

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

This is the unique reference for this application generated by the system.

Your reference

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

 Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number

include country code.

Other telephone number

 Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?

 Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status



Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

Address OS map reference Description

Address Description

Earlham Park
Norwich
NR47TQ

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

Section 4 of 21

NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Company

Address

Building number or name	Point Farm
Street	Low Rd
District	Hellesdon
City or town	Norwich
County or administrative area	Norfolk
Postcode	NR65AQ
Country	United Kingdom

Contact Details

E-mail	
Telephone number	
Other telephone number	
* Date of birth	
* Nationality	

Documents that demonstrate entitlement to work in the UK

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of 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.

We are proposing a Norwich Fanpark and event spaces for the EURO 2024 – An outdoor fanpark for the screening of live games from across the England fixtures for Euros 2024, alongside a series of 3 weekend supporting events in comedy, music, cinema and sport personalities on the non-game weekend day/evenings.

We have held a number of live screening events including previous Fanzone, Outdoor Cinema in various Norwich and

Continued from previous page...

Norfolk locations, alongside KISSTORY for the last 15 years. Last year Kisstory event comprised a site within the grounds of Earlham Park at the University of East Anglia including one outdoor stage and one Big Top with DJ stages and dance areas, a VIP area, bars, catering offers and associated welfare facilities. This will be used as the base infrastructure plan for the Norwich Fanpark and Event space with a programme of live fixture screenings of all the England games for local residents across Norwich. The FanPark events will also include a range of activities, big screen in a big top with some outside seating. The event site is 3 miles West of Norwich city centre. The Park covers around 21 acres of open parkland sloping towards the River Yare. The Event Site will enclose around 6 acres to the North of the park in the area adjacent to Earlham Road, close to the main University car park and local transport stops. The site has excellent road links to Norwich and the surrounding areas. There are regular bus routes from Norwich and surrounding areas.

The entire site will be enclosed in heras fencing. The site capacity will be up to 5000 persons which will be made up of a series of individual events ranging in capacity from 400, 600, 1000, 1500, 2000, 2750 (with potential to increase to 5000 should England reach the semi or finals) members of the public and up to 200 members of staff, crew, and outside Contractors depending the event. The intent is to provide a safe, clean and friendly event within a stylish and professional environment and for the provided sport and cultural experiences to be amusing, appealing, uplifting and fun. There will be opportunity to connect to other local providers, artists, contractors and cultural organisations with local artists.

Bar facilities will be provided from a trailer unit and small bar set up for the smaller events to a 30m stretch tent covered bar service area with an additional VIP service enclosed at one end. The area will have at least 15 service points for the larger capacity, pump service for larger, ale and cider and queuing system. Storage will be secured behind the service area with steward/security as detailed in Event Management Plan)

The event site is 3 miles West of Norwich city centre. The Park covers around 21 acres of open parkland sloping towards the River Yare. The Event Site will enclose around 9 acres to the North of the park in the area adjacent to Earlham Road, close to the main University car park and local transport stops. Audiences will be encouraged to use public transport and walk to the event. The site has excellent road links to Norwich and the surrounding areas. There are regular bus routes from Norwich and surrounding areas.

The entire site will be enclosed in heras fencing, with security provided by Regency.

The intent is to provide a safe, clean and friendly event to allow people to collectively enjoy the Euro's on an outdoor screen, alongside a diverse programme of other events that appeal to families, adults all presented within a stylish, safe and professional environment and for the provided entertainment to be fun, amusing, appealing, uplifting and possibly nostalgic.

Entertainment provision comprises of:

Euro Fixture Live screenings - these also include a range of games, food and drinks at various times depending on the fixture listings. A separate sheet is provided for each of these with timings across the known fixtures, leaving additional options open depending on how England progresses through the 16's, semi and final. We will have both an outdoor stage and indoor Big Top stage option for each event, weather dependent.

Fri 14 and Sat 15 June - Laugh in the Park Comedy Festival 18:00-22:00

This Norwich calendar highlight will return to support the new Earlham Park event with a range of stand up comedians from across the UK touring circuit.

Sat 15 June - Barbie Brunch - dj & tribute act daytime, family themed event pre LITP comedy evening 13:00-17:00

Fri 21 June - David Bowie Tribute band with local support band 18:00-22:00

Sat 22 June - Party in the Park - dnb 30th birthday celebrations, also celebrating 50 year of UK HipHop 14:00-22:00

Sun 23 June - Kids Pop in the Park - A family funday of live acts including Taylor Swift & Harry Styles tribute act, entertainers etc (daytime) 12:00-16:00

Sun 23 June - Taylor Swift & Harry Styles Tribute event - adult event 17:00-22:00

Fri 28 June - An Evening with - an 'in conversation event with sport personalities and celebrities from NCFE etc 18:00-22:00

Sat 19 June - Abba Brunch - Abba tribute event (daytime only as Euro Fixture dependent for evening programme TBC) 13:00-17:00

Earlham Park is owned and managed by the local authority and is licenced by them for various activities, including; Live Music, Performances of Dance, Plays, Provision of Dance Facilities, Provision of Music Facilities and Recorded Music,

Continued from previous page...

This application is to use the space via the Local Authority Culture and Events Team and the established "Norwich Open Space Booking Processes" This process requires evidence of and compliance through the local authorities Safety Advisory Group (SAG) The full Event Management Plan is available with this application.

Management experience, competencies and references.

Details of electrical, structural and site safety personnel who will be signing safety certification for the site and structures.

Evidence that resources are, or will be, in place to service the health and safety infrastructure.

Site plans.

We have a detailed event management plan which contains:

- Event outline (foreword/introduction), crowd profile, history etc.
- Plan aim and objectives (single aim, objectives support the aim [SMART]).
- Event management structure, including command and control structure.
- Crowd management (ICE, stewarding, tickets, no alcohol etc).
- Emergency procedures including preservation of evidence, activation.
- Evacuation procedures – activation and decision process.
- Traffic management – on and off site, including emergency access.
- Firework management.
- Severe weather and event cancellation.
- First aid – both public and staff (including performers).
- Fire precautions and equipment.
- Communications.
- Media.
- Waste management.
- Noise management plan.
- Lost children policy.

The Event Organisers hold Public and Employees Liability insurance for £5m.

Contractors and Service Providers will need to provide evidence of Public and Employers Liability Insurance to an appropriate level.

The Event Organiser will hold Property Insurance for their own property and property on site that they are legally liable for.

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

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

Yes

No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

Yes

No

Continued from previous page...

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State 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.

Please note that the date and times are following EURO Fixtures and we will have a gate opening time of 2 hours pre-game and then finish 1 hour after each game - with additional licensing should any game go into extra time or penalties. This would then require each fixture to be licensed to 23:30 however we would not use this time or sell or serve alcohol unless a game has gone into extra time or penalties.

Each match event will consist of:
Live screening of Euro matches - non participatory

Continued from previous page...

Gates opening to ticket public

Bar and Pop Food market

Football based games for audience - beat the keeper, cross bar competition, pre-match sing-along DJ, sponsor area with separate bar and toilets. Large screen inside a 30m round Big Top, standing room, raised platform for access needs and sponsors. A range of picnic benches to serve the pop up food market and bar area, some site decor of flags and branding of sponsors and partners.

State any seasonal variations for indoor sporting events

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non live participatory games

Non-standard timings. Where the premises will be used for indoor sporting events at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

Yes

No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

Yes

No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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.

Continued from previous page...

WEDNESDAY

Start End
Start End

THURSDAY

Start End
Start End

FRIDAY

Start End
Start End

SATURDAY

Start End
Start End

SUNDAY

Start End
Start End

Will the performance of live music take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Entertainment provision comprises of:
Comedy live acts and recorded music
Live tribute acts and local support band
Family funday including bouncy castle, entertainment, live tribute acts
Celebration of dnb - a variety of DJ slots in Big Top Stage with amplified PA systems
A variety of live bands may be on outdoor stage depending on the weather and a big top stage with amplified PA systems
Bar and VIP area will have amplified music for all events

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

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Start

End

THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Start

End

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.

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State 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.

Amplified music will be at all events including Euro Fixture Games and the wider live event programme which has various

Continued from previous page...

times as detailed.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Fri 14 and Sat 15 June - Laugh in the Park Comedy Festival 18:00-22:00

This Norwich calendar highlight will return to support the new Earlham Park event with a range of stand up comedians from across the UK touring circuit.

Sat 15 June - Barbie Brunch - dj & tribute act daytime, family themed event pre LITP comedy evening 13:00-17:00

Fri 21 June - David Bowie Tribute band with local support band 18:00-22:00

Sat 22 June - Party in the Park - dnb 30th birthday celebrations, also celebrating 50 year of UK HipHop 14:00-22:00

Sun 23 June - Kids Pop in the Park - A family funday of live acts including Taylor Swift & Harry Styles tribute act, entertainers etc (daytime) 12:00-16:00

Sun 23 June - Taylor Swift & Harry Styles Tribute event - adult event 17:00-22:00

Fri 28 June - An Evening with - an 'in conversation event with sport personalities and celebrities from NCFC etc 18:00-22:00

Sat 19 June - Abba Brunch - Abba tribute event (daytime only as Euro Fixture dependent for evening programme TBC) 13:00-17:00

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Yes

No

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes

No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes

No

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

Indoors

Outdoors

Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

outdoor catering units up to 8 and bar supply

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

Start

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SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

n/a

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

n/a

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

Name

First name

Family name

Date of birth

Continued from previous page...

Enter the contact's address

Building number or name
Street
District
City or town
County or administrative area
Postcode
Country
Personal Licence number
(if known)
Issuing licensing authority
(if known)

[Redacted area]

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

No adult entertainment is included. There may be adult content lyrics in some records.

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

Continued from previous page...

TUESDAY

Start End
Start End

WEDNESDAY

Start End
Start End

THURSDAY

Start End
Start End

FRIDAY

Start End
Start End

SATURDAY

Start End
Start End

SUNDAY

Start End
Start End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 18 of 21

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

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

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

We have contracted professional bar services supplier and DBS for this event. Alongside our professional event security and steward company who we have worked with on our other events are contracted for security and stewarding for both Euro fixture and other events. This team and service including security and stewards across the programme and forms part of our Event Management Planning team and responds to the Safety Advisory Group.

All staff will be provided with training in relation to the licensing objectives that are commensurate with their duties. This will include the individual's responsibilities, age verification and licensing offenses, as appropriate. Details of the training will be recorded in a personnel file or log book and will be refreshed at regular intervals as provided by Security and bar provider staff.

Access points will include visual inspections of any bags entering the site and ID will be checked on ticket holders.

Refusal of Entry – It is the right of the security and festival management to refuse entry to anybody who is not following the ticketing terms and conditions such as carrying valid ID, attempting to enter with a prohibited item, arriving inebriated. The festival management also reserve the right to refuse entry to anybody who they deem may cause harm to themselves or others. Anybody being refused entry to the event or being ejected from the event will be taken to the sterile 'ejection tent' as labelled on the Site Map, next to the entrance, a written report will be kept in the refusal log and depending on the reason for their ejection, they will either be ejected from the venue, handed over to the police or if there are concerns for their welfare, they will be given attention from the welfare/medical team and then efforts will be made to get them home safely. Greater detail on this will be outlined in the Security and Crowd Management Plan

b) The prevention of crime and disorder

This is a mixed programme of ticketed events, some focused on over 18's and others as family events - all are ticketed sold through reputable box office providers. Security Services will be checking all customers entrance for both ID and tickets at designated entrances.

The site will have perimeter fencing Steel Shield and Hera fencing alongside security

Programming has taken into consideration audience profile to reduce risk

An incident book will be maintained in a non-loose leaf format to record details of any incidents in the premises that relate to the licensing objectives, in particular any refusals of sales of alcohol.

Signage will be displayed at the entrances and exit to the premises that advises customers that they must not bring alcohol into the site or take alcoholic beverages from the premises.

c) Public safety

A structured team of Security Staff and Stewards will be provided and managed by the Security Manager. Full details are included in our ESMP which is in draft and a working document during our SAG meetings.

The roles and liaison between Security and Stewards will be discussed between the security contractor and Ideal Events. Specific duties will be allocated. Key locations have already been identified on the Event Site Plan which corresponds to areas that identified as those that will achieve heavy footfall, potential for crowding, potential for injury and potential for crime or public disorder. Security and Senior Stewards will attend a briefing where the day's itinerary, attendee numbers and any other issues/concerns will be discussed.

Security and Stewards will conduct a site sweep at the end of each event and each day at closing to ensure that all attendees are off the event site. Security Staff will have use of radios and will be trained in radio usage and protocol. The Security and Steward staffing plan with locations, numbers and shift patterns of the Security and Stewards Team is detailed in Event Management Plan for Security and Steward Staffing Plan"

Attendee Entrance and Exit to the will be via the Main entrance to the East of the site. There will be promotional and directional signage to indicate the main entrance. At peak periods Box Office Staff and Stewards will be present to pre-greet attendees and remind them to have their pre-purchase email codes on display. Those without pre purchase codes will be directed to a sales position at the Control Tent.

Stewards will authorise entry onto site, Box Office Staff will deal with any ticketing queries, Security Staff will conduct

Continued from previous page...

random check for unauthorised alcohol or items. Site Entry will commence one hour prior to any publicised or ticketed event starting. Stewards will be deployed to manage queues. Lanes will be used at peak times for incoming audiences. Attendee capacity is limited and calculated for the event site and any enclosed areas. In the unlikely event that attendees overcrowd an area the Steward and Security staff will redirect persons to prevent overcrowding. Crowds leaving the site at night will be reminded to respect our neighbours and leave quietly and efficiently.

d) The prevention of public nuisance

Adequate security, stewarding and bar staff scheduled for the event including peak periods
Experienced security and event stewards for this type of event, outdoor events with local knowledge and relationships
Bar staff experienced with working in outdoor set up, service and event type

Persons identified as excessive drinking of alcohol in the immediate area around the premises (whether or not they have purchased alcohol from the premises) will be requested to leave and if they refuse to do so, a report will be made to the Police. Any person who refuses to leave the area, or is identified as causing anti-social behaviour, will be subject to a ban from the premises. A record of banned individuals shall be maintained in the premises and all staff made aware of the persons who are currently banned so that entry may be refused. This record shall be kept available for inspection while the event is open for trading. All alcohol sold from the premises is identifiable from alcohol that may have been purchased from off site and will be removed. A regular inspection shall be made of the area immediately in the vicinity of the premises and any litter that can reasonably be assumed to have originated from the premises shall be collected for disposal.

Communications

The Control Area will be located close to the main entrance and exit to the site. This will form the communication and administration hub for the event. The post will be permanently manned and an Event Director or Senior Manager will be present at all times. Cross site communication between staff and contractors will be with radios, verbal or by mobile phone. The Security & First Aid teams will all have radios.

A public-address system will be provided in Big Top & main stage to carry event information, announcement and any emergency notifications. The system will be provided by an outside contractor and will have suitable audio levels and quality for communication. Placement of speakers will take into consideration expected crowded and noisy areas as well as noise pollution off site.

Radio usage and protocol will be agreed with the Security Contractor

A directory of personal mobile phone numbers will be collated and distributed - including numbers of all senior members of the event management team as well as senior stewards and some key members of the security team.

As an emergency back up to powered systems failing a loud hailer will be held in the Control Area.

Steel Shield Fencing will restrict unauthorised access onto site

The Backstage and Production area will be barriered by Heras fencing and will only be accessible to Event Staff, Production Staff and Performers as identified by Staff Uniform and wristbands.

Generators and other Plant will be fenced in and access restricted to the Site Manager and Outside Contractors. Signage will indicate where no public access is permitted. Where structures have extensive guy ropes and stake out perimeters presenting a trip hazard, they will be ringed with low-level barrier or highlighted with hazard rope/tape and padded where required.

Security Staff and Stewards will monitor restricted or no access areas and deter members of the public from attempting entry. Security from the premises shall regularly monitor the exterior of the premises in an attempt to identify persons loitering in the area, where such persons are identified, they will be requested to leave the area.

e) The protection of children from harm

Continued from previous page...

For our ticketed over 18's event and family events - A Challenge 25 scheme will be adopted in compliance with the age verification condition; for over 18's events all customers who appear to be under 25 years of age will be required to prove their age on entrance to the site and maybe asked again when purchasing alcohol. Suitable forms of identification will be a passport, 'Pass' card or other identification recognized by the licensing authority in its statement of licensing policy.

We have a vulnerable persons policy and procedure, lost children procedures that all stewards and security will be trained in. We have a first aid and welfare area which are staffed at all times with trained and competent staff.

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

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- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

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If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

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In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

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- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

100.00

DECLARATION

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* I/we understand it is an offence, liable on conviction to a fine up to 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.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/norwich/apply-1> to upload this file and continue with your application.

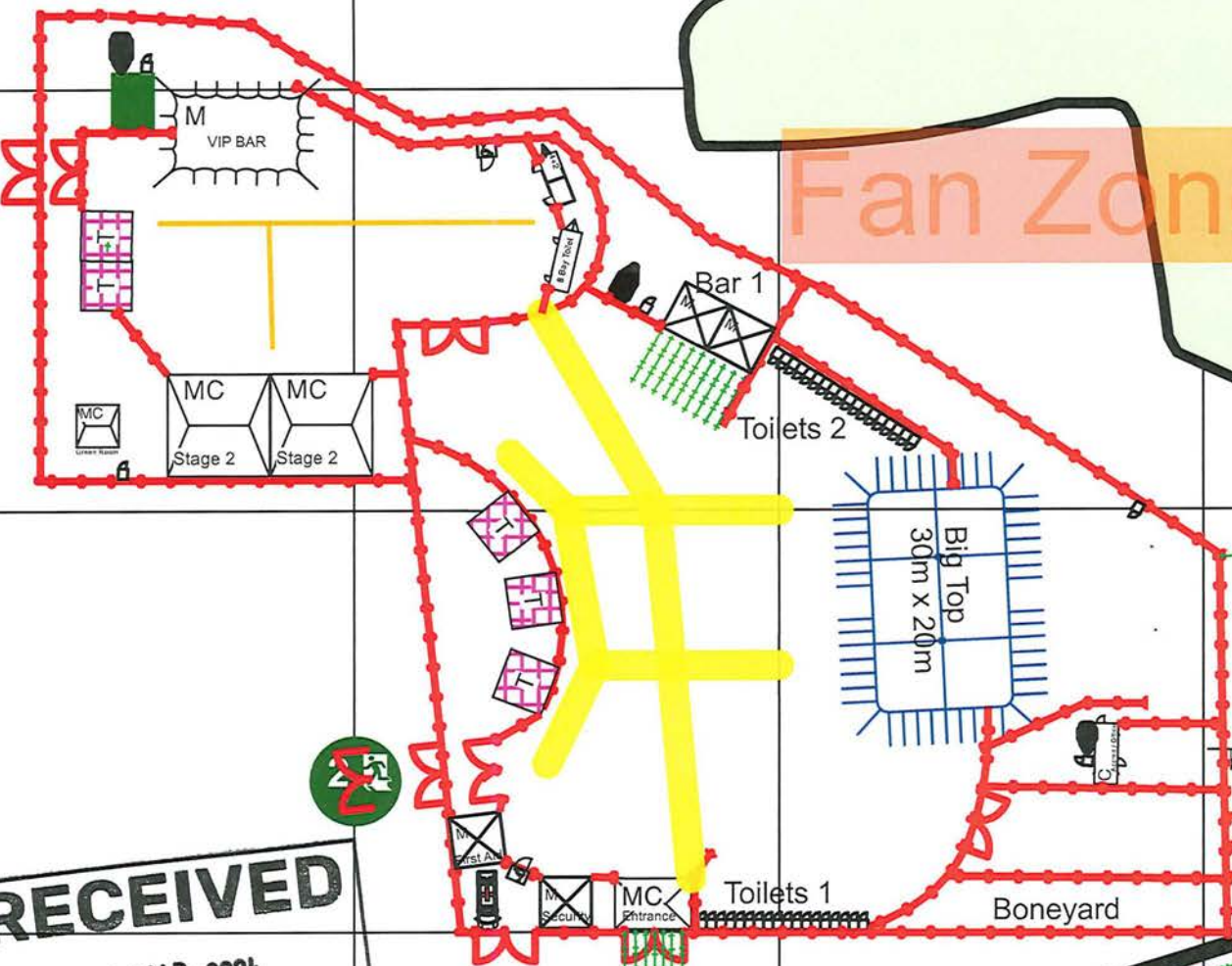
Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

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18 MAR 2024
LICENSING OFFICE

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