

Appendix 1

From: [Licensing](#)
To: [CountyLicensing@lincs.police.uk](#); [DMPlanningSupport](#); [EHS](#); [Fire Safety](#); [Healthy](#); [Home Office](#); [Public Health](#); [Stacey Waller](#); [Trading Standards](#)
Bcc: [Braithwaite, Katherine](#)
Subject: Ramroot Festival, Arena UK Allington, Lincolnshire - New Premises Licence
Date: 15 April 2025 17:13:00
Attachments: [image001.jpg](#)
[RAMROOT_PREMISES LICENCE_Application final.pdf](#)
[Site Plan version 2.1.png](#)
[RamrootFestival_MattCole_Consent_Updated.docx](#)
[south-kesteven-1624134-passport.jpg](#)
[RAMROOTFEST_25-Event-Management-Plan_v3.1.docx](#)
[image003.jpg](#)

Ramroot Festival, Arena UK, Allington Lane, Allington, Lincolnshire NG32 2EF

Good Afternoon all

Please find attached a new premises licence application that has been received, for the above premises (this includes a draft EMP for your information):

The proposed application includes the following, and is to be an annual event to take place over a weekend in June or July. The first event being 4th to 7th July 2025: -

- **Provision of Live Music, Recorded Music and Performance of Dance Indoors and Outdoors;** Friday, Saturday and Sunday 13:00 to 04:00 on each day
- **Provision of Late Night Refreshment Indoors and Outdoors;** Friday, Saturday and Sunday 23:00 to 05:00 on each day
- **Supply of alcohol on the Premise only;** Friday 18:00 to 04:00, Saturday and Sunday 13:00 to 04:00 on each day
- **Opening hours;** Friday 13:00 to 00:00, Saturday 00:01 to 00:00, Sunday 00:01 to 00:00 and Monday 00:01 to 13:00

The last date that any representations may be made in relation to this, is **13th May 2025**.

Kind Regards

Elizabeth Reeve

[Licensing Officer](#)

Licensing Team

Council Offices, The Picture House,

St Catherine's Road, Grantham, NG31 6TT

Tel: 01476 40 60 80

Email: Elizabeth.Reeve@southkesteven.gov.uk

www.southkesteven.gov.uk



* required information

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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

Not Currently In Use

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

Your reference

ramrootfest

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

Niall James

* Family name

Walker

You must enter a valid e-mail address

* E-mail

niall@lovis.media

Main telephone number

+44 2034 886817

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

15463791

Business name

Lovis Media Ltd

If your business is registered, use its registered name.

VAT number

GB

482 5421 87

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

Legal status

Private Limited Company

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

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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

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

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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 His Majesty's prerogative

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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

Lovis Media Ltd

Details

Registered number (where applicable)

15463791

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

Continued from previous page...

Private Ltd Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

You must enter a valid e-mail address

E-mail

Telephone number

Other telephone number

* Date of birth

* Nationality

[Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

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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.

The premises is an agricultural commercial site used for horse dressage. We are planning a music festival of an estimated 1000-2000 people to attend and we will be serving food and alcohol between the hours of 1pm and 4am on friday and monday (ending monday 4am). The festival will take place across one weekend during june or july.

Continued from previous page...

There will be live music taking place using a PA system on a set of stage,s during the same hours each day. The festival only takes place for the weekend.

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

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

Start

End

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

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.

A yearly festival running across a weekend of the end of June or during July.

PA amplified live music taking place across 1pm - 4am between Friday and Sunday, ending monday at 4am. The music will start at 6pm on the friday only, other days it will be 1pm.

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.

one weekend only

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

Continued from previous page...

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

no exceptions

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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

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

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.

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.

Continued from previous page...

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.

There will be amplified DJ PA powered system and live band music both unamplified (unplugged instruments) and amplified through small instrument amplifiers.

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.

This weekend only

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.

No exceptions

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

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...

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the performance of dance 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.

We will have various and changing performers, such as circus aerial silk and other acts, as well as stage dancers, to perform at our event both in the outdoor main area and on stages we construct. This is mostly for outdoor activities on grass, however there may be some dedicated space allocated in front of the stage in the indoor arena.

State any seasonal variations for the performance of dance

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

none

Non-standard timings. Where the premises will be used for the performance of dance 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.

none

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

[See guidance on regulated entertainment](#)

Continued from previous page...

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

☐ Yes

☒ No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ 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

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.

Continued from previous page...

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.

We will be inviting licenced food vendors, such as burger vans and catering staff for our own staff

State any seasonal variations

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

none

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.

none

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

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...

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

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.

No variations

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.

None

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	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text" value="40134"/>
Issuing licensing authority (if known)	<input type="text" value="South Kesteven"/>

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'.

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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 applicable entertainment or services

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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.

none

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.

none

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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.

Through our extensive experience running events, we have an established team of professional bar staff, certified and experienced security staff, first aid responders coordinators, welfare team, health & safety team, site managers, and more to ensure the safety and comfort of all attendees. We are very comfortable with the procedures involved in events such as these and we are taking all measures to ensure public safety and comfort.

We have an extensive Event Management Plan ensuring safety considerations have been documented and understood, and correct procedures taken, with staff and their suitable roles determined. All feedback will be implemented by the local council and relevant governing bodies receiving this EMP.

We are fully insured, and all health and safety checks, evaluations and precautions will be taken before the event. Constant communication will be held with the local councils and relevant governing bodies to ensure compliance and safety.

Trained security and first aid staff will be present on the site 24 hours, with medical assistance available to anybody that requires it immediately, and staff patrolling the site ensuring public safety. The local authorities will be notified of our event in advance.

We expect around 1000-2000 people to attend the event, but have the option to scale up our staff force (including security and medical staff), in addition to infrastructure (such as perimeter / crowd barriers) in the case that this number grows larger.

Furthermore,

We shall give at least 3 months written notice of the event to:

- Lincolnshire Police Licensing Office
- Lincolnshire Police Events
- Planning Officer
- The Event Planning Manager for Lincolnshire Emergency Planning
- The Fire Safety Officer for Lincolnshire Fire and Rescue, and,
- The Licensing Team of South Kesteven District Council
- To allow formal engagement with the Safety Advisory Group (SAG) for

the event. For the above, written notice will provide the following information:

- a) The nature of the event
- b) The expected attendance of the event
- c) The date and times of the event. In such cases the SAG shall receive the finalised safety plan, completed to an acceptable standard in accordance with the Purple Guide or its equivalent document, at least 14 days in advance of each event. The Premises Licence Holder will agree to abide and implement any reasonable requests made no

Continued from previous page...

later than 14 days before the event regarding the licensing objectives under the Licensing Act 2003. The event organiser shall implement any reasonable request by the Police in relation to the written notice.

b) The prevention of crime and disorder

Gbc security will be aiding us in the security of our event, providing sufficient qualified and professional security staff offering 24 hour support at our event.

One key aspect is our wireless communication system that allows all staff to coordinate with the site manager immediately, meaning that any situations that arise can be acted upon quickly and effectively. With security staff situated at all exits and strategically across the site, we are able to reach any area of the site very quickly.

A dedicated security checkpoint tent ensures a central location for the quick reporting and resolution of any dangerous crime and disorder which might occur. Patrolling of security staff and instant availability through their wireless communication systems will ensure that crime is identified quickly, with plenty of high vis jacket personnel available to be spoken with by the public for the reporting of crime.

CCTV in operation allows us to monitor and provide evidence in the case of a crime committed.

Upon entry to the festival site, searching of all attendees for weapons, drugs, glass and any other dangerous items takes place to ensure the safety of public and prevention of crime and disorder.

A connection with the police, and at times police presence, will be employed as the festival takes place to mitigate risk from crime at the event.

c) Public safety

Within our team, including our network of third party professionals, are a various number of first-aid trained members, who during the event will be taking key roles in the first aid responsibilities regarding public safety. Situated within a dedicated first aid tent, ran by St Johns Ambulance staff, will be present a first aid and health and safety manager, who is available to quickly respond to any potential risks that arise. Before, and regularly during the event, health and safety assessments and checks are carried out as required, to ensure the maintenance of regulations and the evaluation of potential risks.

Through our wireless communication system, pre-determined safety paths and points, and sizeable amounts of trained staff situated around the whole site, any issues of health can be dealt with effectively and quickly.

An extensive Event Management Plan (EMP) is in place, with feedback provided by the council before the event takes place. This involves required health and safety evaluation of all core and third-party infrastructure, ensuring that there is a clear dedicated distribution of roles and responsibility to suitably trained individuals, that it is clear who is the best person to contact about concerns to public safety, that all checks have been out in place, and pre-determined suitable monitoring of the site and potential hazards are carried out, and recorded as required.

Entry to the site is associated with a form of identity document displaying date of birth. Anybody under the age of 18 is to be required a dedicated parent or guardian who is assigned additional responsibility to their safety, with a maximum of 2 children per adult. A fully DBS checked child safety team, a part of the welfare charity PsyCareUK, are involved on site and will be able to assist in any lost or concerned children, as well as provide a childrens play area which is monitored by security and childrens staff team during all times.

Identification will be requested for all sales of alcohol, following the challenge 25 policy, to ensure that they are over the age of 18, and anybody that is too inebriated will be asked to leave the bar and refused to be served alcohol, and if appropriate referred to first aid professionals.

In regards to the sound, there are precautions to ensure that where applicable the correct safety equipment is used, such as

Continued from previous page...

ear plugs for security staff requiring shifts around sound systems for long periods of time, and that for the general public we have a dedicated sound desk, aka Front Of House (FOH) staff, monitoring the volume of the amplification to ensure that it does not exceed an unsafe limit, which can be determined based upon the agreed licence, but could be capped at 107 dB for example.

Furthermore items which are considered dangerous to the public are prohibited and banned from the site, such as glass, sharp items, weapons, aerosols, drugs and other items which could cause harm to another person. These are searched for on arrival, and any instances of carrying these on site will be dealt with immediately by our team trained to spot them. Illegal items will be reported to the police.

Furthermore, all staff will be licenced to work within the UK, and their identities checked and confirmed, with DBS checks taking place where appropriate (such as first aid, security, welfare, childrens team).

We will have free clean drinking water available on site, ensuring that there is no risk of dehydration, in addition to regularly cleaned and disinfected toilets.

d) The prevention of public nuisance

Through our team, all members of staff are trained in identifying, communicating and responding to acts of public nuisance.

Prevention is a key element, and for that reason we are to prohibit certain items and behaviours from the event. This includes dangerous acts or acts considered as a public nuisance (such as climbing on a persons shoulders), unauthorised / unlicensed gymnastics or acrobatics, use of dangerous items, unauthorized amplification devices, Climbing of infrastructure, megaphone, fireworks, or any other device or item which we believe can be the cause of a public nuisance).

Through a large, qualified and experienced team of security staff, in constant communication via wireless communication systems, we are able to monitor, and respond quickly to displays of public nuisance from the public, including nudity, shouting, violence, excessive inebriation, drug use, assault, and other acts not permissible at the event. In cases where appropriate, the perpetrator will be removed from the site, and / or referred to the police.

It is important that the event itself does not cause a public nuisance. The largest concerns will be traffic management and noise pollution.

We are going to be coordinating closely with the local councils, and at a relatively small number of 1000 people expected for this event this year, there are clear ways to approach this with relevant signage and warnings in advance, as advised by the local council and relevant bodies. The majority of our guests will arrive via public transport, and so we do not foresee any issues with traffic.

The arena is located outside of residential areas and is surrounded by grassland and agricultural land. For this reason, at the volume levels we produce, through constant monitoring of amplified noise levels to not reach above a pre-determined threshold, we are able to ensure that no noise pollution is created disturbing the local residents.

In addition, Hay Bales will be purchased and placed strategically around the site as effective noise dampening, which will prevent most of the sound from reaching long distances.

e) The protection of children from harm

Upon entry to the site, all members of the public will be requested ID from. Anybody under the age of 18 will be required to have a dedicated parent or guardian, with max 2 children per adult.

We have a dedicated child care team, through the welfare charity PsyCareUK, who are qualified, fully and appropriately DBS checked, and able to provide 24 hour support. Included in this team is a lost child coordinator, who will be able to assist lost or distressed children, and provide safety for them.

On site a dedicated childrens area open during the day offers children a place to safely play, which is monitored by security and the aforementioned child care team at all times, with items such as hoola hoops, face painting and other activities

Continued from previous page...

available.

Our wide network of trained staff are patrolling and monitoring all areas of the site 24 hours a day, ensuring that we can monitor activity of children and any dangerous acts. Staff are highly visible in high vis jackets and are able to provide support quickly and take reports from the public about any problems.

ID is required for payment of drinks at the bar to prevent underage drinking, and anyone discovered doing so will be removed from the site, before being evaluated by first aid if required.

Furthermore, access to our indoor stage is prohibited to anyone under the age of 18, and upon entry to the festival children will be identified with an Under 18 wristband clearly marking them as such.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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.

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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.

Continued from previous page...

- 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.

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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 30000-39000 £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

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

DECLARATION

* 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	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

Add another signatory

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/south-kesteven/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