



**Application for a premises licence to be granted  
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

**I/We Gemfestival Ltd T/A GemFest**

*(Insert name(s) of applicant)*

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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**

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description

**GemFest 2024**

**Eight-acre farmland opposite this address:**

**Great Howle Farm, Howle Hill, Ross-On-Wye, HR95SL, England**

**GPS Coordinates of 2 entrance ways**

**51.878382,-2.56737**

**51.876981,-2.564837**

**What 3 Words Coordinates of 2 entrance ways**

**///dispose.coast.sonic**

**///clenching.jousting.studs**

<b>Post town</b>	<b>Ross-On-Wye</b>	<b>Postcode</b>	<b>HR95SL</b>
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Telephone number at premises (if any)	<b>+44 7941543887</b>
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Non-domestic rateable value of premises	<b>£0</b>
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**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as      Please tick as appropriate

- |  |                                     |                             |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals *                    | <input type="checkbox"/>            | please complete section (A) |
| b) a person other than an individual *               |                                     |                             |
| i as a limited company/limited liability partnership | <input checked="" type="checkbox"/> | please complete section (B) |

- ii as a partnership (other than limited liability) ☐ please complete section (B)
- iii as an unincorporated association or ☐ please complete section (B)
- iv other (for example a statutory corporation) ☐ please complete section (B)
- c) a recognised club ☐ please complete section (B)
- d) a charity ☐ please complete section (B)
- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☒

I am making the application pursuant to a

statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other Title (for example, Rev) <input type="checkbox"/>			
<b>Surname</b>		<b>First names</b>	
<b>Date of birth</b>		I am 18 years old or over <input type="checkbox"/> Please tick yes	
<b>Nationality</b> British			
Current residential address if different from premises address			
Post town		Postcode	
<b>Daytime contact telephone number</b>			

<b>E-mail address (optional)</b>	
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**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other Title (for example, Rev)			
<b>Surname</b>		<b>First names</b>	
<b>Date of birth</b>		I am 18 years old or <input type="checkbox"/> Please tick yes	
<b>Nationality</b>			
Current postal address if different from premises address			
Post town		Postcode	
<b>Daytime contact telephone number</b>			
<b>E-mail address (optional)</b>			

**(B) OTHER APPLICANTS**

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

<b>Name</b> <b>GEMFESTIVAL LTD</b>
<b>Address</b>  <b>78-78a Monnow Street,</b> <b>Monmouth, Wales,</b> <b>NP25 3EQ</b>
<b>Registered number (where applicable)</b> <b>15191795</b>

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

**Limited Company**

Telephone number (if any)

[REDACTED]

[REDACTED]

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
1	4	0	6	2	0	2	4

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD		MM		YYYY			
1	6	0	6	2	0	2	4

Please give a general description of the premises (please read guidance note 1)

**An eight acre site, owned by Richard Freeman, on the Star Beech Hill Road.**

**The nearest house is owned by Richard Freeman, at postcode HR9 5SL, the field entrance is the opposite side of the road. The site is an eight-acre field, usually used for potato farming, and features a small woodland area.**

**The event will be entirely contained within the eight-acre plot, including parking, and has access to the Great Howle Farm large driveway to act as a pick up and drop off point.**

**The event will host a max of 1500 attendees across the entire site.**

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

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A) ☐
- b) films (if ticking yes, fill in box B) ☐
- c) indoor sporting events (if ticking yes, fill in box C) ☐
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ☐

- e) live music (if ticking yes, fill in box E) ☐
- f) recorded music (if ticking yes, fill in box F) ☒
- g) performances of dance (if ticking yes, fill in box G) ☐
- h) anything of a similar description to that falling within (e), (f) or (g)  
(if ticking yes, fill in box H) ☐

**Provision of late night refreshment** (if ticking yes, fill in box I) ☒

**Supply of alcohol** (if ticking yes, fill in box J) ☒

**In all cases complete boxes K, L and M**

# A

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)			
Mon						
Tue			<b>State any seasonal variations for performing plays</b> (please read guidance note 5)			
Wed						
Thur			<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 6)			
Fri						
Sat						
Sun						

## B

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)			
Mon						
Tue						
Wed			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)			
Thur						
Fri			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)			
Sat						
Sun						

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon	-----	-----	<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Tue	-----	-----	
Wed	-----	-----	
Thur	-----	-----	<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)
Fri	-----	-----	
Sat	-----	-----	
Sun	-----	-----	



## D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)			
Mon						
Tue						
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)			
Thur						
Fri						
Sat			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)			
Sun						

# E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)		Indoors	<input type="checkbox"/>	
					Outdoors	<input type="checkbox"/>	
					Both	<input type="checkbox"/>	
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)				
Mon							
Tue							
Wed ----- Thur -----			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)				
			<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)				
Fri							
Sat							
Sun							

# F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)  <b>DJ's playing electronic dance music, amplified through a sound system</b>		
Mon					
Tue			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)		
Wed					
Thur			<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Fri	14:00	03:00			
Sat	12:00	03:00			
Sun					

# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)			
Mon						
Tue						
Wed			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 5)			
Thur						
Fri						
Sat			<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 6)			
Sun						

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b>Please give further details here</b> (please read guidance note 4)		
Wed					
Thur			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 5)		
Fri					
Sat			<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sun					

# I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4) Food vendors, such as Beefy Boys, will provide food to customers on site at the festival from a trader stand / van. There will be outdoor seating.		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur					
Fri	23:00	03:00	<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	23:00	03:00			
Sun					

# J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b><u>Will the supply of alcohol be for consumption – please tick</u></b> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 5)		
Tue					
Wed					
Thur					
			<b><u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri	14:00	03:00			
Sat	12:00	03:00			
Sun					

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

Name <b>Shaye Svikeris</b>	
Date of birth <b>[REDACTED]</b>	
Address <b>[REDACTED]</b>	
Postcode	<b>[REDACTED]</b>
Personal licence number (if known) <b>SJ024488</b>	
Issuing licensing authority (if known) <b>Swansea City Council</b>	

□ □ □ □

K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 9).

**None**

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b><u>State any seasonal variations</u></b> (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			
Wed			<b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6)  The premises will only be open during the hours of the annual festival.  There is a small campsite that attendees will be able to camp at overnight on Friday and Saturday night.  The small campsite area stays open until 12:00 (midday) on Sunday 16th June.  No Licensable activities are to take place on the Sunday.
Thur			
Fri	14:00	23:59	
Sat	00:00	23:59	
Sun	00:00	12:00	

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



**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

The Premises Licence Holder or a nominated deputy (in writing) must be on these licensed premises and available to the Responsible Authorities and the Licensing Authority at all times when Licensable activities are taking place.

Details of the Premises Licence Holder or his deputy who is on duty when licensable activities are undertaken shall be recorded, on these premises, at the time. These records shall be made available to the Licensing Authority or a Responsible Authority on demand. Such record shall be kept for a period of 12 months after the end of licensable activities. This information post event must be provided to the Licensing Authority or a Responsible Authority within 24 hours of the request.

The name and contact details of the Premises Licence Holder's deputy(s) will be provided to the Safety Advisory Group in writing no later than 7 days prior to the first date of the festival.

A schedule will be provided of details of the personal licence holder who is on duty and their areas of responsibilities when licensable activities are undertaken on these premises at that time. This will be made available to the Licensing Authority and or other responsible authority during the period of the event on demand. Such record shall be kept for a period of 12 months after the end of licensable activities. This information must be provided to the Licensing Authority or a Responsible Authority within 24 hours of the request.

The names and contact details of the personal licence holders will be provided to the Safety Advisory Group no later than 7 days prior to the first day of the festival.

The draft of the Event Management Plan (EMP) will be produced at least 2 months prior to the first day of the Festival and will be submitted to the Licensing Authority and all the members of the Safety Advisory Group (SAG). Following consultation with the SAG, the Licensing Authority shall notify the premises licence holder in writing that the draft EMP is acceptable or unacceptable within one month of receipt. Where notification is not received the draft EMP shall be deemed by the Premise Licence Holder to be agreed. The festival shall not take place until the draft Event Management Plan has been agreed by the Licensing Authority in consultation with the SAG. Once agreed no change shall be made to the draft EMP without the agreement of the Licensing Authority

The final EMP will be submitted to the Licensing Authority and all the Safety Advisory Group at least 14 days prior to the first day of the Festival. No further changes shall take place to this document without the agreement of the SAG.

EMP and updates must be provided to the Safety Advisory Group at the same time as they are provided to the responsible authorities and Licensing Authority. The EMP will be a working document providing details of how the Festival is to be conducted and how safety issues, identified in the event risk assessment, are to be addressed. The EMP will include an event risk assessment and provide specific details on the following areas (where applicable):

- Health and Safety Responsibilities
- Venue and Site Design
- Fire Safety
- Major Incident Planning (Emergency planning)
- Communication
- Crowd Management (including steward and security numbers and their roles)

- Transport
- Management Structures
- Barriers
- Electrical Installations and Lighting
- Food and Alcohol
- Water
- Merchandising and Special Licensing
- Amusements,
- Attractions and Promotional displays
- Sanitary Facilities
- Waste Management
- Sound: Noise and Vibration
- Special Effects, Fireworks and Pyrotechnics
- Camping
- Facilities for People with disabilities
- Medical, Ambulance and First Aid Management
- Information and Welfare
- Children - including Lost Children's Policy
- Performers
- TV and Media

The Festival must take place in accordance with the Final agreed EMP produced for the Festival following approval by the Licensing Authority.

#### **Security and Stewards Numbers of Personnel**

A written schedule shall be provided at least 1 month prior to the start of the event, of the number and position of SIA Security personnel to be employed on site by hour of day, during the period the premises is licensed for licensable activities. Such schedule must be agreed by the event operational commander of West Mercia Police at least 14 days prior to the first day of the festival

A written schedule shall be provided at least 2 months to the start of the event, of the number and position of personnel to be employed as Stewards on site by hour of day during the period the premises is licensed for licensable activities. Such schedule must be agreed by the event operational commander of West Mercia Police at least 14 days prior to the first day of the festival.

The Premises Licence Holder or DPS or a person nominated by them in writing for the purpose, shall maintain a register of door supervisors which shall be kept on the premises showing the names and addresses of the door supervisors, their badge numbers. The register shall be made available on demand for inspection by Police, Licensing Authority or an authorised officer of the Security Industries Authority.

No person under the age of 18 years will be employed as stewarding personnel or SIA badged staff

No security staff or stewards are to consume or be under the influence of alcohol or drugs whilst working. They shall be fit to carry out the duties required of them.

#### **Security Uniforms and Security Logs**

All security and stewarding personnel will be readily identifiable by means of a tabard bearing a job title and a conspicuous unique personal identification number. This identification number will be displayed prominently on the front and rear and

will be at least 30mm high and the width of the written number shall be at least 10 mm.

No person shall perform the role of stewarding personnel without wearing a tabard.

No person shall perform the role of security personnel (apart from a plain clothed team) without wearing a tabard. All plain clothes security personnel shall carry an identity badge issued by the Premises Licence Holder confirming that they are security personnel which shall be produced to a member of the Licensing Authority or Police on demand.

A Traffic Management Plan (TMP) will be drawn up for the Festival and will be provided to relevant agencies no later than 28 days prior to the festival. Such plan shall be agreed by the Safety Advisory Group. The TMP will cover all aspects of vehicle and pedestrian access to and egress from the site during the 'load in and load out as well as for the Festival itself. The TMP will include arrangements for vehicle routes, emergency service routes, public transport, shuttle buses, taxis, pedestrian issues, a dispersal policy, car parking and a traffic signage plan. In addition it will ensure that sufficient trained marshals are available for the management of public transport (for hire or reward) on site and in particular private hire or licensed taxis

#### **b) The prevention of crime and disorder**

A minimum of two directors of GEMFESTIVAL LTD, the intended Premises License Holder, will be on site at all times.

The Premises Licence Holder or DPS or a person nominated by them in writing for the purpose will employ SIA staff on a risk assessed basis. The risk assessment shall be in writing and shall be made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police

The Premises Licence Holder or DPS or a person nominated by them in writing for the purpose, shall maintain a register of door supervisors which shall be kept on the premises showing the names and addresses of the door supervisors, their badge numbers and shall be signed by the door supervisors as they commence and conclude duty. The register shall be made available on demand for inspection by an 'authorised person' (as defined by Section 13 of the Licensing Act 2003), or the Police or an authorised officer of the SIA.

An incident log must be kept at the premises, and made immediately available on request to an authorised officer of the Council or the Police, which must record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any incidents of disorder

- (d) seizures of drugs or offensive weapons
- (e) any visit by a relevant authority or emergency service

Toughened/Polycarbonate/plastic containers shall be used at all times when the premises operate for licensable activities. In the event that toughened/polycarbonate/plastic bottles cannot be provided by the suppliers, then all drinks will be dispensed and served in toughened/polycarbonate/plastic containers.

A safe shall be provided at the premises for the storage of knives and other seized illegal items. This shall be kept locked at all times. The keys securing the safe shall be held by the premises licence holder or authorised (in writing) duty manager/head door person and shall not be accessed by any other person. A policy in relation to the seizure and disposal of drugs shall be written down and kept at the premises. Such policy shall have meet with the agreement of the local police licensing officer for the area and be signed off by them. The policy shall be produced on demand of an authorised person

Amnesty bins may be made available on entrance to the festival before bag searches, should the SAG request, alongside signage dictating the policy for disposing of illicit substances using the bins. These bins shall remain chained to the fence posts of the entrance way, be manned by stewards during the day and emptied into the safe regularly.

A shuttle bus shall be available until gates close each day, allowing for a small number of attendees rejected due to issues such as not having their ID or so on.

### **c) Public safety**

#### **First aid**

A First Aid Kit capable of treating for 21-50 people shall be kept fully stocked at the premises and kept in the dedicated medical area.

An accredited First aid trained person must be on duty at all times when the premises operate for licensable activities. [An accredited First Aid trained Person is defined as a person who holds a current certificate in first aid at work (FAW) and that certificate contains the information required by the Health and Safety (First – Aid) Regulations 1981]

In the event a Premises License is granted and the event moves to a capacity of up to 1500 people, the event shall be treated as a Tier 3 event. As such, in line with requirements made by the Purple Guide, we shall ensure 24-hour cover is available on site given attendees are camping overnight.

These provisions will include but are not limited to:

- A HCP (Paramedic) on-site during peak hours (20:00-08:00) Friday & Saturday
- An additional HCP (Tech) during peak hours (18:00-08:00) Friday & Saturday
- 2 x First Responders on-site during peak (20:00-08:00) Friday & Saturday
- 1 x Emergency Care Assistant and 1 x First Responder on site in off peak times (13:00-20:00 Friday, 08:00-20:00 Saturday, 08:00 - 12:00 Sunday)
- A dedicated sitting treatment area
- Bays with stretchers in a private area out of site of festival attendees

Additionally, so as to reduce any potential strain on local health services, we shall provide an ambulance on-site for the duration of the event.

**Event Safety Coordinator**

The Premises Licence Holder will appoint an Event Safety Co-ordinator who will be able to authorise and supervise safety measures. The Event Safety Co-ordinator will be responsible for:

- Monitoring of contractors
- Liaison with contractors
- Checking of method statements and risk assessments
- Preparation and monitoring of site rules
- Safety inspections and audits
- Collection and checking of completion certificates
- Communication of safety information to contractors and employees
- Monitoring and coordinating safety performance
- Coordinating safety in response to a Major Incident
- Liaison with nominated officers from Herefordshire Council.

The name and contact details of the Event Safety Co-ordinator will be supplied via the Safety Advisory Group no later than 14 days prior to the start of the event.

The premises licence holder will employ sufficient experience stewards in line with the risk assessment.

The premises licence holder shall have available for inspection at the premises a detailed emergency plan.

**Electrical wiring and distribution systems**

Temporary electrical wiring and distribution systems shall be signed off by a competent person prior to any licensable activity taking place at the premises. The competent person must be a member of a recognised electrical association such as NICEIC, NAPIT, ECA or other association as agreed by the licensing authority. The sign off certificates shall be kept on the site during the event and shall be produced for inspection on demand of an 'authorised person' (as defined by Section 13 of the Licensing Act 2003).

**Structures**

The Premises Licence Holder will ensure that all temporary structures have been inspected and signed off as being safe prior to the commencement of their use. A copy of each safety sign off certificate shall be kept on the site during the event and shall be produced for inspection on demand of an 'authorised person' (as defined by Section 13 of the Licensing Act 2003). In this condition the term temporary means any structure which could cause injury to someone if it collapsed.

The premises licence holder shall have available for inspection at the premises a detailed emergency plan.

**Special Effects**

The installation and use of laser beams, pyrotechnics or real flames, explosive or highly flammable or smoke/foam producing agent, for any purpose shall not be permitted without prior notification to the Licensing Authority. A detailed description of the method of use, shall be made to the Licensing Authority not less than 14 days prior to the day on which the above equipment is to be used.

**Lanterns**

Paper lanterns will not be sold on site and will be listed within the ticketing terms and conditions as items that may not be brought to the venue.

**Sanitary Facilities**

We shall provide enough portaloos on site, at a ratio of people:toilets of 50:1.

**Water**

We shall provide as much bottled water as is required for all attendees, staff and artists on site, entirely free of charge, and available at numerous collection points around the site, including but not limited to; all bars, all stages, all entries and exits of the site. We shall provide a ratio of bottles:attendees as requested and/or recommend by the SAG.

**c) Public safety**

We undertake risk assessments for the event that outlines these steps - general risk assessment, fire risk assessment, medical risk assessment.

We hire qualified first aiders (medical staff trained to emergency response level 3) to be on-site for the duration of the event.

**d) The prevention of public nuisance**

Noise or vibration shall not emanate from the festival site so as to cause a nuisance.

A draft Noise Management Plan will be produced 2 months prior to the first day of the Festival and will be submitted to the Herefordshire Council - Environmental Health (EH) who shall notify the premises licence holder (within one calendar month of receipt) in writing whether it is acceptable or unacceptable. The final plan shall be submitted to EH at least 14 days prior to the event for approval. The event shall not take place until EH has agreed the plan. Once agreed no change shall be made to the plan without the agreement of EH and the event must comply with the agreed plan.

Irrespective of noise levels prescribed in the Noise Management Strategy, The Premises Licence Holder or DPS or any person who has been nominated as their deputy must immediately comply with any request to adjust noise levels/ frequency spectra made by an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) .

The Noise Levels are to be checked at the intervals and locations as agreed within the Noise Management Strategy.

Any testing of sound equipment will not take place before 09.30hrs and will last for no more than 2 hours on any one day.

The person responsible for noise management shall be available for daily meetings with Environmental Health Officers from Herefordshire Council, if required.

The Premises License Holder will maintain a noise log which will be available at all times for inspection by Herefordshire Council.

A noise hotline will be installed and publicised so that local residents can report any noise issues directly to the Festival. All calls will be logged by time, location and contact number and address will be requested. The log will be kept on site and be readily available at the request of a duly authorised Council officer.

The noise hotline number will be operational throughout the hours of regulated entertainment.

If requested by a duly authorised Council officer, all calls received by the noise hotline will be reported immediately to the on duty representative from the Council.

Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed at all exits to the premises requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

#### **e) The protection of children from harm**

No person under the age of 18 shall be permitted on the premises at any time.

The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of the Police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least one location behind any sale area advertising the scheme operated

A written register of refusals will be kept including a description of the people who have been unable to provide required identification to prove their age. Such records shall be kept for a period of 12 months. It will be collected and reviewed on a daily basis by the Designated Premises Supervisor and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.

No adult entertainment or services or activities must take place at the premises (Adult Entertainment includes, but is not restricted to, such entertainment or services which would generally include topless bar staff, striptease, lap-table, or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language).

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee. ☐
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☒
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒
- ☐ [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15). ☐

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


**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.**

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**










<b>Declaration</b>	<ul style="list-style-type: none"> <li>● [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I</li> </ul>
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	<p>am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</p> <ul style="list-style-type: none"> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li> </ul>
Signature	
Date	08/04/2024
Capacity	Director

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
			
			
			
			
			

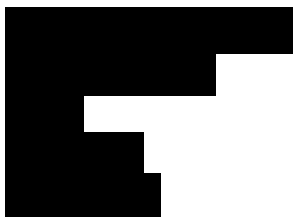
#### Notes for Guidance

- Describe 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.

**Consent of individual to being specified as premises supervisor**

I Shaye Svikeris

of



hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

**Grant of a Premises Licence**

*[type of application]*

by

**GEMFESTIVAL LTD**

*[name of applicant]*

relating to a premises licence **TBC**  
*[number of existing licence, if any]*

for

**Gemfest 2024  
Farmland – nearest postcode HR9 5SL**

**Great Howle Farm,  
Howle Hill,  
Ross-On-Wye,  
HR9 5SL**

*[name and address of premises to which the application relates]*

and any premises licence to be granted or varied in respect of this application made by

**GEMFESTIVAL LTD**

-----  
*[name of applicant]*

concerning the supply of alcohol at

**Gemfest 2024**

**Farmland – nearest postcode HR9 5SL**

**Great Howle Farm,  
Howle Hill,  
Ross-On-Wye,  
HR9 5SL**

-----  
*[name and address of premises to which application relates]*

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

**SJ024488**

-----  
*[insert personal licence number, if any]*

Personal licence issuing authority

**Swansea City Council**

-----  
*[insert name and address and telephone number of personal licence issuing authority, if any]*

-----  
[Redacted signature area]

Signed

[Redacted signature]

Name (please print)

**Shaye Svikeris**

Date

**08/04/2024**

## KEY

- Hedgerow
- Heras Fencing
- Customer Roadway
- Emergency Vehicle Access
- Pathway (Wide enough for vehicle)
- ✗ Emergency Exit / Fence Break
- ▨ Licensable Activity Area (Recorded Music)\*\*/\*\*\*
- Alcohol Consumption Area
- Campsite
- Food & Drink Stall
- Toilet Facilities
- Tower Light
- DJ Riser
- Direction of music
- SIA Security
- Steward
- Traffic Management Personnel
- ▭ Management Tents
- ▭ Medical / Welfare Tent
- ▭ Stretch Tent 10m x 15m
- Fire Extinguisher (ABC Dry Powder)
- Generator 30kVa
- Water Point ‡
- Turning Circle for Vehicles
- Site Entry + Exit\*

## POINTS TO NOTE

\*The site is NOT accessible by pedestrian under any circumstances. All arrivals will be by car or by shuttle bus.

\*\*s1 Height off ground = 18' / 30cm  
s2 Height off ground = 18' / 30cm  
s3, s4, s5 will have no staging, just boarding to provide a flat surface

\*\*\*Only 3 "stages" will be running at any one time.  
Intended capacities for stages, other than s1, is less than 150. The purpose of the festival is to be intimate and show off musicians from the local area to intimate crowd spaces.

‡ Bottled Water will be provided free of charge to all customers available at all bars, stages and with the stewards where marked on the map.



## KEY

- Hedgerow
- Heras Fencing
- Customer Roadway
- Emergency Vehicle Access
- Pathway (Wide enough for vehicle)
- X Emergency Exit / Fence Break
- Licensable Activity Area (Recorded Music)\*\*/\*\*\*
- Alcohol Consumption Area
- Campsite
- Food & Drink Stall
- Toilet Facilities
- Tower Light
- DJ Riser
- Direction of music
- SIA Security
- Steward
- Traffic Management Personnel
- Management Tents
- Medical / Welfare Tent
- Stretch Tent 10m x 15m
- Fire Extinguisher (ABC Dry Powder)
- Generator 30kVa
- Water Point ‡
- Turning Circle for Vehicles
- Site Entry + Exit\*

## POINTS TO NOTE

\*The site is NOT accessible by pedestrian under any circumstance. All arrivals will be by car or by shuttle bus

\*\*s1 Height off ground = 1m / 30cm  
s2 Height off ground = 1m / 30cm  
s3, s4, s5 will have no staging, just boarding to provide a flat surface

\*\*\*Only 3 "stages" will be running at any one time.  
Intended capacities for stages, other than s1, is less than 100. The purpose of the festival is to be intimate and show off musicians from the local area to intimate crowd spaces.

‡ Bottled Water will be provided free of charge to all customers, available at all bars, stages and with the stewards where marked on the map.







This area is rented for the duration of the event, but is but assumed to be spare due to the low capacity. It can be used as we or the SAG may wish.

Drawn to scale on part of the map.  
Distances checked using the map over ground.  
Distances for map to be used / distances from the map to be expected.

35m 70m



**KEY**

-  Music Area
-  Site Boundary for Attendees
-  Boundary Perimeter for Public
-  Residential Area\*

\*Distance Calculated To Music Area