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Environment & Regulation

Executive Head: Colin Read

Ms H K Norman
New Forest Fairy Festival
Coven Of Witches
The Cross
Burley
Hampshire
BH24 4AA

Our Ref: CF/LICPR/18/00183

Your Ref:

19 June 2019

Dear Ms Norman

LICENSING ACT 2003 - Variation Premises Supervisor (S37)
New Forest Fairy Festival, LAND AT BURLEY PARK, CHAPEL LANE, BURLEY,
BH24 4DJ
Licence No: 1709/2

Please find enclosed, the Premises Licence in respect of the above named premises.

This premises licence will last indefinitely unless it is surrendered or revoked, but will lapse in the event of the death of the premises licence holder or upon the licence holder becoming mentally incapable or financially insolvent.

It is important to note that this licence does not override any planning consent restrictions the premises may have. If you operate outside the consent granted for these premises, this may result in action being taken against you. Should you wish to amend these conditions please contact the planning department for advice at planning@nfdc.gov.uk

FIRE RISK ASSESSMENT – REQUIREMENT

The Regulatory Reform (Fire Safety) Order 2005 places upon any person, who has some level of control in a premises, to take reasonable steps to reduce the risk from fire and to ensure people can safely escape in the event of a fire. This may be done as part of the general health and safety risk assessment, which is already required under the Management of Health & Safety at Work Regulations 1992 (amended 1999), or as a separate and specific fire risk assessment. Where five or more persons are employed, the significant findings of the assessment must be recorded.

Cont/d...

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19 June 2019
New Forest Fairy Festival

Continuation of this licence requires payment of an annual fee, based on the rateable value of the premises. This is due on the anniversary of the grant of the licence and we will issue an invoice and covering letter for the required amount prior to this date.

Please note that failure to pay the annual fee will result in suspension of the licence.

Please check this licence carefully and report any discrepancies to this office within 21 days.

It is a legal requirement to display the Summary part of the licence on the premises.

Should you wish to make changes to the licence, an appropriate application must be made to this Licensing Authority. Forms and guidance can be found on the Council's website at www.newforest.gov.uk.

Yours sincerely

Christa Ferguson

Licensing Manager
Licensing Services
c.c. Police

Tel: 023 8028 5505
Email: licensing@nfdc.gov.uk

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Licensing Act 2003

Time Limited Premises Licence

Issued under Section 24 of the above Act

Premises Licence Number	1709/2
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Part 1 - Premises Details

Postal address of premises, or if none, ordinance survey map reference or description	
New Forest Fairy Festival Land At Burley Park Chapel Lane Burley BH24 4DJ	Map Ref (E): 421257.957195238 Map Ref (N): 103233.398475363 UPRN: 10090351867
Telephone Number:	

Where the licence is time limited the dates
This licence permits the activities stated to take place on the second weekend of August each year only.

Licensable activities authorised by the licence
E) Performance of Live Music F) Playing of Recorded Music G) Performance of Dance H) Anything of a similar description to that falling within (e), (f), (g) J) Sale or Supply of Alcohol

The times the licence authorises the carrying out of licensable activities				
E - Performance of Live Music	Performance of live music may take place:		Indoors	Y
			Outdoors	
			Both	
Day	Start	Finish		
Sat	10:00	18:00	Further details: Amplified music on main stage. Bands consist of a Folk Genre Acoustic sets/individuals - unamplified in tent. Seasonal variations: Non standard timings:	
Sun	10:00	18:00		

F - Playing of Recorded Music			Playing of recorded music may take place:	Indoors	
				Outdoors	
				Both	Y
Day	Start	Finish			
Sat	10:00	18:00	Further details: Music which is recorded will be used for workshops and dance demos. Some in workshops in Gazeboos Seasonal variations: Non standard timings:		
Sun	10:00	18:00			

G - Performance of Dance			Performance of dance may take place:	Indoors	
				Outdoors	Y
				Both	
Day	Start	Finish			
Sat	10:00	18:00	Further details: Belly Dancing, Hoop Dance and Burlesque Dance Workshops Seasonal variations: Non standard timings:		
Sun	10:00	18:00			

H - Anything of a similar description to that falling within (e), (f), (g)			This entertainment may take place:	Indoors	Y
				Outdoors	
				Both	
Day	Start	Finish			
Sat	10:00	18:00	Description of the type of entertainment being provided: Holistic workshops and talks on a spiritual theme. Further details: Holistic workshops and talks on a spiritual theme will be held in tent. Seasonal variations: Non standard timings:		
Sun	10:00	18:00			

J - Sale or Supply of Alcohol		
Day	Start	Finish
Sat	10:00	18:00
Sun	10:00	18:00

Further details:

Seasonal variations:

Non standard timings:

The opening hours of the premises		
L - Opening Hours		
Day	Start	Finish
Sat	10:00	18:00
Sun	10:00	18:00

Seasonal variations:

Non standard timings:

Where the licence authorises supplies of alcohol whether these are on and/or off supplies:
 Alcohol is supplied for consumption ON premises only

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Holly Kate Norman
 New Forest Fairy Festival
 Coven Of Witches
 The Cross
 Burley
 Hampshire
 BH24 4AA

Telephone:

Email: [REDACTED]

Registered number of holder, for example company number, charity number (where applicable)

[REDACTED]

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Joshua Jack Pugh
 6 Woodbury Lane
 Salisbury
 SP2 8FE

Telephone:

Email: [REDACTED]

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

2104/2
 New Forest District Council

The licence is granted by New Forest District Council, as licensing authority pursuant to the Licensing Act 2003 and regulations made thereunder.

Date licence issued: 19/06/2019

Date licence commences: 18/06/2019

Date first licence came into force: 07/02/2018

Colin Read

Executive Head of Environment & Regulation
(Authorised Officer)

Annex 1 - Mandatory conditions

(Additional Conditions with effect from 1 October 2014)

1. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises-
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to-
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
3. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either-
 - (a) a holographic mark, or
 - (b) an ultraviolet feature.

4. The responsible person must ensure that –
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures-
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25ml or 35ml; and
 - (iii) still wine in a glass: 125ml;
 - (b) these measure are displayed in a menu, price list or other printed material which is available to customers on the premises; and
 - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

Where licence authorises door supervision:

- (1) Each individual at the premises to carry out a security activity must:
 - Be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001;
 - or
 - Be entitled to carry out that activity by virtue of section 4 of that Act.

Where licence authorises supply of alcohol:

- (1) No supply of alcohol may be made under the premises licence:
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
- (2) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

(Additional Condition with effect from 28 May 2014)

- 1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
- 2. For the purposes of the condition set out in paragraph 1 -
 - (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
 - (b) “permitted price” is the price found by applying the formula -

$$P = D + (D \times V)$$
 where -
 - (i) P is the permitted price,
 - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
 - (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence -
 - (i) the holder of the premises licence,
 - (ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Annex 2 - Conditions consistent with the operating schedule

a) General - all four licensing objectives (b, c, d, e)

b) The prevention of crime and disorder

Door staff or stewards will be employed at the event to supervise admissions and customers inside the event.

Security will be on site for the duration of the festival which are licensed to the SIA, Security Industry Authority and SIA badges will be clearly displayed when working.

All staff or stewards will be clearly identified by either wearing uniform or will be wearing high viz jackets.

Daily staff briefing and debriefing will enable the event to improve working practices at the premises.

A risk assessment will be undertaken by the Event Organiser which will be forwarded and submitted with New Forest District Council.

Drinking vessels made from plastic or polycarbonate will be used in the bar area. Collection of such vessels will be done on a regular basis and recycled into relevant bins.

A lost and found policy will be in place in relation to lost/found property at the Event. This will be held in our welfare tent. The policy will include logging of property. Passports and any other ID found will be handed into the Police Station.

Staff training will be given to bar staff as agreed by DPS on the effects of alcohol and how to spot early signs of customers becoming intoxicated. The staff will also be aware of the responsibilities under the Licensing Act 2003 and be able to recognise appropriate 'cut off' points for serving intoxicated customers to reduce anti-social behaviour.

Drink Aware posters will be used around the site to remind customers of the unit content in alcoholic drinks and the safe alcohol consumption limits.

Our customers are coming to a family fun and friendly festival. A small minority drink at this festival, so we are at very low risk of anti-social behaviour. However, the policies above will be put in place to make sure that the festival continues to be a safe place.

c) Public safety

A full risk assessment will take into account public safety and will be carried out to identify potential hazards posed to staff, customers, contractors, artists, performer and exhibitors. Precautions will be put into place for potential hazards,

All persons working for the festival will be made aware of the risk assessment and precautionary measures therein.

A copy of the risk assessment will be kept at the event and will be made available for inspection.

First Aid boxes will be available at the Welfare tent/Lost Children tent and maintained with sufficient in date stock. Collingwood Medical will be in attendance at the festival with Ambulance. Collingwood Medical will be on duty at all times of the festival working hours. An accident book will be kept in order to record all accidents and incidents and will be made available for inspection.

d) The prevention of public nuisance

A noise management policy will be in place that sets out sound measures and to control music. We will work closely with an acoustic consultancy company to control music noise.

Sound engineers will be on site who are in dependant to any band, acoustic set and will work closely with our sound control.

All bands and acoustic sets, contractors and sound engineers will be made aware of the noise management policy.

The stage and speakers will be set to the furthest point away from the road and speakers will direct sound to the audience.

Monitoring sound will be measured using sound measuring equipment and will be done on a regular basis. A log book will be kept. The log book will be available for inspection by the Licensing Authority.

A contact telephone number will be put in place made available to the local residents and businesses which they can use to report noise disturbance. This number will be available to use between the hours of 10:00hrs to 18:00hrs both days of the festival.

At least four months prior to each event a Noise Management Plan (NMP) for the event will be submitted in writing to the Licensing Authority for approval. Noise control for the event will be undertaken in accordance with the approved document.

e) The protection of children from harm

Admission to children into the festival will only be permitted if accompanied by an adult, parent or guardian.

The DPS will be operating a strict 'No I.D. no sale' policy. A Challenge 25 scheme will be carried out at the festival. Anyone looking under 25 will be asked for I.D. Only photographic driving licences and passports will be accepted.

Posters will be up around the festival to promote the scheme and make our customers aware.

Display proof of age signs at point of sale will be displayed.

A refusals book will be kept by the DPS and will be completed wherever a sale is refused to a person who cannot prove they are over the age of 18.

The refusals book will contain the date and time of the incident, a description of the customers and the name of the staff member who refused the sale and finally the reason the sale was refused.

The refusals book will be available to police and authorised council officers on request.

Staff training will be given to the team under the DPS in the ages, related sections of the Licensing Act 2003. This includes the ability to competently check customers identification where necessary. A record will be kept by the DPS of the name and date of persons trained.

Annex 3 - Conditions attached after a hearing by the licensing authority

N/A

Annex 4 - Plans

This licence permits the licensable activities stated at the premises addressed above in accordance with the plan(s) attached.

Plan of Premises	
Plan/Drawing No:	Plan approved 7th February 2018
Date of Plan:	

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Licensing Act 2003

Time Limited Premises Licence Summary

Issued under Section 24 of the above Act

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Further details:

Seasonal variations:

Non standard timings:

The opening hours of the premises		
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Where the licence authorises supplies of alcohol whether these are on and/or off supplies:
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Name, (registered) address of holder of premises licence
 Holly Kate Norman
 New Forest Fairy Festival
 Coven Of Witches
 The Cross
 Burley
 Hampshire
 BH24 4AA

Registered number of holder, for example company number, charity number (where applicable)

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol
 Joshua Jack Pugh

State whether access to the premises by children is restricted or prohibited
 Not Restricted

Duty to Keep & Produce Licence – Premises
Licensing Act 2003

Section 57 – Duty to Keep and Produce Licence

- (1) This section applies whenever premises in respect of which a Premises Licence has effect are being used for one or more licensable activities authorised by the licence.
- (2) The holder of the Premises licence must secure that the licence or a certified copy of it is kept at the premises in the custody or under the control of –
 - (a) the holder of the licence, or
 - (b) a person who works at the premises and whom the holder of the licence has nominated in writing for the purpose of this subsection.
- (3) The holder of the Premises licence must secure that –
 - (a) the summary of the licence or a certified copy of that summary, and
 - (b) a notice specifying the position held at the premises by any person nominated for the purpose of subsection (2),are prominently displayed at the premises.
- (4) The holder of a Premises Licence commits an offence if he fails, without reasonable excuse, to comply with subsection (2) or (3).
- (5) A constable or an authorised person may require the person who, by virtue of arrangements made for the purposes of subsection (2), is required to have the Premises Licence (or a certified copy of it) in his custody or under his control to produce the licence (or such a copy) for examination.
- (6) An authorised person exercising the power conferred by subsection (5) must, if so requested, produce evidence of his authority to exercise the power.
- (7) A person commits an offence if he fails, without reasonable excuse, to produce a Premises Licence or certified copy of a Premises licence in accordance with a requirement under subsection (5).
- (8) A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 2 on the standard scale.
- (9) In subsection (3) the reference to the summary of the licence is a reference to the summary issued under Section 23 or, where one or more summaries have subsequently been issued under Section 56, the most recent summary to have been so issued.
- (10) Section 58 makes provision about certified copies of documents for the purposes of this section.