

**Cotswold District Council**  
**Application for a premises licence – submitted 24/02/2023**  
**Licensing Act 2003**  
**Applicant: Robomagic Live Limited**

**Amendments agreed with responsible authorities**

**Operating Schedule**

**Plays**

Friday: 12:00 – 23:00

Saturday: 12:00 – 23:00

Sunday: 12:00 – 23:00

**Films**

Friday: 12:00 – 23:00

Saturday: 12:00 – 23:00

Sunday: 12:00 – 23:00

**Indoor Sporting Events – REMOVED**

**Boxing or Wrestling Entertainments – REMOVED**

**Live Music**

Friday: 12:00 – 23:00

Saturday: 12:00 – 23:00

Sunday: 12:00 – 23:00

**Recorded Music**

Friday: 12:00 – 23:00

Saturday: 12:00 – 23:00

Sunday: 12:00 – 23:00

**Performances of Dance**

Friday: 12:00 – 23:00

Saturday: 12:00 – 23:00

Sunday: 12:00 – 23:00

**Anything of a similar description**

Friday: 12:00 – 23:00

Saturday: 12:00 – 23:00

Sunday: 12:00 – 23:00

**Late Night Refreshment**

N/A

**Supply of Alcohol**

Friday: 12:00 – 23:00

Saturday: 12:00 – 23:00

Sunday: 12:00 – 23:00

**Adult Entertainment**

N/A

**Hours Premises are open to the Public**

Friday: 10:00 – 24:00

Saturday: 10:00 – 24:00

Sunday: 10:00 – 24:00

**Licensing Objectives (Conditions)****a) General – all four licensing objectives (b,c,d,e)**

The relevant mandatory conditions shall apply to the licence.

In 2023 this licence will only authorise events on 02 July 2023 and 16 July 2023. In subsequent years, this licence shall authorise the provision of licensable activities on a maximum of three days in any calendar year.

The maximum number of persons permitted within the licensed area at any one time shall be 25,000, this to include all members of the public, performers and their crew, staff etc.

**DEFINITIONS:**

- A. Event Organiser: Robomagic Live are the event organisers and the holders of the premises licence.
- B. Event Management Team: This refers to the key team of people assisting the Event Organiser in delivering a safe event and promoting the licensing objectives. This includes the Event Organiser and potentially key personnel contracted by the Event Organiser, for example; the Head of Security and/or Health and Safety Officer.
- C. Responsible Authorities: has the meaning ascribed to it by the Licensing Act 2003.
- D. Safety Advisory Group (“SAG”): This refers to a group set up by or on behalf of the Licensing Authority comprising representatives of responsible authorities and other organisations concerned with issues of safety at events whose purpose is to advise event organisers with regard to matters of public safety.
- E. Venue Manager: refers to the Badminton Estate and their nominated representative.
- F. Planning Stage: The period when an Event Organiser has proposed a licensable event to take place within the premises.

- G. Live Event Days: Refers to the days that the premises is open to the public and licensable activities will be taking place.
- H. Licensable Area: refers the area marked by the red outline on App A – Licensable Area where licensable activities will take place.
- I. The Premises: refers to the area defined by the Licensable Area.
- J. Event Management Plan (“EMP”): Is a "living document" that outlines the management structure, roles and responsibilities, contact details, organisation, control, monitoring, communication plans, policies and procedures of the event management team, production schedules, contractor information and comprehensive method statements relating to the effective delivery of the event.

## EVENT MANAGEMENT PLAN

The Premises Licence Holder (PLH) will, so far as is reasonably practicable, ensure that any event will operate in accordance with an event specific Event Management Plan (EMP). The EMP is a living and dynamic document, under constant review, and allows for input from all stakeholders, the Licensing Authority (CDC) and all Responsible Authorities. The EMP will vary in scope and content for each event, but shall contain detailed proposals for each event in policies and plans to promote all the licensing objectives. At a minimum, the EMP will include (either as part of a single document or a series of documents) the following:

- (a) An overall description of the event, the style(s) of any music to be performed and the anticipated demographics of attendees, and anticipated number of attendees.
- (b) A detailed plan of the event site.
- (c) Details of persons with specific responsibilities for ensuring the smooth running and safety of the Event
- (d) Details of the Event Organiser’s public and occupiers’ liability insurances.
- (e) A Security and Stewarding Plan
- (f) A Crowd Management Plan
- (g) An Emergency and Contingency Plan
- (h) A Major Incident / Terrorism Plan
- (i) A Communications Plan
- (j) An Alcohol Management Policy
- (k) A Searching Policy
- (l) Where relevant to the nature of the event, a Drug Policy
- (m) A Noise Management Plan
- (n) A First Aid and Welfare Plan.
- (o) Where minors are permitted, a Child Welfare Plan
- (p) A Traffic Management Plan
- (q) Risk Assessments
- (r) Fire Risk Assessment that will include details of fire-fighting equipment and any pyrotechnic displays planned.

A copy of the proposed final version of the EMP (subject to any necessary and proportionate amendments being made by the PLH) must be submitted to CDC at least 14 days prior to any event taking place. Any amendments to the EMP after the final version submission, shall be brought to the attention of CDC as soon as reasonably practicable and in any event within 48 hours of being made.

## ADDITIONAL CONDITIONS

- Programming shall be scheduled to end at 22:30hrs on each day that is licensed, with an additional 30 minutes permitted to provide for any delays in a performance running beyond 22:30hrs. No performance of any nature may continue beyond 23:00hrs.
- A copy of the summary of the premises licence is to be displayed at each public entrance to the licensable activity, festival or event.
- All structures and stage areas will be erected and maintained by professional contractors who will ensure that all structures are in accordance with the relevant British Safety Standards.
- Details of all proposed events (including a description of the nature of the event, what licensable activities are proposed and on what days/times, the anticipated attendance and where within the premises the event will take place will be provided to the Licensing Authority and SAG at the earliest opportunity each calendar year and any changes shall be notified to the SAG in writing (by email) as soon as is reasonably practicable.

## ALCOHOL RELATED CONDITIONS.

- A. A Personal Licence Holder shall be appointed to take on the responsibilities of Bar Manager at each bar on site and shall:
  - (i) Be conversant with the requirements and responsibilities for the sale of alcohol and shall be given written designation of their responsibilities.
  - (ii) Directly instruct, monitor and support their staff in ensuring the requirements of the Licensing Act 2003 and this premises licence are adhered to at all times.
  - (iii) Brief all their staff before each event.
- B. Security and bar staff will be instructed to and will monitor alcohol consumption to prevent drunken behaviour.
- C. The Event Organiser or any third party bar operator employed by the Event Organiser will provide an Alcohol Management and Bar Management policies and procedures.
- D. All alcoholic drinks for consumption on the premises shall be sold in plastic or paper cups, PET containers or opened cans .
- E. All bars shall be provided with sufficient lighting, and fire-fighting equipment, as well as sanitary and hand washing facilities for staff.

## **b) Prevention of Crime & Disorder**

- A. When the event is open to the public, SIA registered security will be on the premises in numbers approved, by way of a risk assessment and agreed by the Safety Advisory Group during the Planning Stage.
- B. Overnight security will be employed where equipment/infrastructure will be left overnight.
- C. If a crime or other incident requiring police attendance is reported to or discovered by a security operative, they shall obtain as much detail as possible with importance being placed on identifying victims, suspects, witnesses and endeavour to preserve the scene of crime where possible.
- D. Where a risk assessment identifies a risk of anti-social behaviour to local residents, patrols will be deployed to monitor residential areas.
- E. If during the Planning Stage it is deemed necessary by the Police Service or the SAG, CCTV systems will be installed at the event so far as is reasonably practicable.

### **c) Public Safety**

- A. The Event Organiser shall ensure that there is adequate access provision for Emergency Services vehicles. These routes must be kept clear at all times during event.
- B. A member of the Event Management Team will carry out safety checks on site before the admission of the public. These checks will be logged in a safety check logbook, which will be stored on site and made available to authorised officers if requested.
- C. Notices reminding drivers to remain within the speed limit of 10mph to be clearly displayed on all routes within the Premises that is used by motor vehicles.
- D. No petrol generators will be allowed on premises when the licence is being utilised.
- E. The Event Organiser will ensure that adequate and appropriate measures are taken to guard against overhead and underground utilities such as live electrical cables.

### **d) Prevention of Public Nuisance**

- A. Information on local transport, including local taxi numbers will be displayed to facilitate safe transport home.
- B. Clear and concise travel instructions will be communicated to event goers and signage will be displayed to all routes to the venue car parks to minimise the risk of disruption to the surrounding road network. This will be detailed in the Traffic Management Plan relevant to the event.
- C. Generators and other noisy machinery including refrigerated vehicles shall be adequately silenced, screened and/or located distant from any residential premises to prevent noise nuisance to local residents.
- D. Operators of generators, cooler plant and other machinery should ensure that noise level limitations are stated within their Noise Management Plan.
- E. Vehicle and pedestrian access and exit routes and dedicated parking zones will be controlled by event staff to prevent noise disturbance to local residents.
- F. Door supervisors, security and stewards will monitor the behaviour of customers leaving the premises and signs encouraging customers to leave the premises quietly will be placed at exits where required, i.e. at events that finish late in the evening.
- G. The management and staff are pro-active in informing all customers to leave the premises quietly.
- H. Litter picking will take place within the licensable area, external car parks and roads and footpaths surrounding the site.

### **Noise Management Plan**

1. A copy of a Noise Management Plan (NMP) for each event is to be made available to the Environmental Control and Protection Team at Wiltshire Council 3 weeks prior to any event. This NMP is to include:
  - a. Location of monitoring points to include Holly Bush Cottage.
  - b. Annotated site map including direction of speakers.
  - c. Regular subjective checks at the boundary of surrounding residential properties. If noise can be heard here, complaints may follow and the noise should be adjusted accordingly.
  - d. Installation of signs and notices detailing guests are to respect those living in the area and ensuring customers are asked to leave quietly and are mindful of neighbours.
  - e. The engagement of a suitably qualified noise consultant to set noise levels (dBA) at the mixer. This is to determine what levels are appropriate for live music and

must account for management of people noise also. The Music Noise Level (MNL) over a fifteen-minute period throughout the duration of the event will be agreed in advance in the NMP with relevant responsible authorities from all local authorities where noise sensitive premises are located. The MNL must be measured by an acoustic expert using a Class 1 specification sound level meter capable of measuring third-octave bands.

- f. The control limits at the mixer position on each stage will be in the NMP and agreed in advance with the relevant responsible local authorities where noise sensitive premises are located. These will be a dB limit in the 63Hz and 125Hz octave frequency bands throughout the duration of the concert or event.
2. The Event Organiser must provide prior notification of the event to local residents including details of the event timings. The distribution for the notification letter will be agreed with the Environmental Control and Protection Team. A noise "hot line" number will also be included to allow residents to contact an event representative should they need to make a complaint during the event.
3. Amplified music (including live music) is permitted between the hours of 12:00 to 23:00 on Friday and 12:00 to 23:00 on Saturday and Sundays of any event.

#### **e) PROTECTION OF CHILDREN FROM HARM**

- A. A Challenge 25 policy will be implemented across all bars.
- B. Nobody under the age of 18 years of age shall be permitted to sell alcohol.
- C. The Designated Premises Supervisor shall ensure that all staff, by way of an Age Verification Policy, are instructed about the acceptable forms of identification for proof of age and are fully aware of the Challenge 25 scheme.
- D. No Adult entertainment of a nude or physical nature will be permitted and where obscene language is used in performances, children will be excluded.
- E. The admission of children to any exhibition of film will be done so in accordance with the age restrictions applied by the film classification body.
- F. Where relevant to the admittance policy of a specific event, no accompanied under 16s will be permitted onsite.
- G. When minors are permitted onsite, they will be given a designated wristband that is distinguishable from adult wristbands. For the avoidance of doubt the wristband will not be considered a form of age identification but instead is intended to assist with identifying minors in the audience.