



Leicester
Application for a premises licence
Licensing Act 2003

For help contact
licensing@leicester.gov.uk
 Telephone: +44 116 454 3040

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

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

Are you an agent acting on behalf of the applicant?

Yes No

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

Applicant Details

* First name

* Family name

* E-mail

Main telephone number

Other telephone number

Indicate here if you v

Are you:

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

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

Applicant Business

Is your business registered in the UK with Companies House? Yes No

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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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

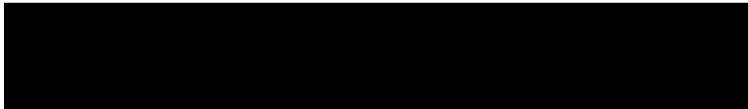
City or town

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

Details

Registered number (where applicable)

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

Continued from previous page...

Co-Director

Address

Building number or name

Street

District

City or town

County or administrative

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth

* Nationality

demonstrate entitlement to

Non Individual Applicant's Name

Name

Charles Frederick Looker

Details

Registered number (where applicable)

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

Co-Director

Continued from previous page...

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

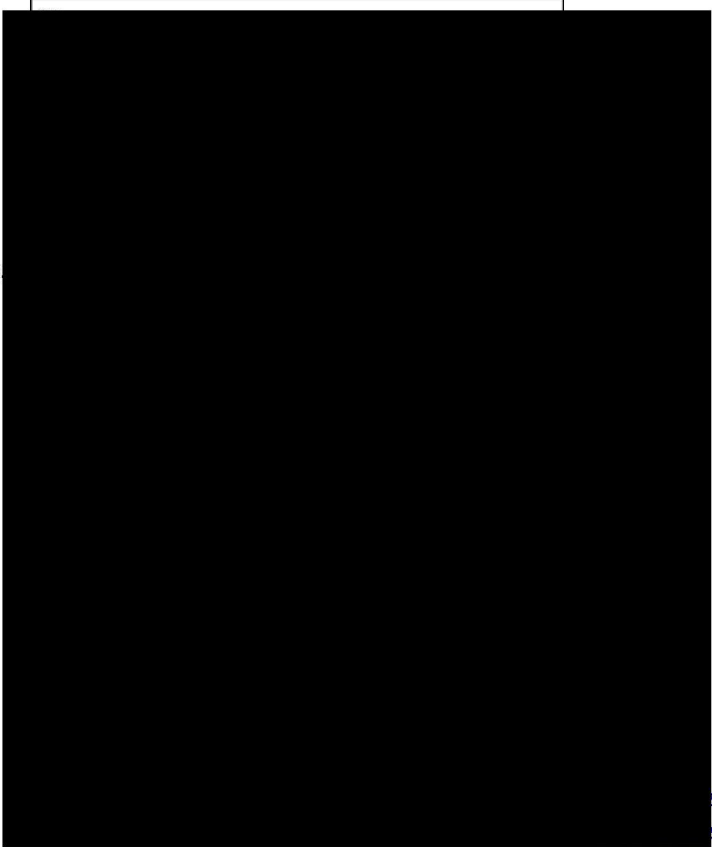
E-mail

Telephone number

Other telephone number

Date of birth

Nationality



Documents that demonstrate entitlement to reside in the UK

Remove this applicant

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start?

21 / 08 / 2026
dd mm yyyy

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

22 / 08 / 2026
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 site in question is Leicester's Victoria Park, situated on Granville Road (LE17RY). We intend to use the section of the park containing the Play Area and Bandstand for the Summer of Funk Music Festival, storing all supplies and out-of-use equipment on site safely away from the public. We intend to play live music from two stages (one hired and one being the Bandstand).

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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

End

Start

End

TUESDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

WEDNESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="17:00"/>	End	<input type="text" value="19:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text" value="10:00"/>	End	<input type="text" value="22:00"/>

SUNDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

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.

Ticketed and amplified, live music, as well as the sale of hot and cold food, beverages, and alcohol. The 'live music' scheduled for Friday is a soundcheck. While not standard practice, we felt it best to include for the sake of transparency.

State any seasonal variations for the performance of live music

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

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

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

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes No

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes No

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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](#)

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

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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

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 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.

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

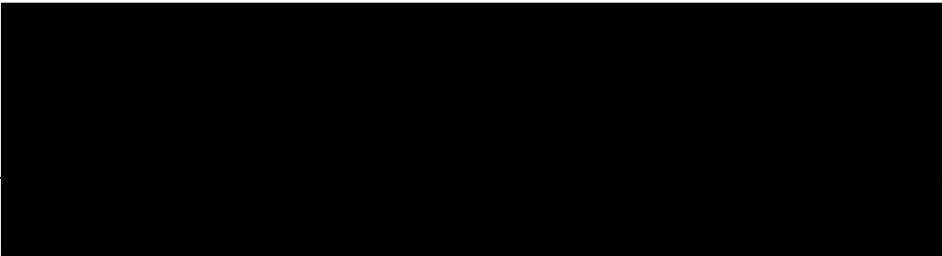
For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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

Name

First name

Family name



Continued from previous page

Date of birth

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number
(if known)

Issuing licensing authority
(if known)

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.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

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MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

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

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

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

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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)

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

The utmost care has been taken to ensure the safety of this event, its attendees, and the local area. This event is intended to better the city of Leicester, manifesting in compliance with relevant UK Health & Safety Legislation (namely, Health and Safety at Work Act 1974 and Fire Safety Order 2005) and Licensing regulations. The Event Organisers have and will continue to communicate with the relevant authorities; prior to the wider Multi-Agency-Meeting, measures taken to achieve the 4 Licensing Objectives have been actioned in accordance with guidance from the Festivals and Events Department, Police Alcohol Licensing Department, Noise Pollution Control Department, and Purple Guide. The organisers are committed to continuous improvement and will, a maximum of 30 days after the event, circulate a Post-Event Report (composed of comments from Personnel, Friends of Clarendon Park, and members of the local community). Elaboration and explanation of the above and below can be found in the attached Event Management Plan (hereby referred to as EMP).

b) The prevention of crime and disorder

The Crowd Management Plan details our actions taken to mitigate Crowd-Related Hazards (hereby referred to as CRH). Principally, this is manifest in an appropriate and well-organised provision of SIA-licensed Security, ingress and egress points, and staff training. An appropriate site capacity (as recommended by the Purple Guide) has been set at no more than 4999 total (including Personnel). This leaves a comfortable 2.27m^2 per person and, at peak mainstage crowd, just over 1 person per m^2 . For visualisations, please see the EMP. To allow for comfortable ingress and emergency egress, opposed main gate and fire exits of 6.6m and 7m respectively will be erected. As per the Purple Guide's Guidance for open-air events, this allows sufficient escape time. An Alcohol Management Plan detailing Challenge 25, Proxy Purchase, intoxicated persons, Confiscation, acceptable forms of ID, and ABV Displaying Policies can be found in the EMP.

c) Public safety

In the interest of the mitigation of disorderly behaviour and counter-terrorism, SIA Officers will conduct thorough bag searches upon entry, executing confiscation, reporting, and contacting Emergency Services as necessary. A suitably secure perimeter will be established, comprised of 2m-high Heras fencing, with a sufficient deployment of patrolling security personnel, surveilling for illicit entry, concerning packages, and suspicious activity. As the event is in aid of St John Ambulance, a suitable medical provision of trained first-aiders is in place. In constant communication with security, Event Control Point, and Medical Liaison, these will operate out of the Medical Tent. Suitable First-Aid (as well as Fire Safety and Crowd Control) Equipment will be housed here, at the Event Control Point, and at the central Vendor Area. Accessibility is a key consideration and this is handled primarily by the Special Arrangements Officer, a direct telephone number for whom will be available on the website at least 3 months prior to the event. Further to this, accessibility-friendly (large print, braille, etc.) versions of Site Plan, Event Schedule, policies and procedures will be available on request. As per the EMP's Severe Weather Plan, suitable measures have been taken to ensure a weather-proof event (industry-standard set-up of infrastructure, appropriate roofing and shelter, event cancellation and evacuation policies). All personnel will be in constant communication via radio with all mobile phone numbers stored digitally and electronically in the Event Control Point.

d) The prevention of public nuisance

The local community (represented by The Friends of Clarendon Park) have been greatly involved in the preparation of this event. This is manifest in our commitment to litter-picking (to be conducted on and off-site prior to, during, and after the event by Stewards) and mitigation of disorderly behaviour in the surrounding area. A 30-minute controlled egress period will be in place after the final sale of alcohol to encourage use of the facilities before exit. Further to this, the site's layout directs mainstage - exit foot traffic around the central vendors and thus past portable toilets. An adequate provision of facilities (standard, accessible, baby change, and handwash) will be provided to facilitate this. A suitable Acoustic Consultant will be employed to, in collaboration with on-site sound engineers, monitor levels. The primary focus will be on noise levels at the facades of the nearest residences. On account of the site's proximity to Victoria Park's Nature Reserve and the event's calendaring during mating season, noise, light and litter levels are a concern. As such, noise will be kept to an

Continued from previous page...

absolute minimum after the event's end and deliveries, pickups, and build/break of site will be conducted during daylight hours (days before and after event). The Nature Reserve will be a primary focus during site-inspection and main egress will point in the opposite direction, discouraging foot traffic in this area.

e) The protection of children from harm

A Lost Child Post will be erected and manned by the DBS-checked Lost Children Officer and an SIA Officer. Here copies of relevant documentation (report phones, contact information) will be held, as well as methods of direct communication with Personnel and the Relevant Authorities. A colour-coded wristband system will be in place to, combined with suitable Alcohol Management, prevent the sale of alcohol to minors. With an identifying wristband, Security and Stewards will be able to spot unattended minors and, in communication with the Lost Child Post and Event Control Room, reunite them with their responsible adult. Under-18s will only be granted entry to the event when accompanied by a responsible ticket-holding adult. Using digitally stored ticket-holder information, a list of minors and their responsible adults will be kept in physical and digital forms in both the Lost Child Post and Event Control Point. This will only be accessed by the DBS-checked Event Directors, Team Leads, and Lost Child Officer. In the pre-event email, attendees will be informed of their duty of care (accompaniment at all times and remaining contactable).

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

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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.

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

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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. Fees are dependent on the business rate band of the premises. Further information is provided at the link below: <https://www.leicester.gov.uk/business/licences-and-permits/entertainment-food-and-drink-licensing/alcohol-entertainment-and-late-night-refreshment/policy-and-guidance/>

* Fee amount (£)

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

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

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I 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).

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)

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

Continued from previous page...

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

* Full name

* Capacity

Date (dd/mm/yyyy)

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/leicester/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

Continued from previous page...

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

* Full name



* Capacity

Director

Date (dd/mm/yyyy)

1 April 2026

Add another signatory

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

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

CHARLES FREDERICK LOOKER
[name of applicant]

concerning the supply of alcohol at

VICTORIA PARK,
GRANVILLE ROAD,
LEICESTER

LE1 7RY

[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

[insert personal licence number, if any]

Personal licence issuing authority

LICENSING DEPARTMENT, COLEBROOK ST, WINCHESTER

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

SO23 9LJ

Signed



Name (please print)



Date

06/03/2026

Event Management Plan – Summer of Funk ‘26

Event Overview

Event Management Plan – Summer of Funk ‘26	
Event Name:	Summer of Funk ‘26
Location:	Victoria Park, Leicester, UK
Capacity:	4000 + Staff, Artists, Vendors – not in excess of 4999
Duration:	22/08/26 11:00 – 22:30 (including 30 minute Controlled Egress Period, hereby CEP)
Event Type:	Live Music Festival
Organiser:	Charles Raye Ltd
Demographic:	Majority 30-50 + families
Licensing, Plans, and Policies	
<ol style="list-style-type: none"> 1. Premises License 2. Noise Management Plan 4. Risk Assessment 5. Fire Risk Assessment 8. Steward Agreement (pending) 9. Medical Plan (pending) 10. Artist Agreement/Waiver (pending) 12. PPL/PRS Agreement (pending) 13. Insurance Coverage 14. Alcohol Management Plan 16. Lost Children Policy 17. Accessibility Policy * 18. Environmental & Sustainability Plan 20. Site Plan 21. Crowd Management Plan 24. Waste Management and Welfare Plan 25. Communications Plan 27. Incident Report Form 28. Event Cancellation Policy 29. Staff Welfare Plan 	

Statement of Intent

By bringing attention (in the musical sphere) to Leicester, Summer of Funk is a step forward in developing the city as a musical hotspot. By demonstrating the festival’s market plausibility and the city’s musical potential, we hope to not only become a major UK event, but lay the groundwork for high-quality, financially accessible music events in Leicester’s future. This is manifest in the following Event Management Plan, in which we hope to convey our commitment to the following in all Charles Raye Ltd activities:

- Compliance with relevant UK Health & Safety legislation (Health & Safety at Work Act 1974, Fire Safety Order 2005, Equality Act, etc.)
- Legal Compliance - including but not limited to acquisition of required permits, licenses, approvals, and adherence to licensing regulations
- Communication with the relevant authorities – including but not limited to the Event Safety Advisory Group, the Emergency Services, and Government authorities. We will also endeavour to engage, where appropriate, with the local community and its representatives.
- Sensible Planning and Risk Management – comprehensive risk assessments, management plans, safety procedures, and emergency protocols will be developed and implemented in conjunction with the aforementioned authorities, staff & volunteers, suppliers, and contractors. Our commitment to the running of a safe and sustainable event will be conveyed (in advance by email and during the event by stewards) to all attendees.
- Continuous improvement – a post-event review will be circulated to all relevant authorities and parties no more than 1 month after the event. Council debriefs and community surveys will be key in this procedure.

Planning Timeline – all dates are in 2026

Event Management Plan – Summer of Funk ‘26

- January – initial meetings with Leicester City Council Festivals and Events Department to discuss event feasibility and the failings and successes of Summer of Funk ‘25. This drew attention to the necessity of in-depth financial planning and a wider organisational team. Creative planning begins.
- 6th March – Premises License application is accepted and served on the relevant authorities, representation period begins
- 27th March – Community Drop-in at the Quaker Meeting House to touch base with the local community. This is scheduled to take place 12:00-22:00 and just before the easter holidays as to facilitate maximum attendance (not crashing with family holidays).
- 16th March (approx.) supplier deposits paid
- 26th March (approx.) Summer of Funk Directors meet with the Alcohol Licensing Department of the Police. Further consultations with the relevant authorities are expected during this period.
- 3rd April – End of representation period. If necessary, Premises License hearing to be conducted soon after.
- 4th April (approx.) Multi-Agency Gathering. Full set of documents to be circulated to relevant representatives 2 weeks prior.
- June/July (approx.) City centre cross-street banner erected, supplier costs paid
- 22nd August – Summer of Funk ‘26

Management Command Structure

Tier 1: Event Directors – Charles Looker, Charlie Cooper

Tier 2: Team Coordinators

Designated Premises Supervisor - Jasper Gibson

Stage Manager – Edwin Brockbank

Head of Staff - Izabella Webb

Tier 2: Officers and Liaisons*

Medical Liaisons - Agnes Webb

Security Liaison - James Barton

Lost Children Officer - Sally Leedham

Gate Manager - Joey England

Traffic Management Supervisor

Special Arrangements Officer – Will Dalby

Artist Liaisons – Nyah Gill & Isaac Deacon

Tier 3: Stewards (volunteers)

Specific steward volunteers will be assigned to tasks closer to the event. Upon agreeing to participate in the event, their attendance will be dependent on their signing of a contract which is to be written by DPS and Head of Staff and approved by Event Directors and ESAG.

Site Design and Capacity

A reasonable assessment of capacity is as follows:

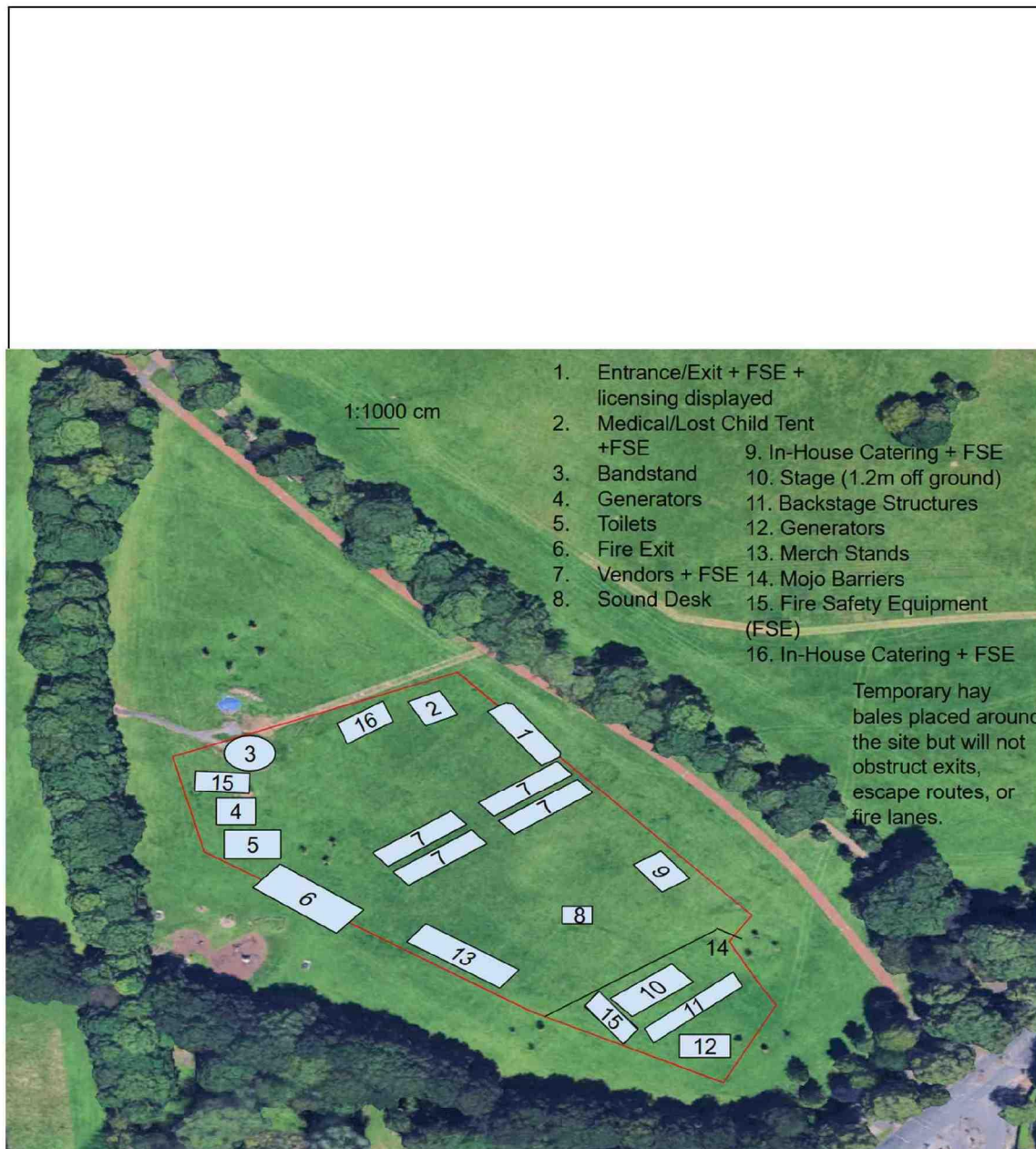
10,600m² (Full Site minus backstage area which is marked by no.14)

10,600m² - 150m² (infrastructure such as 13, 9, 5, 4, 15, 8, and 2) - 415m² (no.7) = 10,025m².

10,025m² / 4500 (4000 attendees + staff, acts, and vendors) = 2.27m² per person mean average. The Purple Guide lists 2m² per person as an acceptable density.

Vendors, though staggered and thus passable in case of an emergency, break up the site, leaving the space from 7 to 14 as main stage audience space. Excluding 8,9, and 13, this is roughly 4200m² or over 1m² per person. Below is a visualisation of 1m² per person.



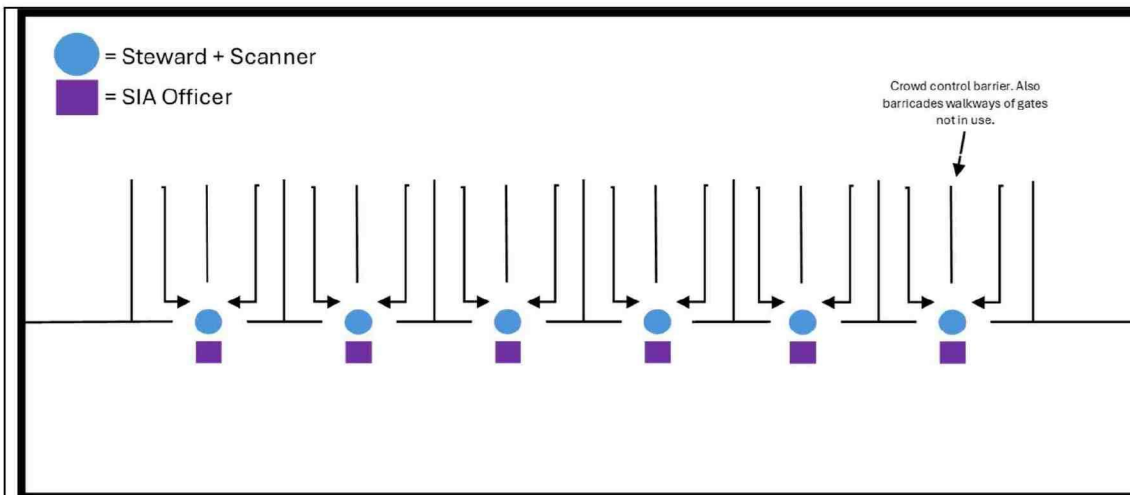


Crowd Management Plan

To be on the cautious side, we have followed the Purple Guide’s example for a 5000 attendee event which stipulates that a low-risk (open-air, audience profile, etc.) each egress point should have 6.3m of exit width. To facilitate this, Point 1 will comprise 6 exits with 1.1 meters of walkway each. Point 6 will comprise 2 exits of 3.5m. This facilitates an escape flow of under 10 minutes.

Non-emergency ingress/egress

Event Management Plan – Summer of Funk ‘26



We expect a gradual buildup of arrivals, peaking at 4-5. Therefore, gate schedule will be as follows:

11:00 - 2 gates, 2 stewards, 2 SIA, 1 exit

15:00 - 3 gates, 3 stewards, 3 SIA, 1 exit

16:00 - 4 gates, 4 stewards, 4 SIA, 1 exit

While we expect 4 gates to be sufficient, there will be a number of floating stewards and SIA Officers. Therefore, the Gate Manager (equipped with a walkie-talkie to request additional stewards and security) will monitor queue times and open/close gates as necessary.

Event Control Point

Of the four Portable Office Spaces hired, 2 will serve as backstage areas, one as storage, and one as an Event Control Point. Here will be held (printed and in digital form) the following equipment and documentation:

Event Management Plan (and included plans and policies)

General Risk Assessment

Fire Risk Assessment

Incident Forms

Incident Log

Premises License

Security Plan

Medical Plan

Surplus Radios

Radio Charge Points

Portable Chargers

Event Management Plan – Summer of Funk ‘26

<p>Mobile phone charge points</p> <p>Surplus supply of batteries</p> <p>Laptops</p> <p>Papers and Stationery</p> <p>Digital Clock</p> <p>Drinking water</p> <p>Food</p> <p>PPE (high-visibility clothing, hard hats, torches, First Aid Kits)</p> <p>Fire Safety Equipment (see FSRA for detail)</p> <p>Site Plan</p> <p>Phone numbers of all staff, volunteers, vendors, contractors, artists (+entourage)</p>
<p>Counter-Terrorism – bag searches, perimeter, suspicious activity, report</p>
<p>All bags searched at entry by SIA licensed security</p> <p>Heras fencing at least 2m in height around the perimeter</p> <p>All event staff, stewards, and security personnel will be briefed on counter-terrorism awareness and the importance of reporting suspicious activity.</p> <p>Prohibited items will not be allowed into the event site. Attendees may be refused entry if they decline a search or if suspicious items are discovered.</p>
<p>Alcohol Management Plan</p>
<p>Statement of Intent</p> <p>In the following plan, we aim to demonstrate our commitment to the safe sale of alcohol in accordance with the 2003 Licensing Act. The Personal License Holder (Designated Premises Supervisor, Jasper Gibson, hereby referred to DPS) will be supervising the bar at all times to authorise transactions.</p> <p>Underage Drinking – Challenge 25</p> <p>Under DPS supervision, bartenders (stewards to receive thorough training from the DPS on safety procedures explained below) will operate a strict Challenge 25 policy, accepting only official form of identification (driving license with photo, passport, proof of age scheme card with a PASS hologram).</p> <p>The attempt to buy alcohol under 18 is punishable by a fine and a log of attempts will be kept in the event control room and passed onto the authorities post-event.</p> <p>To avoid proxy purchase, the Challenge 25 policy will be insisted upon for each drink purchased.</p>

Intoxicated persons

To avoid disorderly/antisocial behaviour, staff will be trained in assessing a patron for intoxication and will not serve alcohol to anyone who appears drunk. Security and staff are also trained to assess this throughout the event, surveying the crowd for potential risks and reporting to the control room, logging, and ejecting as necessary. More information can be found on this in the risk assessment and security plan.

Confiscation Policy

Thorough bag searches will be conducted on the door by SIA Officers. In addition to safety concerns (weapons, terrorist threats, etc.), any alcohol found will be confiscated immediately and stored in a locked container in the Event Control Point to be disposed of by the relevant authorities post-event. Through immediate confiscation, we discourage attendees from leaving the site to consume it as this would put themselves and others at risk. Anyone suspected to have done this will not be granted entry to the event.

ABV displaying

Any beverage containing more than 1.2% ABV will be labelled as such on the packaging.

Periods of Sale

Alcohol will only be sold during the times listed in in the Premises License and supervised by the approved DPS.

Important Conditions

No staff in licensed premises should carry out irresponsible alcohol promotion (encouragement of drinking alcohol).

There is a ban on ‘dentist chair’ games (where alcohol is dispensed directly into someone’s mouth by another person). This includes customers doing this amongst themselves and will be actively prevented by bartenders and floating stewards and security.

Free potable water is to be provided to customers where it’s reasonably available

Smaller measures will always be available:

- 1/2 pints of beer/cider
- 125ml glasses of wine
- 25ml shots of gin, rum, vodka, whiskey

The DPS must have their license on their person while working, ready to produce to an officer (of police or licensing authority).

Waste Management and Welfare Plan
<p>A total of 32 toilet units and 4 2-man handwash units has been deemed appropriate in conjunction with the Purple Guide’s section on Sanitation. The Purple Guide recommends one toilet per 75 females and 1 per 400 males. Rounding to the nearest 1, this gives 32 toilets total. General guidance suggests at least one disabled toilet per 500 attendees, thus 32 standard toilets and 4 disabled toilets will be in use during the event. Furthermore, the purple guide suggests 1:5 (F) handwashes per toilet and 1:10 (m). With an additional 1 handwash for disabled toilets, 8 total will be hired. To cater for the target demographic, a baby change will also be installed. All of the above facilities will be inspected hourly and cleaned as necessary.</p>
Smoking Area
<p>Point 18 on the site plan is the designated smoking area. This will be shown by clear signage. An steward will be tasked with ensuring that this area remains an 18+ space to which entry is exclusively granted upon an adult wristband and valid ID. To avoid littering, this site will be equipped with 5 (in corners and central) buckets of sand for disposal of cigarette butts. Suitable fire safety equipment will be held here.</p>
Lost Children/Vulnerable Persons Policy
<p>This policy will demonstrate our commitment to the safety of minors and detail the relevant actions taken. This will apply to directors, event staff/volunteers, and vendors/suppliers.</p> <p>Definitions:</p> <p>Child = anyone legally considered a minor (u18s in the UK).</p> <p>Lost Child = any u16 found unaccompanied by a guardian.</p> <p>Entry Policy: Under 16s must be accompanied by a ticket-holding guardian to be granted entry</p> <p>As referenced on the Site Plan, a Lost Child post will be erected and manned by the DBS-checked Lost Children Officer. This post will hold copies of the relevant documentation, as well as methods of direct communication (walkie-talkies, mobile phones) with the relevant authorities, event directors, and staff.</p> <p>Contact information-bearing wristbands will be offered to u16s and their guardians upon entry. They will be encouraged to fill these out with Guardian name(s) and mobile phone numbers. These will also have by default the phone number for the mobile held at all times in the Lost Childs post.</p> <p>The Lost Child post will also be adjacent to the St John Ambulance medical tent for increased efficiency in event that a Lost Child crisis and medical emergency coincide.</p>
Accessibility Policy – Summer of Funk Festival 22/08/26
<p>Policy Statement:</p>

The Summer of Funk Festival 2026 is committed to ensuring that all attendees, staff, and performers have equal access to all areas of the festival. We aim to provide an inclusive environment that meets the needs of people with disabilities, mobility challenges, sensory impairments, or any other access requirements.

Objectives:

1. Ensure accessible entrances, exits, pathways, and facilities for all attendees.
2. Provide accessible toilets, viewing areas, and seating where required.
3. Ensure that emergency evacuation procedures account for the needs of people with disabilities.
4. Provide information in accessible formats (e.g., large print, email, website).
5. Ensure that staff, volunteers, and contractors are trained to assist people with accessibility requirements.

Facilities & Provisions:

1. Accessible entrances & pathways: All main entrances, routes to stages, bars, and toilets will be fully accessible.
2. Accessible toilets: Clearly signed and located near main gathering areas. Exact provisions to be found in Waste Management Plan
3. Viewing areas: Designated accessible viewing areas will be available at the main stage and bandstand, with stewards to assist.
4. Assistance: Trained stewards will be on-site to provide support and guidance to anyone requiring assistance.
5. Evacuation support: Evacuation plans include provisions to assist people with mobility or sensory impairments safely from the site.
6. Allergen and Dietary information (notices of allergens, vegetarian and vegan-friendly meals)

Information & Communication:

1. Festival information, including maps and event schedules, will be available in digital format on the website and large print formats upon request.
2. Accessible signage will be used throughout the site to guide attendees.

Contact for Accessibility Support:

For any accessibility requirements or queries before or during the event, please contact:

Name: Will Dalby

Role: Special Arrangements Officer

Email: sof-will@outlook.com

Responsibility:

The Special Arrangements Officer is responsible for ensuring all accessibility measures are implemented and maintained throughout the event. All staff and volunteers are briefed on accessibility procedures during pre-event training.

Severe Weather Plan

Temporary structures (gazebos, fencing, signage, staging etc..) will all be adequately secured to safety standards. This will be the responsibility of the relevant contractor and our in-house structures will be assessed and approved by the Stage Manager

Medical and welfare teams will remain on standby to respond to weather-related incidents

In extreme conditions, the Event Manager may temporarily suspend or cancel the event in coordination with local authorities and emergency services

Clear communication will be given through stage announcements, stewards, and security staff.

If strong winds or lightning occur, performances may be paused and attendees advised via stage announcements.

Noise Management Plan

The main stage sound system will be positioned facing away from nearby residential areas where possible.

Regular acoustic monitoring will be conducted by a qualified Acoustic Consultant. They will communicate with on-site sound engineers to ensure that residential standards are met.

Sound checks will be conducted before the event to set appropriate maximum levels.

Music will stop at the agreed event curfew time in line with the event licence.

A contact number for the event management team will be available (on website and published in the local Friends of Clarendon Park Facebook Page) to local residents to report any noise concerns during the event.

If a noise complaint is received, event organisers will investigate and adjust sound levels if required.

<p>This plan will be agreed with the Noise Pollution Control Department and altered if necessary.</p>
<p>Environmental Sustainability and Community Protection Plan</p>
<p>The event organisers are committed to minimising the environmental impact of the festival and protecting the park environment before, during, and after the event.</p> <p>Where possible, recycling bins will be provided to encourage separation of recyclable materials such as plastic bottles, cans, and cardboard.</p> <p>Adequate waste and recycling bins will be placed throughout the event site for attendees, staff, and vendors. Waste will be collected regularly during the event and removed from the site after the event by the event waste contractor.</p> <p>A 30 minute controlled egress period following final sale of alcohol will be in place. With point 7 (vendors) breaking up the site, egress will flow from 14, around 7, to 1, passing by 5 (toilets), encouraging final use of the facilities before exit. While the demographic and low capacity of this event do not lend themselves to violent drunken behaviour, the 30 minute controlled egress period will allow for ‘sobering up’. In combination with a closing message of safety on the mainstage (delivered by Event Directors), we hope to mitigate disruption to the surrounding area. Furthermore, litter picking will be a constant stewardly endeavour:</p> <ol style="list-style-type: none"> 1. Pre-event site inspection (for litter left by staff and suppliers). 2. Litter-picking and bin-emptying slots on steward rotas. 3. In addition to bins placed at each gate throughout the day, stewards will hold bin bags by egress point (1) during the controlled egress period, requesting litter. <p>Litter picking will begin early on the day after the event on and around the site (principally in the park’s other sections, around the war memorial, and along Victoria Park Road, Granville Road, and Queens Road.</p> <p>All event infrastructure such as stages, generators, and equipment will be placed in suitable areas to minimise damage to grass and park facilities</p> <p>Folding LED Floodlights will be hired from Brandon Tool Hire Station. These are directional and will be oriented away from the nature reserve. These will be erected around site as necessary (provisionally 18:00).</p> <p>After the event finishes, the site will be cleared of all equipment, waste, and temporary infrastructure. The area will be inspected to ensure it is returned to its original condition.</p>
<p>Inspection and Testing</p>
<p>All equipment will be tested by the relevant contractor and, where appropriate, qualified members of our own team before and during the event. Industry and Government standards will be met at all times. Before or during the event, should equipment be deemed faulty or not to the above standards, all relevant procedures will be stopped and will not continue until the relevant insured contractor has deemed it safe.</p>
<p>Event Cancellation Policy</p>

<p>The decision to cancel or postpone the event lies with the Event Directors in consultation with the Event Manager, safety officers, and, where necessary, local authorities or emergency services. Emergency Services and relevant authorities (Noise, Parks, etc.) also have the right to enter the premises and cancel the event.</p> <p>The event may be cancelled or postponed due to circumstances including but not limited to:</p> <p>Severe weather conditions</p> <p>Safety or security concerns</p> <p>Public safety risks</p> <p>Emergency service advice</p> <p>Unforeseen circumstances affecting the safe operation of the event</p>
<p>Communication Plan</p>
<p>In addition to our own radio system, Event Directors (including team leads) will be supplied with the security team’s independent radio system. Surplus radio-charge points (for event staff radios) will be stored and powered in the Event Control Point and Medical Tent. Carrying of charged mobile phones will also be mandatory for all staff (including volunteers), suppliers, vendors, and artists (including entourage). An adequate supply of portable chargers will also be stored in the Event Control Point and charged regularly. Event Directors (including team leads) will have access to the phone numbers of the aforementioned parties and both physical and digital lists of these will be appropriately organised and stored in the Event Control Point.</p>
<p>Re-entry policy</p>
<p>Initial entry to the site will be granted upon a valid (scannable) ticket. Wristbands will be provided upon entry (with separate colours for minors and adults). Re-entry will be granted upon an unscannable ticket and a wristband.</p>
<p>Post-Event Reporting</p>
<p>Following the event, a post-event report will be prepared by the event management team within 30 days. The report will review overall event operations, including attendance numbers, crowd management, entry and exit performance, security operations, and medical provision. All incident logs from security, stewards, and medical teams will be reviewed and recorded. Any issues, near misses, or complaints will be documented and assessed. A debrief meeting will be held with key staff and contractors to gather feedback and identify any lessons learned. A post-event email will also be sent out within 7 days after the event to all attendees. The findings will be used to improve planning, creative decisions, and safety procedures for future events.</p> <p>To be reported:</p> <p>Attendance numbers</p> <p>Entry/exit performance</p> <p>Incident reports (security, medical, safety)</p>

Event Management Plan – Summer of Funk ‘26

Crowd management review

Staff and contractor feedback

Complaints or community feedback

Lessons learned and improvements for future events

Supporting Documents will be attached to this EMP and further documentation is available on request.

