

APPENDIX C

**THE LICENSING ACT 2003
REPRESENTATION FORM FOR "RESPONSIBLE AUTHORITY"**

Please delete as applicable: Environmental Pollution

Your name	Karen See
Job Title	Senior Environmental Health Officer
Postal Address (inc post code)	East Cambridgeshire District Council The Grange, Nutholt Lane, Ely, Cambs CB7 4PL
Contact telephone number:	01353 665555
Mobile Number:	
Email address:	Karen.see@eastcambs.gov.uk

Name of Premises you are making a representation about:	TR Events
Address of the premises you are making a representation about:	Sunnyridge Farm, 10 Mill Road, Lode, Cambridge. CB5 9EN.

This section is about your representation/s. They must relate to one or more of the Licensing Objectives. Please detail the evidence supporting your representation, (under the relevant headings) and the reason for your representation/s. *It is important that you detail all matters that you wish to be considered. (Use additional sheets if necessary). Regulations provide that in considering representations the authority may take into account documentary or other information produced by the party either before the hearing or, with the consent of all parties, at the hearing.*

Which licensing objective(s) does your representation relate to?	Please detail the evidence supporting your representation, or the reason/s for your representation. (Please use separate sheet if necessary)
The prevention of public nuisance	
The applicant had not approached the Domestic Team to discuss the proposals prior to submitting this application. Such discussions would have assisted the applicant in the understanding of the potential concerns the responsible authority has around public nuisance from the holding of large	

party events within a marquee, and with live and recorded amplified music associated with them. It would have also given the applicant an opportunity to explain to officers in more detail the level of overall activity and noise controls to be applied at the site. The application is suggesting up to 28 events over the Christmas period which is assumed to run from the beginning of December to early January each year.

I must determine whether the proposed conditions contained in the application are sufficient to uphold one or more of the licensing objectives.

Proposed operating conditions in the application relating to noise controls (specifically Conditions 14, 15 and 16) indicate a commitment from the applicant to listen to and understand what the music noise levels sound like outside of the marquee. The proposal is for adjustments to be made if music is considered likely to be heard inside neighbouring properties with the windows closed. Aural monitoring can be a useful indicator of potential noise impact in many cases. However, this type of monitoring is considered a rudimentary means to assess noise impacts in this instance for the following reasons:

- The nearest residential property is less than 300m from the event site. The edge of Lode village is approx. 800m away.
- The area is flat and rural, with low levels of existing background noise at night.
- Marquees offer little in the way of noise insulation, especially of low frequency bass music.
- The proposal is requesting up to 28 events (presumably over the Christmas period) which could result in 28 nights of disturbance between early December and early January.
- The marquee is large and so likely to attract large numbers of attendees, presumably the focus being on high level party music throughout the evening until midnight, where the 'wind down' period begins.
- It is likely that different live bands or DJ's will use their own amplifiers and sound equipment and have specific set up requirements. It is unlikely that an individual standing at the edge of a field listening to the music would be able to properly influence and control sound and bass levels at the mixing desk if reporting back that it was considered too loud and required adjustment.
- No reasonable adjustments can be applied to people noise within a party environment.

The application advises that the use of pyrotechnics and fireworks will be limited, and residents notified in advance. I do not consider this is an appropriate control mechanism for a late-night activity that can be highly disturbing to both people and their animals. I could not agree to fireworks or pyrotechnics that are audible outside of the boundary of the site being used at the premises.

There are likely to be adverse noise impacts from traffic travelling to and from the site. Although noise from traffic flows on roads is not something that Environmental Health can control, this should be a consideration with respect to the potential number of events and numbers attending. This will be of concern to persons living adjacent to the only access road through Lode village, along which coaches and cars will have to travel.

I believe the granting of the licence as applied for would have a detrimental impact on the prevention of public nuisance objective, and I must therefore formally object to the granting of this licence.

Requirements moving forwards to address my concerns:

It should be a requirement for the Premises Licence Holder to submit a full Event Management Plan (EMP) to the Safety Advisory Group for agreement, and that the event is run according to that plan.

The EMP shall comprise of, but not be limited to:

- The agreed proposal for formal noise monitoring of events involving live or recorded music, that will enable the licence holder to demonstrate compliance with noise limits identified within the EMP to prevent adverse impacts on sensitive receptors.
- If, as a result of formal noise monitoring, the licence holder can demonstrate that adequate noise controls can be maintained without the use of regular off-site meter readings (for example noise limiting devices are sited within the marquee, or a resident DJ is in post and the levels at the mixing desk are permanently restricted according to external noise limit requirements etc) then on agreement with the SAG the requirement for regular off site noise monitoring would be removed. This could be replaced with regular aural spot checks.
- No fireworks to be used on site. Any other form of pyrotechnics to be approved only on production of satisfactory evidence to demonstrate no adverse noise impacts will occur outside the boundary of the site.

I agree with the details provided in proposed Conditions 11, 13, 14 and 18.

Additional detail is required in proposed Condition 17 regarding waste collections.

If the licensing authority considers that relevant representations are made the licensing section may consider arranging a mediation meeting between the relevant parties (if all agree) to try and reach a settlement. If this informal process is unsuccessful a hearing before the Licensing [Sub-] Committee will follow, unless the interested parties withdraw their representations.

All representations in their entirety will be disclosed to the applicant for the premises licence.

Signed ...  Date ... 17th November 2023

...Karen See, Senior Environmental Health Officer....

Please return this form along with any additional sheets to:

Licensing Team
Environmental Services
East Cambridgeshire District Council
The Grange

Nutholt Lane
Ely
CB7 4PL

Telephone: 01353 616291

Email: licensing@eastcambs.gov.uk

This form must be returned within the Statutory Period, which is 28 days from the day after the day on which the applicant gave the application to the licensing authority.

However, because of the tight timescales involved, and to assist in the determination of the application process, any representations should be forwarded to the licensing authority AS SOON AS POSSIBLE and preferably within 14 days of notification of the application.

If in any doubt, please contact the Licensing Team on the above telephone number.

Our Ref: PS1639 Ian Brown – TR Events, Lode, Cambs - Representation.

Licensing Officer
East Cambridgeshire District Council,
The Grange Car Park,
Nutholt Lane.
Ely,
CB7 4EE

Date 16/11/2023

Dear Sirs,



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SUBJECT: Representation for premises licence submitted on behalf of Mr Douglas DURRANT, 11A Station Rd, Lode, Cambridgeshire, CB25 9HB.

Please find attached the Police representation regarding the New Premises Licence application for TR Events, Sunnyridge Farm, 10 Mill Road, Lode, Cambridgeshire, CB5 9EN.

This representation is in regard to licensing objectives: Public Safety, Prevention of Crime and Disorder, Prevention of Public Nuisance, and Protection of Children from Harm under Licensing Act 2003.

Yours Sincerely,



PS1639 Ian Brown
Licensing Sergeant for Cambridgeshire Constabulary
Operational Planning and Licensing Department,
Cambridgeshire Constabulary,
Hinchingsbrooke Park,
Huntingdon,
PE29 6NP.

**THE LICENSING ACT 2003
REPRESENTATION FORM FOR “RESPONSIBLE AUTHORITY”**

Please delete as applicable: **POLICE**

Your name	PS1639 Ian Brown
Job Title	Licensing Sergeant, Cambridge Constabulary.
Postal Address (inc post code)	Submitting on behalf of Nick Dean, Chief Constable of Cambridgeshire Constabulary.
Contact telephone number:	Operational Planning and Licensing Department, Cambridgeshire Constabulary, Hinchingsbrooke Park, Huntingdon, PE29 6NP
Mobile Number:	01223 823316
Email address:	07921094965
	licensingouth@cambs.police.uk

Name of Premises you are making a representation about:	TR Events
Address of the premises you are making a representation about:	Sunnyridge Farm, 10 Mill Road, Lode, Cambridge. CB5 9EN.

This section is about your representation/s. They must relate to one or more of the Licensing Objectives. Please detail the evidence supporting your representation, (under the relevant headings) and the reason for your representation/s. *It is important that you detail all matters that you wish to be considered. (Use additional sheets if necessary). Regulations provide that in considering representations the authority may take into account documentary or other information produced by the party either before the hearing or, with the consent of all parties, at the hearing.*

Which licensing objective(s) does your representation relate to?	
The prevention of crime and disorder	Public safety
See Below	See Below
The prevention of public nuisance	Protection of Children from Harm
See Below	See below

Cambridgeshire Constabulary received notification of this application on 30th October 2023 due to police being a Responsible Authority for Licensing matters. Though not essential, many applicants will seek pre-application advice with Responsible

Authorities prior to submission of an application. Unfortunately, it was not done of this occasion, and the applicant has not sufficiently demonstrated how they are going to promote the licensing objectives, ensuring a safe event.

The application includes off sales of alcohol but no indication on how this will be managed or linked to Christmas corporate events, this may be a typo. If it is applicable, then I would like to know how it will be safely managed. Especially as this location is not well suited to high flows of traffic if un managed.

For events held under this licence I would recommend the following amendments:

- Remove current condition 5 which needs to be replaced by drugs policy procedure, listed in the below conditions.

To include the following:

- This licence shall permit Corporate Christmas Events to take place between 1st December and 10th January annually.
- The Premises Licence Holder will liaise with the Licensing Authority and with their agreement attend the Safety Advisory Group to present an Event Management Plan.
- The Event Management Plan (EMP) shall be submitted no later than 14 days prior to attending and presenting the plan the Safety Advisory Group (SAG) in a draft, working document form. The SAG meeting shall take place no later than 2 months prior to the date of the first event of the year. Advice from the Safety Advisory Group will be followed, along with the agreed contents of the EMP.

The EMP shall comprise of, but not limited to:

- Site Plan, detailing car park area, coach and taxi drop off/pick up points, security fencing, security lighting.
- Major Incident Plan including Counter Terrorism documentation.
- Security and Crowd management:
 - including written risk assessment detailing the presence/numbers of SIA staff required, with consideration given to advice provided by Cambridgeshire Constabulary.
 - The use of body worn video (BWV) cameras by relevant SIA staff/management staff. (Any BWV footage will be kept for 31 days and made available upon request by the Licensing Authority and the Responsible Authorities as in line with Data Protection Act 2018.
 - All relevant staff will have access to a radio for ease of communication.
 - Incident log will be in operation to detail entry refusals and evictions, this will be made available for inspection by the Licensing Authority and the Responsible Authorities on request.
- A written search policy. The risk assessment will take into consideration advice and information as provided by Cambridgeshire Constabulary.

- All security and stewarding staff will receive a briefing, which will include suitable information and instructions relevant to the event, from the appointed security and crowd manager prior to each event. All security and stewarding staff will be easily identifiable and registered Security Industry Authority (SIA) staff shall always wear visible SIA badges when on duty.
- Adverse weather plan.
- Traffic and transport management Plan:
 - to include no patrons to be permitted to leave event site on foot during the hours of darkness.
 - Highlighting 'Blue' route for emergency service vehicles needing to access the site.
- Missing/Vulnerable person safeguarding policy.
- Eviction Policy.
- Drug/Alcohol management policy to include:
 - Staff training in responsible alcohol sales, welfare and vulnerability training (Ask for Angela' Scheme (as long as it is still in operation). The training is to be carried out at least once every 12 months and written records of the training must be kept.
 - Records will be kept of such training and will be immediately available for inspection by Cambridgeshire Constabulary or authorised officer of a responsible authority for inspection upon request.
 - Alcohol refusals log to be made available for inspection by Cambridgeshire Constabulary or authorised officer of a responsible authority for inspection upon request.
 - A written delegation of authority record will be kept at the premises whereby staff are authorised to make sales on behalf of the Designated Premises Supervisor (DPS).
 - A written drugs policy will be implemented. To include Illegal drugs and psychoactive substances will be prohibited items. Possession for use or supply will result in refusal of admission to, or ejection from the premises, this will be recorded, and report to the Cambridgeshire Constabulary (when necessary). Any seized/found drugs will be recorded in a drugs register, stored in a secure location until they are handed to Cambridgeshire Constabulary by a responsible person.

Other conditions to be included:

- Prominent, clear and legible notices shall be displayed at the exit, requesting patrons departing to respect the needs of local residents and to leave the premises and the area quietly.
- No persons under the age of 18 are permitted to attend the event as a patron.
- Staff will take reasonable steps to ensure that customers do not take partly consumed alcoholic products or drinking receptacles away from the premises.

I would respectfully request that if the Sub-Licensing Committee is minded to grant the Premises Licence consideration is given to include the above conditions, as to assist with the promotion of the Licensing Objectives.

Signed  Date ...16/11/2023.....



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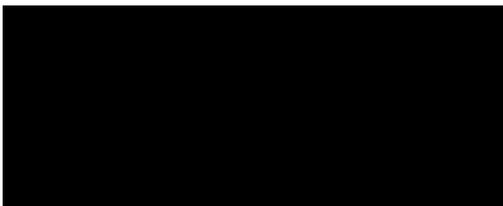
Licensing Act 2003

Delegation of responsibilities by the Chief Officer of Police

In accordance with the provisions of the Licensing Act 2003 I hereby delegate authority to Cambridgeshire Constabulary Licensing Officers to develop policies and procedures and to exercise all powers vested in the Chief Constable of Cambridgeshire Constabulary. Such delegation to include the power to delegate specific tasks to licensing Constables and support staff.

This delegation shall remain in force unless otherwise notified.

Signed



Nick Dean
Chief Constable
Cambridgeshire Constabulary
1 October 2018



**THE LICENSING ACT 2003
REPRESENTATION FORM FOR RESPONSIBLE AUTHORITIES**

Whilst all responsible authorities may make representations regarding new applications and full variation applications for premises licences and club premises certificates, it is the responsibility of each responsible authority to determine when they have appropriate grounds to do so.

Your name	Richard Garnett
Responsible Authority	East Cambridgeshire District Council
Job title	Senior Environmental Health Officer (Commercial)
Postal address (inc post code)	The Grange Nutholt Lane Ely CB7 4EE
Contact telephone number	01353 616472
Mobile telephone number	
Email address	richard.garnett@eastcambs.gov.uk

Name of premises you are making a representation about	TR Events
Address of the premises you are making a representation about	Sunnyridge Farm Mill Road Lode CB5 9EN

This section is about your representation/s. They must relate to one or more of the Licensing Objectives. Please detail the evidence supporting your representation, (under the relevant headings) and the reason for your representation/s. It is important that you detail all matters that you wish to be considered. Regulations provide that in considering representations the authority may take into account documentary or other information produced by the party either before the hearing or, with the consent of all parties, at the hearing.

Which licensing objective(s) does your representation relate to?	Public safety
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Detail the evidence supporting your representation, or the reason/s for your representation

The licence application is for an outdoor marquee for private events for up to 4,999 people. The only steps cited in the Application in respect of Public Safety, under TR Events – Conditions, relate predominantly to evacuation of the marquee in the event of fire [numbers 7,8,9,10 and 13].

There is no information given to other safety concerns such as securing the safe arrival of guests, the hazards presented by any entertainment, the safety of the marquee and any associated infrastructure, through to ensuring the safe departure of guests. It would not be considered reasonable for such conditions to be placed in the application form because the applicant may well not know the type of entertainment that will take place. The number of guests, and their age profile, will also influence the safety precautions required as well as the required event infrastructure such as the scale of first aid/ medical provision expected.

It is usual for Event Organisers to cover such matters in an Event Management Plan [EMP]. This document allows an event organiser to present any risk assessments together with detailed information on how the event is to be run safely. The EMP can then be circulated to the Safety Advisory Group members which consists of representative from the emergency services, highways, environmental health, and others. Group members can then offer advice on the documentation and the safe management of any event.

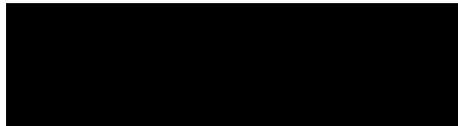
I believe that two additional conditions need to be included within the application to assist the operator with the promotion of the Public Safety Licensing Objective.

1. An Event Management Plan (EMP) be submitted to and agreed by the Safety Advisory Group and that the event is run according to that plan.
2. The EMP be submitted no later than 2 months before the event to allow time for the EMP to be considered.

If the Licensing Authority considers that relevant representations have been raised, a mediation meeting between the relevant parties (if all agree) may be arranged to try to reach a settlement. If this informal process is unsuccessful a hearing before the Licensing Sub-Committee will be arranged unless all representations are withdrawn.

All representations in their entirety will be disclosed to the applicant for a premises licence or club premises certificate.

Signed



Date 13th November 2023

Please print designation Senior Environmental Health Officer

Please return this form along with any additional sheets to:

Licensing Team
Environmental Services
East Cambridgeshire District Council
The Grange
Nutholt Lane Ely
CB7 4EE

Telephone: 01353 665555

Email: licensing@eastcambs.gov.uk

This form must be returned within the statutory period, which is 28 days from the day after the day on which the applicant served the application on the Licensing Authority.

Due to tight timescales involved and to assist the determination of the application process any representations should be forwarded to the Licensing Authority as soon as possible and preferably within 14 days of notification of the application.

If in any doubt, please contact the Licensing Team as above.