

BCP Council

**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 Events in Dorset 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

~~HJS~~ Poole Park
~~TAGUS HOUSE~~ Parkstone Road
~~9 Ocean Way~~

Post town	Southampton Poole	Postcode	SO14 3TJ BH15 2SF
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Telephone number at premises (if any)



Non-domestic rateable value of premises

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | | | |
|----|---|----------------------------|-----------------------------|
| a) | an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) | a person other than an individual * | | |
| | i. as a limited company | Y <input type="checkbox"/> | please complete section (B) |
| | ii. as a partnership | <input type="checkbox"/> | please complete section (B) |
| | iii. as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| | iv. other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) | a recognised club | <input type="checkbox"/> | please complete section (B) |

Amended by
TMJ
20.04.23

- 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 Y

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)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

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)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current postal address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					

(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	Events in Dorset Ltd
Address	Glendower Grange Road, Netley Abbey, Southampton, Hampshire, England, SO31 5FF
Registered number (where applicable)	13369514
Description of applicant (for example, partnership, company, unincorporated association etc.)	Limited Company
Telephone number (if any)	
E-mail address (optional)	

Added by
TMJ
20.04.23

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
2	5	092023

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

DD	MM	YYYY

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

This Premises Licence is intended to support an Annual celebration of the Oktoberfest Festival, celebrated throughout Towns and Cities throughout the World.

This event, held in late September / October across one weekend per year, will be aimed at a mature age demographic with the emphasis on celebrating the music and festivities of Oktoberfest.

This will be an adults-only event, delivered by experienced operators and utilising local contractors to deliver a safe, enjoyable and energetic event aimed at residents of Dorset.

With good connections available through existing transport hubs for buses and rail nearby, we believe that Poole Park is an exciting site, building on the similar event which took place under an existing Premises Licence some time ago, which will not adversely impact on local residents.

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

4,999

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 checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input 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

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) This Premises Licence will only take effect for one weekend per calendar year between the third weekend of September and the second weekend of November, inclusive of those weekends, to be agreed between the applicant and BCP Council.		
Mon					
Tue			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri	1700	2300			
Sat	1200	2300			
Sun	1200	2200			

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	Please give further details here (please read guidance note 3) This Premises Licence will only take effect for one weekend per calendar year between the third weekend of September and the second weekend of November, inclusive of those weekends, to be agreed between the applicant and BCP Council.		
Mon					
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur					
Fri	1700	2300			
Sat	1200	2300	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)		
Sun	1200	2200			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) This Premises Licence will only take effect for one weekend per calendar year between the third weekend of September and the second weekend of November, inclusive of those weekends, to be agreed between the applicant and BCP Council.		
Mon					
Tue					
Wed					
Thur			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Fri	1700	2300	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	1200	2300			
Sun	1200	2300			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			<u>Will the supply of alcohol be for consumption – please tick</u> (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	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri	1700	2300			
Sat	1200	2300			
Sun	1200	2200			

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

Name	
<div></div>	
Address	
<div></div>	
Postcode	<div></div>
Personal licence number (if known)	
<div></div>	
Issuing licensing authority (if known)	
<div></div>	

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).

There will be no other licensable activities or entertainment provided other than those detailed above.

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	<p>This is a Public Space, however, in the interests of enquiring proper control and management of the activities associated with this event, it is intended for appropriate perimeter fencing to be erected both to maintain the integrity and safety of the site but to also ensure that the management can control the licensable activities, manage any unacceptable behaviour within the footprint of the site and minimise the impact on other users of Poole Park.</p> <p>Engagement will take place throughout the event through the use of SIA-accredited staff to manage any unexpected disorder or adverse impact from the event, who will maintain close contact and update the Security Manager throughout the period of licensable activities taking place.</p>
Mon			
Tue			
Wed			
Thur			
Fri	1700	2330	
Sat	1200	2300	
Sun	1200	2230	
			<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)

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)

To promote the licensing objectives, no later than 12 weeks before the start of the each event the licence holder will submit to the Licensing Authority and Safety Advisory Group members an Event Management and Operating Plan for the Oktoberfest event. The Event Management and Operating Plan will include:

- a. Contact List of Management and Contractors
- b. Site Plan;
- c. Event Risk Assessment;
- d. Event Safety Plan;
- e. Crowd Management & Security;
- f. Showstop Procedure;
- g. Noise Management Plan;
- h. Traffic Management Plan (which is to take into account impact of the event on bank and other public holidays; to include measures to minimise the impact of traffic restrictions on local residents going about their daily business; include a limit on the number, timing and routing of HGV and effluent vehicle movements; measures to ensure the free-flow of traffic entering and leaving the event; and relating to the movement of vehicles within the site);
- i. Medical Operations Plan including Welfare provision for guests.
- j. Event Liaison Team Statement of Intent for authorities;
- k. Event Capacity & Timings;
- l. Fire Management Plan;
- m. Environmental Policy;
- n. Drugs Policy;
- o. Bars & Alcohol Management;
- p. Security and Crime Reduction Plan (which insofar as not included in any other plan required by this Condition, is to include provision for: surrender bins to be secured in place at the site so that they cannot be physically moved by unauthorised persons and are to be clearly labelled as Drugs and Prohibited items surrender bins; suitable and sufficient notices to be displayed at the surrender bins to clearly inform persons of the consequences of failing to surrender Drugs or Prohibited items; the deployment of dedicated teams of mobile security officers to patrol the public peripheral areas outside the event and between the event site and Poole Bus Station; and for the licence holder to display on the website specific crime prevention advice and drug awareness advice provided by Dorset Police Communications Department, which is to be contacted by the licence holder not less than two months before Oktoberfest for such information and advice).
- q. Counter Terrorism Training to be delivered to all members of staff.

All further conditions below are in addition to those policies, procedures and undertakings contained within the EMOP above.

The event to be ticketed and to take place within an enclosed area allowing access only to those with tickets or event passes.

There shall be no sales of alcohol for consumption off the premises

b) The prevention of crime and disorder

SIA Security

The holder of the licence shall undertake a risk assessment regarding the deployment of SIA Door Supervisors at different times of the day and on different days of the event to determine the appropriate number of SIA staff are deployed on those days and/or at any other time(s) and to then implement the outcome of the risk assessment. A copy of the risk assessment should be made available to an authorised officer of the Licensing Authority or Dorset Police upon request and for a period of up to 6 months.

The Premises Licence Holder (PLH)/Designated Premises Supervisor (DPS) will ensure that a written record of all SIA staff deployed to the event is maintained on the premises.

This record will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature).

The Premises Licence holder will ensure that all SIA staff are clearly identifiable to the public, through wearing high-visibility outer garments whilst on duty, and that a minimum of 2 x SIA staff will be available at the entrance to the site and a further 2 x SIA staff patrolling the perimeter and the surrounding area whilst licensable activities are taking place. Additional staff to be deployed in accordance with the Risk Assessment, which include advice and guidance from Dorset Police and other Responsible Authorities.

Incident Log / Refusal Log

All bars will have a Refusal Log which will be available on request to any authorised authority, including Dorset Police and BCP Licensing Authority officers. This book will include reasons for refusal and what action was taken. This record will be retained by the Premises Licence Holder for a minimum period of 6 months.

An Incident Log shall be kept and maintained at the premises whilst licensable activities are taking place. The log should include the date and time of the incident and the name of the staff and other individuals involved (where known). The log will be made available on request to an authorised officer of BCP Council or Dorset Police and will record the following:

- (a) all crimes reported to the site staff
- (b) all ejections of patrons from the site
- (c) any complaints received
- (d) any incidents of disorder known to the staff or security
- (e) all seizures of drugs or offensive weapons at the entrance or elsewhere within the site
- (f) any visit by a relevant authority or emergency service.

Personal Licence Holder

There will be a Personal Licence Holder (PLH) on duty on the premises at all times when the premises are providing licensable activities. The DPS will maintain a log of all PLH's throughout each event and this log will be retained by the Premises Licence Holder for a minimum of 6 months following each annual event.

Pubwatch Radio

The premises shall operate and maintain a text/radio/pager link system (whichever is used by the local Pubwatch), to be activated, made available to and monitored by the DPS or their authorised agent whilst licensable activities are taking place.

Storage of Alcohol

Outside of the hours authorised for the sale of alcohol, all alcohol within the trading area is to be appropriately secured as to prevent the theft of any alcohol.

c) Public safety

Medical / Welfare

A qualified medical company providing personnel to be employed and a medical point will be positioned clearly on site when public are present and licensable activities are taking place.

A procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.

Glass

No drinks shall be served in glass containers at any time.

d) The prevention of public nuisance

Dispersal

The PLH/DPS will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the site at the end of each day. The policy will be contained within the Event Management Plan and will aim to minimise any residual impact on the local community caused by guests leaving the site. The PLH/DPS will ensure that staff receive training on the policy and a record of training shall be kept/made available to an authorised officer upon request. The record will be retained for a minimum of 6 months following each event.

There will be clear signage at the exit of the site and audible announcements as to the direction of public transport at the conclusion of the event.

Sound

A suitably qualified sound engineer will monitor sound levels within the event to ensure sounds are kept at acceptable levels and to the requirements as dictated by BCP Council Environmental Health Officers.

A sound limiting device located in a separate and remote lockable cabinet from the volume control shall be fitted to any musical amplification system and set at a level determined by and to the satisfaction of an authorised officer of the BCP Council Environmental Health Department to ensure that no noise nuisance is caused to residents nearby. The operational panel of the noise limiter shall then be secured to the satisfaction of officer from the Environmental Health Department. The keys securing the noise limiter cabinet shall be held by the licence holder or authorised manager only; and shall not be accessed by any other person. The limiter shall not be altered without prior agreement with the Environmental Health Department.

Bottles will not be placed in any external receptacle after 23.00 hours and before 08.00 hours to

minimise noise disturbance to neighbouring properties.

A dedicated contact telephone number will be made clearly available at the entrance to the site for local residents to contact if there is a public nuisance concern.

c) The protection of children from harm

Underage Sales of Alcohol

Challenge 25 shall be operated at the premises at the point of entry and at the bars where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence or passport / Holographically marked PASS scheme identification cards. Appropriate signage advising customers of the policy shall be prominently displayed within the premises with particular focus on the points of sales and entry points to the site.

Staff Training

All staff involved in the sale of alcohol shall receive training on the law relating to prohibited sales, the age verification policy adopted by the premises and the conditions attaching to the premises license. A record shall be maintained of all staff training and that record shall be signed by the person receiving the training and the individual delivering the training. The records shall be kept for a minimum of 6 months and made available for inspection by Dorset Police, BCP Licensing Authority, or other authorized officers on request.

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	17 th April 2023

Capacity	DPS
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For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

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

Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on 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.

