

**Meeting of the Plans Committee**  
**Monday 22 February 2021**

**AGENDA ITEM 7.0**  
**PREMISE LICENCE APPLICATION**  
**WK202013115 Butcher's Wood, Rocks Road, Uckfield TN22 3PT**

**1.0 Summary**

- 1.1 Uckfield Town Council has received information regarding an application which has been submitted to Wealden District Council for a Premise Licence for a festival just over the border of the Uckfield Town boundary (Butcher's Wood, Rocks Road, Uckfield, TN22 3PT).
- 1.2 This report provides members with a summary of their application and requests that members consider if they wish to make a representation.

**2.0 Application for Premise Licence**

- 2.1 The premises licence will be restricted to one, two day event per year in July or August, the terminal hours for music and alcohol are relatively early. The licence if granted would be limited to less than 5,000; the applicant is looking at a maximum capacity of 2,500 for the 2022 event



- 2.2 Partly ancient woodland surrounded by fields on three sides. Broadleaved, mixed species, with some small clearings. The centre of the site is approximately 1.5km from Uckfield High Street, as the crow flies. The 30 acre site is privately owned. The A22 runs along the east border. It is proposed that a small, two-day, arts and music festival be held on the site. It is intended that licensable activities including the sale and consumption of alcohol will occur within the confines of the licenced area. Live amplified music will begin at 11:00am and finish at 22:30. Amplified music will not constitute the entire duration of the event as the day will be interspersed with quieter times.
- 2.3 Licensable activities and hours requested:  
Live Music  
Saturday 11:00 to 22:30 hrs  
Sunday 11:00 to 22:00 hrs

Recorded Music  
Saturday 10:30 to 22:30 hrs  
Sunday 10:30 to 22:00 hrs

Dance  
Saturday 11:00 to 22:30 hrs  
Sunday 11:00 to 22:00 hrs

Entertainment of a Similar Description  
Saturday 10:30 to 22:30 hrs  
Sunday 10:30 to 22:00 hrs

Late night refreshment  
Saturday 23:00 to 01:00 hrs (Mon am)  
Sunday 23:00 to 01:00 hrs (Mon am)

Alcohol  
Saturday 11:00 to 22:15 hrs  
Sunday 11:00 to 21:45 hrs

Opening hours  
Saturday 10:30 to 22:59 hrs  
Sunday 10:30 to 22:59 hrs

Late-night refreshment will only be available to staff and crew after their shift. No live entertainment/amplified music will be in operation between these times (23:00 – 10:30). The application is for regulated entertainment and the sale of alcohol within the proposed licensed area; the actual event itself doesn't need to be licensed.

- 2.3 The application will go to Wealden DC's Licensing Sub-Committee for determination if there are relevant objections. The applicant will receive a copy of relevant objections in due course; objections will be published in a public report (email + phone numbers are redacted). Objectors will be invited to address the sub-committee where they will need to evidence why the applicant will not meet the licensing objectives (sub-committee meetings are currently held remotely on MS Teams and televised).
- 2.4 The applicant has (since the application was received) agreed by way of additional licence conditions if the licence is granted (see appendix A) to provide event management documentation and a noise management plan to the satisfaction of the relevant agencies (this will go to the Safety Advisory Group (SAG - Police, Fire, Secamb, NHS, Highways etc) for consideration before an event can proceed). Therefore, the applicant is not required to provide an event management plan as part of the premises licence application. This approach is standard in Wealden and is used for music events at other outdoor licensed premises in the district. The first event is planned for July 2022; so even if licensing officers looked at event management documentation now it would be outdated before the event. The event management plan will go through the Safety Advisory Group process in 2022.

### **3.0 Additional information**

- 3.1 Relevant representations in terms of the four licensing objectives (crime & disorder, public safety, public nuisance and protection of children from harm) is not a straightforward subject e.g.

*Where the applicant resides is not relevant.*

*Camping is not a licensable activity.*

*Car parking per se is not a relevant licensing matter e.g. a national chain of pubs has premises in Crowborough (about 3 car parking spaces) and Bexhill (no parking provision).*

*Ditto, traffic using the public highway to access a premises.*

*Ancient woodland\**, its designation is not relevant to the licensing objectives because restrictions on the use of the wood would override the premises licence (but it is for those responsible for enforcing those restrictions to take action/prevent events taking place).  
i.e. would this have an adverse effect on habitats & wildlife etc.

#### **4.0 Recommendations**

- 4.1 Representations must be received by 23 February 2021. Members are asked to consider if they wish to make a representation and advise the Clerk accordingly.

### **APPENDIX A**

#### **Additional Conditions to form part of the premises licence if granted.**

##### General

- 1) This premises licence is for Butchers Wood, Rocks Road, Uckfield, TN22 3PT. Two day event of licensable activities per year in either: July or August.
- 2) The capacity of less than 5,000 will be confirmed in the Event Management Plan.

##### Prevention of Crime and Disorder

- 1) A notice will be displayed in and at the entrance of the premises and each area where alcohol is sold where it can be clearly seen and read and shall indicate that it is unlawful for persons under 18 to purchase alcohol.
- 2) The event organiser will provide a list of names and addresses of all event wardens and marshals days to Sussex Police 45 days before the event. A list of SIA security persons must be provided to Sussex Police 45 days before the event. (The SIA provider details must be confirmed in the Event Management Plan).

##### Public Safety

- 1) The event organiser will forward the following plans and information as listed below to the Head of Environmental Health, East Sussex Fire and Rescue Services and Sussex Police at least 75 days prior to the event. The documentation must be of a satisfactory completed standard in order for them to be considered.

##### Event Management Plan

Event Safety Policy and Statement

Event Description

Event Risk Assessment Plan

Emergency Plan

Crowd Management Plan including security

Transport Management Plan

Fire Risk Assessment

Bar management plan – details of the bars, who will be serving and supervising alcohol sales, number of personal licence holders, layout plan showing the location and internal layout of the bar, number of SIA at each bar etc. A refusals and incidents book will be required for each bar.

- 2) These plans and requirements must be agreed in writing by the Licensing Authority and Sussex Police at least 30 day before the event takes place.
- 3) Completed temporary demountable structure certificate signed by a competent person shall be provided for the Licensing Authority 3 hours before the event starts.
- 4) Completed electrical safety certificate signed by a competent electrician (experienced in outdoor electrical installations) shall be provided for the Licensing Authority 3 hours before the event starts.
- 5) No members of the public will be permitted to enter the site until the safety certificates have been completed and signed.

### Prevention of Public Nuisance

- 1) A comprehensive noise management plan will be produced by a suitably qualified and competent noise consultant and submitted by the event organiser for approval by the Head of Environmental Health at least 60 days before the event. The plan must be approved in writing before the event may take place.
- 2) As part of the noise management plan, a letter will be sent to all properties surrounding the property as shown in the noise control plan giving advance warning of the event and detailing contact phone numbers of the organiser who can respond to complaints at all times during the event.
- 3) The event organiser will provide the council with the mobile phone numbers of the relevant sound engineers that may be contacted by Council Officers during the event.

### Protection of Children from Harm

- 1) The premises shall operate a "Challenge 25" proof of age scheme. All customers who attempt to purchase alcohol who look under the age of 25 years are to be required to produce an acceptable form of photo identification, whereby the only forms of acceptable identification shall be either a photographic driving licence, a valid passport, military identification or any other recognised form of photographic identification incorporating the PASS logo, or any other form of identification from time to time approved by the secretary of the state.
- 2) All Children under the age of 12 will be issued with a wristband on which they can write parent/guardian's mobile phone number.
- 3) No person under 18 will be allowed in the licensed area if not accompanied by an adult over 21 years during the licensed activity hours.
- 4) All persons supervising lost children, child crèche and child play facilities (where their parent or guardian is not present) must have an enhanced DBS certificate (dated within 3 months of the event).