ensuring fire exits are clear at all times. Duty management will carry out daily checks to ensure that all emergency exits are kept clear.
- Equipment will be PAC tested and checked regularly pre and during the event and logged with onsite maintenance team and site office.
- Ejections will be made to any customers/staff members who indicate aggression/violence, possession of unwanted substance or a disturbance of the peace.
- Customers showing a high level of intoxication will be referred to the onsite medics and ejected when deemed fit to do so.
- The welfare team are a trained and experienced team to assist with anyone showing signs of high intoxication or mental health problems. A comfortable space will be provided for those going through these issues.
- All inside rooms will be smoke free and the festival's 'leave no trace' policy will be adhered to.

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

##### **Summary**

To prevent public nuisance, we'll ensure appropriate noise control levels are in place, this will be carried out by using the Sound Management Plan attached. Audio Farm Ltd will employ a third-party noise management/acoustics team to monitor sound levels all over the site, and within a 3 mile radius of the site to ensure neighbouring locals are happy. In the unlikely occurrence of complaints, the directors will personally deal with these from the public and will endeavour to do everything in their power to ensure all parties are kept happy. To allow a healthy relationship to grow with the surrounding residents, a letter will be handed to every household within a 3 mile radius of the site, giving our contact details and information of the event, Audio Farm Ltd will ensure appropriate rest and welfare facilities as detailed in this operating schedule are in place, as well as a suitable and sufficient waste and cleaning programme, ensuring no trace will be left behind. Audio Farm Ltd will consult with the Safety Advisory Group of Hopton Court to ensure that local residents are consulted throughout the specific event process of planning to ensure their views are taken into consideration.



## **Details are as follows**

### **(General)**

- Noise reduction measures will be adhered to, to address the public nuisance objective.
- Prominent, clear and legible notices will be displayed at the exit requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly.
- We will work with Street Works to confirm a route for arriving vehicles that avoids Hopton Wafers Village so as not to disturb the residents. Route will be clearly marked going via Common Lane.
- Google Maps will be updated to show Audio Farm Festival location to be on/near common lane thus diverting traffic away from Hopton Wafers Village.
- Deliveries of goods necessary for the operation of the business will be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents.
- The Licensee will ensure that staff who arrive early morning or depart late at night (eg. for unpacking, pricing newly delivered goods) when the business has ceased trading conduct themselves in such a manner to avoid causing disturbance to nearby residents.
- Ticket buyers will be asked not to stand around loudly talking in the areas outside the premises.
- Customers will not be admitted to premises before opening hours. The movement of bins and rubbish outside the premises will be kept to a minimum after 11.00pm.
- This will help to reduce the levels of noise produced by the premises.
- Any lighting on or outside the premises will be positioned and screened in accordance with light management plan in order not to cause a disturbance to nearby residents.
- Adequate waste receptacles for use by customers will be provided in all customer and management areas.

### Music

A detailed and comprehensive noise management plan will be produced and made available to the Local Authority within 14 days of the Event Starting.

The plan shall include, as a minimum :

- Details of the management / acoustics team responsible for monitoring noise levels and taking corrective action in the event of conditions 1 and 2 being breached.
- Noise control measures including the type of sound system and orientation
- Details of the measurement locations in the village
- A contact number that is monitored during the event will be made available both on social media and on the residents letter so that concerns can be addressed during the event
- Results of noise measurements taken will be submitted to the Local Authority within 7 days of the event finishing

-As stated previously, we will be following our Noise Mitigation Plan (NMP) strictly. A third-party acoustic expert has been hired to ensure that all licence restrictions are adhered to and that we will do all we can to mitigate complaints and nuisance to the public. All staff, including sound engineers and performers will be trained and knowledgeable on the policy and what procedures we are implementing to ensure no public nuisance is made.

Pre-production event packs will go to all staff and performers, so that they are made aware of this before coming on site.

-Sound checks will be made with a minimum of Class II SPL Meter on site, and within the 3 mile radius of homes surrounding the site.

- A Professional Acoustic Model of the site will be generated using the specifications of the sound systems to be used for the event and topography of the surrounding areas from Ordnance Survey information. Once booking of the equipment is confirmed this model can be generated by F1 Acoustics Ltd, which is also one of the Acoustic Consultancies that our new Noise Mitigation Manager works with on other large scale music events around the country.

-All sound systems will be placed and orientated away from noise sensitive premises in the local area.

-The sound systems being used will employ a cardioid subwoofer array using DSP Processing, to ensure no bass frequencies from the main stage are pointing towards the village of Hopton Wafers or any of the surrounding rural properties. The positioning of the systems will also make use of the contours of the land and trees in the surrounding area to help absorb and direct the sound away from residents.

- On the Control for the sound systems, a Bessel Filter with a 6dB/Octave slope targeted at 63 Hz and below will be used to stop the bass frequencies from the stages travelling large distances. This has been employed successfully at major festivals such as Boomtown in Winchester and Leeds Festival to hugely reduce the energy in the target frequencies enabling much more accurate control of the sound on-site.

-Noise monitoring will be conducted by a full acoustics team including dB readings being logged and made available to licensing authorities if required.

#### Noise Levels-

The Music Noise Levels (MNL) when assessed at the prediction of the main stage levels or when measured during sound checks, shall be measured at 3 static locations during the main stages performances and sound check. Levels will not exceed the guidelines specified within the Code of Practice on Environmental Noise Control at Concerts.

#### Predicted Noise Level levels at the performance areas

- The predicted noise levels at the main stage( during the sound checks and performance shall not exceed 112dB (A).

- Predicted Noise Level levels at the front of house FOH/Mixer Location at 50m from performances. The predicted noise levels at the front of house/mixer location during the sound checks and performance shall not exceed 85dB (A)

- Predicted Noise Level levels at the event entrance-The predicted noise levels at the event entrance during the sound checks and performance shall not exceed 65dB (A).

The aforementioned figures are based on D&B array calc info on an A weighted SPL from a broadband signal, meeting IEC60268 standards. The aforementioned figures do not take into account any factors including walls, reflections or weather. The new acoustic model that we will generate, will account for all of the topographical and specific acoustic properties of the speakers to be used and the positioning of the systems -To comply with the aforementioned levels noise monitoring within the arena and shall be taken and recorded during the main performances and sound checks by the Event Safety Coordinator or their Designated Responsible Person.

#### Complaints

-The organisers of the Audio Farm Ltd recognise that complaints may occur during the event in respect of the noise emissions generated to the surrounding residents, therefore the directors will personally deliver notice of the event and free tickets to the surrounding residents and be available to speak to residents that may have complaints. Contact information and information of the timings will be explained on this notice.

#### Nuisance from traffic in Hopton Wafers:

We are proposing that, with advice and liaison with Street Works, we will direct all traffic to the site up Common Lane (except for emergency vehicles and in the event of an evacuation). We will implement this by using road signs to direct traffic, and sharing a directional map with ticket buyers ahead of the event. Please see an initial map for this proposal attached to email with the supporting documents.

#### Noise & Nuisance from customers arriving and leaving site

As mentioned previously, we will be adhering to our crowd management plan when organising queuing and customer movement around the site. We will have trained SIA security at all of our recognised 'pinch points' to ensure that movement flows around the site. Our accreditation and car park system will also be designed to ensure easy access and

exit in the event of an emergency. All roads will have adequate signage to minimise traffic congestion.

To ensure that the noise will stay to a minimum in noise reduction hours (1am – 12pm) security will be roving around the camping areas during these times and will ensure personal sound systems will not be in use at these times.

-Management will endeavour to keep the noise & disturbance caused by deliveries and waste vehicles to a minimum by ensuring that they will not arrive in unsociable hours (between 9pm and 8am).

#### Nuisance from litter.

Litter and waste bins are provided around the site and also encourage people to recycle by being specific waste bins.

Only reusable cups are to be used throughout the site which work on a £1 deposit scheme – thus meaning that the majority of cups are taken home with the customer or returned, leaving zero waste – this coincides with our zero-waste policy.

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

#### Summary

To ensure the protection of children, Audio Farm Ltd will do our utmost to ensure children's safety. Using our lost and found child procedure, we will train all staff and security on this – ensuring everyone knows what to do if a child has gone missing. Logs of each child missing/found will be kept in the site office with the safety procedures and all will be aware of the location of this.

- To ensure children's safety the site will provide separate facilities specifically for minors and this will be staffed by persons who have undergone appropriate security checks including a DBS check and are trained and experienced in working with minors. In addition to this a family camping area will be located in the camping fields, to ensure that families can enjoy some quiet times, away from the other customer areas.

-To ensure excellent communication between all duty managers and security, daily briefings will be held to handover any significant information, whilst also ensuring that all relevant team members have the radio and emergency contact sheet for all staff on site and emergency numbers.

- A trained medic team will be located on site at all times, with additional first aiders throughout the management and security team. This will also be accompanied by a welfare team who can aid in ensuring the welfare of children on site.

- Audio Farm's professional team will be working throughout the whole event to execute the brilliant running of the event and guarantee the detailed thorough following of the Event Management Plan.

- "Challenge 25" signs and training will be in place across the site/event, which is a retailing strategy that encourages anyone who is over 18 but looks under 25 to carry acceptable ID (a card bearing the PASS hologram, a photographic driving license or a passport) if they wish to buy alcohol. This also ensures that all staff will be trained to ask for I.D of a customer who looks under the age of 25. Staff will also be trained on the age section of the Licensing Act 2003 All ID checks will be logged behind the bar in the diligence records that will then be handed into the site office by the bar manager, at the end of each shift. These logs will be available for inspection by the Licensing Authority if required.

As mentioned previously, 'Refusals Registers' will be logged and kept on each bar in order to monitor unlawful attempts to purchase alcohol by attendees under the age of 18, so that additional mitigation steps can be implemented by the DPS as required.

- This event also has zero adult entertainment with the majority of the activities being holistic wellbeing based. This provides us with a varied family clientele and a good environment for children to be in.

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee. x
- I have enclosed the plan of the premises. x
- I have sent copies of this application and the plan to responsible authorities and others where applicable. x
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. x
- I understand that I must now advertise my application. x
- I understand that if I do not comply with the above requirements my application will be rejected. x
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15). x

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

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

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

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

<b>Declaration</b>	<ul style="list-style-type: none"><li>● [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li></ul>
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**Licensing Act 2003**  
**Public Site Notice**

**Notice is Hereby Given** that I/We

AUDIO FARM FESTIVAL LTD

UNIT 4G, BEEHIVE MILL, JERSEY STREET, MANCHESTER, M4 6JG

have made an application for a **premises licence/club**

**premises certificate** held at: HOPTON COURT, KIDDERMINSTER, DY14 0EF

**For the following days/hours: 1st - 5th September 2022**

	Licensable Activities		Opening Hours	
	From:	To:	From:	To:
Monday	09:00	01:00	00:00	00:00
Tuesday			00:00	14:00
Wed				
Thurs	09:00	01:00	14:00	00:00
Friday	09:00	3:00	00:00	00:00
Sat	09:00	3:00	00:00	00:00
Sun	09:00	1:00	00:00	00:00

Or alterations to conditions, site plans as follows:

Application permits: Supply of Alcohol, Music (Live and Recorded),  
Performances of Dance, Late refreshments.

**MUSIC FINISHING AT:**  
**11PM THURSDAY / SUNDAY / MONDAY**  
**1AM FRIDAY / SATURDAY**

Any persons wishing to make comments must do so in writing to the Licensing Team, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND or [licensing@shropshire.gov.uk](mailto:licensing@shropshire.gov.uk) **within 28 days** from the date of this notice. Applications can be viewed during normal office hours at the above address and [www.shropshire.gov.uk](http://www.shropshire.gov.uk)).

Dated: 18/02/2022

It is an offence under Section 158 of the Licensing Act 2003, knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is unlimited.