



Leicester
City Council

LICENSING (HEARINGS) SUB-COMMITTEE

DATE: THURSDAY, 28 MAY 2026

TIME: 10:00 am

PLACE: Meeting Room 1.13, First Floor, City Hall, 115 Charles Street, Leicester, LE1 1FZ

Members of the Sub-Committee

Councillors Barton, Cassidy and TBA

Members of the Sub-Committee are summoned to attend the above meeting to consider the items of business listed overleaf.

for Monitoring Officer

Officer contact:

Julian Yeung, Governance Support Officer, email: committees@leicester.gov.uk

Information for Members of the Public

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- ✓ to respect the right of others to view and hear debates without interruption;
- ✓ to ensure that the sound on any device is fully muted and intrusive lighting avoided;
- ✓ where filming, to only focus on those people actively participating in the meeting;
- ✓ where filming, to (via the Chair of the meeting) ensure that those present are aware that they may be filmed and respect any requests to not be filmed.

Further information

If you have any queries about any of the above or the business to be discussed, please contact us on committees@leicester.gov.uk, or call in at City Hall.

For Press Enquiries - please phone the **Communications Unit on 0116 454 4151**.

LEICESTER CITY COUNCIL LICENSING SUB-COMMITTEE PROCEDURAL GUIDE

INTRODUCTORY PHASE

The meeting will be held in public unless stated otherwise in the report.

Present at the hearing will be Members of the Licensing Sub-Committee (minimum 3 Members), Officers from the Licensing Authority, a Legal Adviser to the Sub-Committee, an Officer from Governance Services.

1. Participants at the meeting will introduce themselves as follows:
 - a. Members and Officers
 - b. Statutory Consultees (if any)
 - c. The Applicant and any representatives
 - d. Persons who have made representations
2. The Chair will check that the Applicant has received a copy of the Officer report.

INFORMATION GATHERING

(*Please Note – for the purposes of a hearing to determine an application in a Cumulative Impact Zone (CIZ), the Applicant will present their case first)

3. The Licensing Officer presents the report (previously circulated)

Questions (for clarification purposes only):
Members
Statutory Consultees (if any)
Persons who have made representations
Applicant and Representative(s)
4. Depending on the nature of the report, Statutory Consultees present their comments.

Questions (for clarification purposes only):
Members
Officers
Persons who have made representations
Applicant and Representative(s)
5. Persons who have made representations

Questions (for clarification purposes only):
Members
Officers
Statutory Consultees (is any)
Applicant and Representative(s)
6. *Applicant's Case

Questions (for clarification purposes only):
Members
Officers

Statutory Consultees
Persons who have made representations

7. Summing up in the following order

Officers
Statutory Consultees
Persons who have made representations
*Applicant and Representative(s)

8. The Legal Adviser to the Sub-Committee to advise the Sub-Committee in the presence of the Applicant, Representatives, Officers, Statutory Consultees, and persons who have made representations on relevant issues the Members need to be aware of when they come to make their decision.

DECISION MAKING

9. Apart from the Sub-Committee Members and the Governance Support Officer everyone will be asked to withdraw from the meeting The Legal Adviser to the Sub-Committee may be called back to the meeting to advise on the wording of the decision the Sub-Committee Members will have made during private deliberation.
10. The Applicant will be advised that the decision made by the Sub-Committee will be made public within 5 working days of the meeting.

PUBLIC SESSION

AGENDA

FIRE / EMERGENCY EVACUATION

If the emergency alarm sounds, you must evacuate the building immediately by the nearest available fire exit and proceed to the area outside the Ramada Encore Hotel on Charles Street as directed by Governance Services staff. Further instructions will then be given.

- 1. Appointment of Chair**
- 2. Apologies for Absence**
- 3. Declarations of Interest**

Members are asked to declare any interests they may have in the business to be discussed.

- 4. Minutes of Previous Meeting**

[Appendix A](#)
(Pages 1 - 10)

The minutes of the previous meetings held on 23rd January 2026 and 4th February 2026 are attached and members will be asked to confirm them as a correct record.

- 5. Application for a New Premises Licence - Victoria Park, Leicester, LE1 7RY**

[Appendix B](#)
(Pages 11 - 80)

The Director of Neighbourhood and Environmental Services submits a report for an application for a new premises licence for Victoria Park, Leicester, LE1 7RY.

- 6. Any Other Urgent Business**



Leicester
City Council

Minutes of the Meeting of the
LICENSING (HEARINGS) SUB-COMMITTEE

Held: FRIDAY, 23 JANUARY 2026 at 10:00 am

P R E S E N T:

Councillor Dr Barton (Chair)

Councillor Cassidy

Councillor Kennedy-Lount

* * * * *

1. APPOINTMENT OF CHAIR

Councillor Barton was appointed as Chair.

2. APOLOGIES FOR ABSENCE

There were no apologies for absence.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made.

**4. APPLICATION FOR A REVIEW OF AN EXISTING PREMISES LICENCE -
VICTORIA NEWS AND BOOZE, 81 HOWARD ROAD, LEICESTER**

Members of the Sub-Committee were informed that written representations, together with an application to transfer the Premises Licence to Luckveer Kaur Dighal had been received very late on the day before the hearing.

Pursuant to Regulation 18 of the Licensing Act 2003 (Hearings) Regulations 2005, the Applicant requesting the review was asked to consider whether they wished to consent to the written representations and documents to be submitted at the hearing or to request an adjournment if further time was needed to consider the written representations and documents.

All parties agreed that the hearing should go ahead and to that end Mr Robert Sutherland, whilst reserving his legal position, agreed to make oral representations instead of insisting on the written material being submitted.

Councillor Barton, as Chair led on introductions and outlined the procedure the hearing would follow.

The Director of Neighbourhood and Environmental Services submitted a report on an application for a review of an existing premises licence for Victoria News and Booze, 81 Howard Road, Leicester.

Noel Cazley, was present having made representations on behalf of Trading Standards. PC Derek Bausor from Leicestershire Police was present. Also in attendance were the premises licence holder Ms Paramjeet Kaur, her daughter-in-law Ms Luckveer Diggpal, and her licensing agent Mr Robert Sutherland, solicitor from RDSLAW Ltd were present. Also present were the Team Manager (Regulatory Services), the Legal Adviser to the Sub-Committee, and two observers from Trading Standards.

The Team Manager (Regulatory Services) presented the report and outlined details of the application.

A representation was received on 18 December 2025 from Leicestershire Police. The representation related to the prevention of crime and disorder, the prevention of public nuisance, public safety and the protection of children from harm. Leicester Police were concerned that the premises had repeated failures to prevent underage sales, possession and sale of illegal vape and tobacco products, lack of staff training and poor management.

A representation was received on 27 November 2025 from a member of the public. This was a positive representation praising the premises and staff.

Mr Cazley, Trading Standards Officer, was given the opportunity to outline the details of their review application and answered questions from Members.

PC Bausor, Police Constable for Leicestershire Police, was given the opportunity to outline the details of their evidence and answered questions from Members.

Mr Sutherland and Ms Diggpal were given the opportunity to address the Sub-Committee and answered questions from the Members and officers.

All parties present were then given the opportunity to sum up their positions and make any final comments.

The Sub-Committee received legal advice from the Legal Adviser to the Sub-Committee in the presence of all those present and were advised of the options available to them in making their decision. The Sub-Committee were also advised of the relevant policy and statutory guidance that needed to be taken into account when making their decision.

In reaching their decision, Members felt they should deliberate in private on the basis that this was in the public interest, and as such this outweighed the public

interest of their deliberation taking place with the parties represented present, in accordance with the Licensing Act 2003 (Hearings) Regulations 2005.

The Chair announced that the decision and reasons would be announced in writing within five working days. The Chair informed the meeting that the Legal Adviser to the Sub-Committee would be called back to give advice on the wording of the decision.

The Sub-Committee recalled the Legal Adviser to the Sub-Committee to give advice on the wording of the decision.

RESOLVED:

Members of the Sub-Committee considered that due to the seriousness of the allegations against the premises it was appropriate and proportionate in the overall interest of the community to:

- 1. Modify the conditions as proposed by Mr Sutherland and add one condition of their own set out below.**
- 2. Remove Paramjeet Kaur as the Designated Premises Supervisor.**

Members of the Sub-Committee determined that having considered the previous history and the evidence, there must be monitoring of the premises and that the licence holder must, by the end of July of 2026, meet with the Licensing Manager to provide evidence of compliance with each of the new seven conditions.

Conditions:

1. "Challenge 25":

The Licensee to adhere to a "Challenge 25" policy where all customers who appear to be under the age of 25 and attempt to purchase alcohol or other age restricted products are asked for proof of their age.

The following proofs of age are the only ones to be accepted :

- Proof of age cards bearing the "Pass" hologram symbol
- UK Photo Driving licence
- Passport

The Licensee to ensure that each member of staff authorised to sell alcohol is sufficiently capable and confident to confront and challenge under - 18s attempting to purchase alcohol.

Notices will be prominently displayed at the entry and point of sale stating that CCTV is in use, Challenge 25 is operated and the provisions of the licensing act regarding underage and proxy purchases and sales.

2. Training

A Challenge 25 policy will be adopted with the only acceptable proof of age identification consisting of a current passport, photo card driving licence or identification carrying a PASS logo. A training record must be kept on the premises, retained for 12 months from the date of the incident and subject to Data Protection Act 2018, produced to an officer from a responsible authority upon request.

3. Refusals Book:

The licensee to keep a register of refused sales of all age- restricted products (Refusals Book).

The refusals book to contain details of time and date, description of the attempting purchaser, description of the age restricted products they attempted to purchase, reason why the sale was refused and the name/signature of the sales person refusing the sale.

The Refusals book to be examined on a regular basis by the Licensee and date and time of each examination to be endorsed in the book.

The Refusals Book to be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police.

4. Incident Book

An incident log shall be kept on the premises, retained for a period of 12 months from the date of the incident and made available to an officer from a responsible authority upon request. The incident log must be completed within 24 hours of the incident and record the following:

- (a) All crimes reported to the premises.
- (b) Any complaints received concerning crime, disorder and anti-social behaviour.
- (c) Any incidents of crime, disorder and anti-social behaviour inside, associated to the premises or immediately outside the premises.
- (d) Any faults in the CCTV system.

5. CCTV

The licence holder will ensure a CCTV camera system is installed, operational and recording whilst the premises is open to the public. The system must permit the identification of individual(s) in all lighting conditions.

- CCTV cameras must cover all areas that the public have access to, including the entrance, exit and forecourt area immediately

outside the premises.

- CCTV system images must be securely stored, display an accurate date/time stamp and retained for a minimum of 31 days.
- Subject to the Data Protection Act 2018, the licence holder will ensure the premises CCTV is provided to an officer from a responsible authority in a downloadable and viewable format within fourteen days of being requested.
- The licence holder will ensure that there is always a member of staff trained and available to download CCTV images/ footage immediately or an agreed timescale if requested by the police or the Licensing Authority in accordance with the Data Protection Act 2018.

6. Notices

A notice will be prominently displayed by the exit asking customers to respect nearby residents and to leave quietly, not to loiter outside the shop and not to drink in the street so as to cause a nuisance or disorder in the area.

Notices will be prominently displayed advising customers of the "Challenge 25" policy.

7. Alcohol/Tobacco /Vape stock

- Only the Premises Licence Holder, Designated Premises Supervisor or any member of staff authorised by the Premises Licence Holder shall purchase alcohol and / or tobacco stock.
- The premises licence holder and any other persons responsible for the purchase of stock shall not purchase any goods from door-to-door sellers.
- The premises licence holder shall ensure that all receipts for goods bought are kept together in a file or folder as evidence that they have been brought into the UK through legal channels. Receipts shall show the following details:
 - (1) Seller's name and address;
 - (2) Seller's company details, if applicable;
 - (3) Seller's VAT details, if applicable;
 - (4) AWRS registration number for alcohol stock.

Copies of these documents shall be retained for no less than 12 months and shall be made available to police or authorised officers of the council on request within five working days of the request. The most recent three months' worth of receipts shall be

kept on the premises and made available to the police or authorised officers of the council on request.

- All tobacco products which are not on the tobacco display shall be stored in a container clearly marked 'Tobacco Stock'. This container shall be kept within the storeroom or behind the sales counter.
- Tobacco products shall only be taken from the tobacco display behind the sales counter in order to make a sale.

The Premises Licence holder has 21 days to appeal.

5. ANY OTHER URGENT BUSINESS

With there being no further business, the meeting closed at 2:08pm.



Leicester
City Council

Minutes of the Meeting of the
LICENSING (HEARINGS) SUB-COMMITTEE

Held: WEDNESDAY, 4 FEBRUARY 2026 at 10:00 am

P R E S E N T:

Councillor Dr Barton (Chair)

Councillor Cank

Councillor Cassidy

* * * * *

1. APPOINTMENT OF CHAIR

Councillor Barton was appointed as Chair.

2. APOLOGIES FOR ABSENCE

There were no apologies for absence.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

**4. APPLICATION FOR A NEW PREMISES LICENCE - 261 EXPRESS, 261
HINCKLEY ROAD, LEICESTER**

Councillor Barton, as Chair led on introductions and outlined the procedure the hearing would follow.

The Director of Neighbourhood and Environmental Services submitted a report on an application for a new premises licence for 261 Express, 261 Hinckley Road, Leicester.

Mr Mustafa Kareemi Sharam, the Designated Premises Supervisor and his friend Mr Filip Kosteki were in attendance. Also in attendance was Ms Helen Jowett, objector and resident of the neighbourhood. Also present were the Team Manager (Regulatory Services) and the Legal Adviser to the Sub-Committee.

Mr Anthony Close, licensing agent from AC Consultancy was not present. He

provided a written submission prior to the hearing, and it was circulated with and taken into considerations by the Sub-Committee.

The Licensing Team Manager (Regulatory Services) presented the report and outlined details of the application.

Three representations were received between 7th and 9th January 2026 from members of the public. The representations related to the prevention of crime and disorder and the prevention of public nuisance. The representees were concerned that this premises would increase the existing noise, litter and anti-social behaviour issues from street drinkers.

Ms Jowett was given the opportunity to outline the details of their representation and answered questions from the Members and officers.

Mr Sharam were given the opportunity to address the Sub-Committee and answered questions from the Members and officers.

All parties present were then given the opportunity to sum up their positions and make any final comments.

The Sub-Committee received legal advice from the Legal Adviser to the Sub-Committee in the presence of all those present and were advised of the options available to them in making their decision. The Sub-Committee were also advised of the relevant policy and statutory guidance that needed to be taken into account when making their decision.

In reaching their decision, Members felt they should deliberate in private on the basis that this was in the public interest, and as such outweighed the public interest of their deliberation taking place with the parties represented present, in accordance with the Licensing Act 2003 (Hearings) Regulations 2005.

The Chair announced that the decision and reasons would be announced in writing within five working days. The Chair informed the meeting that the Legal Adviser to the Sub-Committee would be called back to give advice on the wording of the decision.

The Sub-Committee recalled the Legal Adviser to the Sub-Committee to give advice on the wording of the decision.

RESOLVED:

The Sub-Committee's decision is that it is appropriate for the promotion of the licensing objectives to **GRANT** the application subject to the conditions consistent with the Operating Schedule detailed in Appendix C of the Licensing Officer's Report.

Conditions consistent with the Operating Schedule:

1. A 10 camera multiplex CCTV system will be in operation with visible monitor and due warning signs displayed to the public of it's use within

the premises. One interior camera is positioned to focus on the entrance and exit doorways to help with the prevention and detection of crime and help with the protection of customers' and staff safety.

2. Recording data will be timed, dated and have a minimum 31 days records. The Police and Local Authority Officers may have access to the system at any reasonable time and downloadable recordings on request. A refusal register is to be kept to record any incidents.
3. A waste bin is provided and the front pavement is swept daily or more frequently if littered.
4. Notices displayed requesting customers to leave the premises as quietly as possible.
5. A maximum of 3 unaccompanied children are allowed in the shop at any one time.
6. Challenge 25 and "Pass" approved Notices displayed requesting valid proof of age for any age restricted products. "No I.D -No Sale".
7. All staff are trained to serve alcohol and age sensitive products under the guidance of the DPS.

The reasons for the decision would be provided in writing to all parties within five working days.

5. ANY OTHER URGENT BUSINESS

With there being no further business, the meeting closed at 11:35am.

Application for a new premises licence

Licensing (Hearings) Sub-Committee

Decision to be taken by: Licensing (Hearings)
Sub-Committee

Decision to be taken on/Date of meeting: 28 May 2026

Lead director/officer: Lynsay Coupe

Useful information

- Ward(s) affected: Castle
- Report author: Chris Spencer
- Author contact details: 0116 454 3051
- Report version number: 1

1. Summary

- 1.1 This report outlines an application under the Licensing Act 2003 for a new premises licence for Victoria Park, Leicester, LE1 7RY and summarises the representations received. It also highlights the licensing objectives and the relevant parts of both the statutory guidance and the Licensing Authority's Licensing Policy.

2. Determination to be made

- 2.1 Having considered the application and representations, Members must consider whether to
- Grant the licence without modification
 - Grant the licence subject to conditions
 - Exclude from the licence any of the licensable activities
 - Refuse to accept the proposed premises supervisor
 - Reject the application

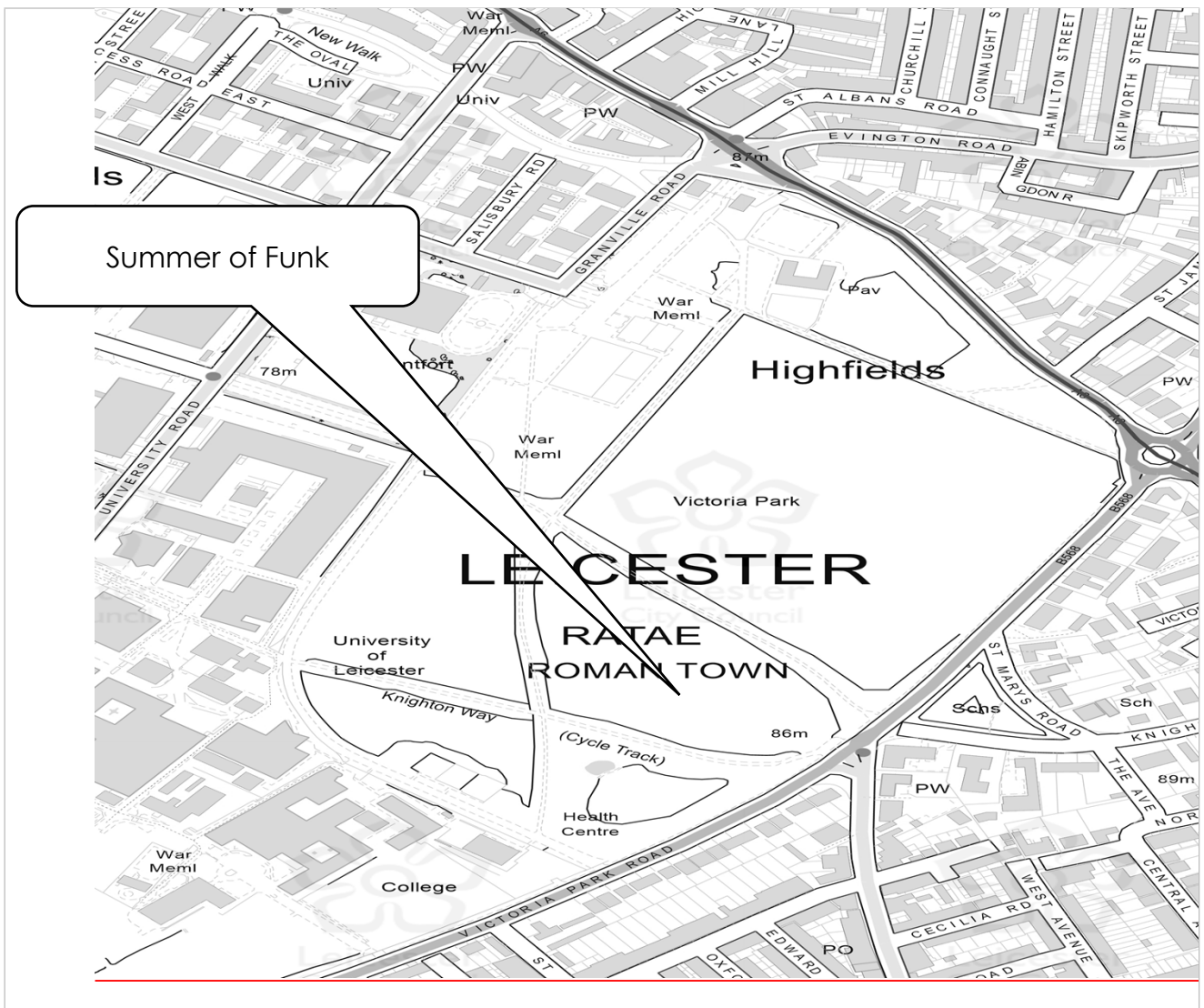
3. Application and promotion of the licensing objectives

- 3.1 An application was received on 01 April 2026 from Charles Raye Ltd for a new premises licence for Victoria Park, Leicester, LE1 7RY. A copy of the application is attached at Appendix A.

- 3.2 The application is as follows:

Licensable activity	Proposed hours
Live Music	Fri 17.00 – 19.00 & Sat 10.00 – 22.00
Supply of Alcohol	Sat 11.00 – 22.00
Opening hours	Sat 11.00 – 22.30

- 3.3 The steps the applicant proposes to take to promote the licensing objectives are set out in the operating schedule (see section 18 of Appendix A).
- 3.4 In arriving at its decision on the application, the Licensing Authority's primary consideration must be the promotion of the licensing objectives.
- 3.5 Location Plan



4. Representations

4.1 A representation was received on the 28th April from Leicestershire Police. It relates to the prevention of crime and disorder, public safety and the protection of children from harm. Leicestershire Police are concerned that the application in its current format would undermine three of the four licensing objectives if granted. The representation does not seek a refusal of the application as Leicestershire Police have been in consultation with the applicant to promote the licensing objectives.

An agreement was reached with the applicant – therefore, Leicestershire Police feel that the agreed conditions deem the Hearing unnecessary. A copy of the Representation/Agreement is attached at Appendix B1.

4.2 A representation was received on the 29th April from a member of the public. It relates to prevention of public nuisance, and public safety. The representee has concerns due to the time that the event is due to finish there will be problems with noise and is concerned for the safety of those using the park. A Copy of the representation is attached at Appendix B2.

4.3 A representation was received on the 29th April from Licensing Enforcement. It relates to the prevention of crime and disorder, public safety, prevention of public nuisance

and the protection of children from harm. Licensing Enforcement are concerned that the application in its current format would undermine all the four licensing objectives if granted. The representation does not seek a refusal of the application; they have attempted to contact the applicant to seek an agreement to promote the licensing objectives, to date, no agreement has been made. A copy of the representation is attached at Appendix B3.

5. Conditions

- 5.1 The conditions that are consistent with the application and the representations are attached at Appendix C.
- 5.2 The Live Music Act 2012 and the Legislative Reform (Entertainment Licensing) Order 2014 amended the Licensing Act 2003 in relation to the provision of regulated entertainment. Certain entertainment does not require a licence subject to audience limits, between 08.00 and 23.00 hours each day. These exemptions may affect the application under consideration because conditions may not be imposed at this stage to control live or recorded music that is unregulated. However, if problems do occur as a result of that entertainment then conditions may be imposed to control such music in the future after a formal review.

6. Statutory guidance and statement of licensing policy

- 6.1 Any decision made by the Licensing Authority must be in accordance with the licensing objectives. In addition, the government has issued guidance under section 182 of the Licensing Act 2003. The parts of the guidance that are particularly relevant in this case are as follows:

Section	Heading
1.2 – 1.5	Licensing objectives and aims
1.15 – 1.16	General Principles
1.17	Each application on its own merits
2.1 – 2.6	Crime & Disorder
2.7 – 2.14	Public Safety
2.15 – 2.21	Public nuisance
2.22 – 2.31	Protection of children from harm
8.41 – 8.49	Steps to promote the licensing objectives
9.11 – 9.12	Role of responsible authorities
9.13 – 9.19	Licensing Authorities acting as responsible authorities
9.31 – 9.41	Hearings
9.42 – 9.44	Determining actions that are appropriate for the promotion of the licensing objectives
10.1 – 10.3	Conditions - general
10.8 – 10.9	Imposed conditions
10.10	Proportionality
10.13 - 10.15	Hours of trading
10.25 – 10.66	Mandatory conditions in relation to the supply of alcohol
13.10 – 13.11	Giving reasons for decisions
14.51 – 14.52	Licensing Hours
16.1 – 16.69	Regulated entertainment

6.2 The relevant parts of the Licensing Authority's Statement of Licensing Policy are as follows:

Section	Heading
4	Promotion of the licensing objectives
5	General Principles
6	Premises Licences and Club Premises Certificates
8	Areas of Specific Interest and Consultation

7. Points for clarification

7.1 The applicant and the party / parties making the representation have been asked to clarify certain points at the hearing, as follows:

By the applicant

1. Whether the applicant considers that the concerns outlined in the representations are valid, and if not why not.
2. In the light of the representations made, whether the applicant wishes to propose any additional steps for the promotion of the licensing objectives.

By the parties making the representations

1. Whether they have any additional information to support the representation they have made.
2. Whether there are any additional steps that could be taken which would be equally effective in the promotion of the licensing objectives.

8. Financial, legal, equalities, climate emergency and other implications

8.1 8. Financial, legal, equalities, climate emergency and other implications

8.1 Financial implications

There are no significant financial implications arising from the contents of this report.

Jade Draper Principal Accountant

8th May 2026

8.2 Legal implications

Legal advice specific to the application will be provided at the meeting by Legal Officers.

8.3 Equalities implications

Under the Equality Act 2010, public authorities have a Public Sector Equality Duty (PSED) which means that, in carrying out their functions, they have a statutory duty to pay due regard to the need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act, to advance equality of opportunity between people who share a protected characteristic and those who don't and to foster good relations between people who share a protected characteristic and those who don't.

Protected Characteristics under the Equality Act 2010 are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

There are no direct equalities implications arising from the report. However it is important to consider issues of accessibility to the application process and its associated activities (such as lodging an appeal); The criteria used during determination of an application and its associated activities (such as lodging an appeal).

Surinder Singh, Equalities Officer

Dated: 8th May 2026

8.4 Climate Emergency implications

There are unlikely to be any significant climate emergency implications directly associated with this report and the licensing process.

Duncan Bell, Change Manager

8.5 Other implications (You will need to have considered other implications in preparing this report. Please indicate which ones apply?)

9. Background information and other papers:

None

10. Summary of appendices:

Appendix A – Application

Appendix B – Representations

Appendix C – Conditions consistent with the application and representation(s)

11. Is this a private report (If so, please indicate the reasons and state why it is not in the public interest to be dealt with publicly)?

No

12. Is this a “key decision”? If so, why?

No



Leicester
Application for a premises licence
Licensing Act 2003

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

* required information

Section 1 of 21

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

System reference

Not Currently In Use

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

Your reference

Summer of Funk 2026

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

Charles

* Family name

Looker

* 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

16613372

Business name

Charles Raye

If your business is registered, use its registered name.

VAT number

- none

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

Legal status

Private Limited Company

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

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

Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

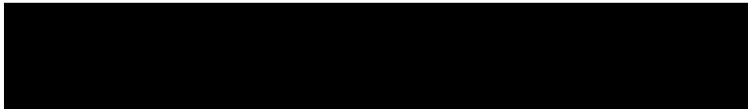
City or town

County or administrative area

Postcode

Country

Further Details

Telephone number 

Non-domestic rateable value of premises (£)

Section 3 of 21**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21**NON INDIVIDUAL APPLICANTS**

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

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

Continued from previous page...

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)

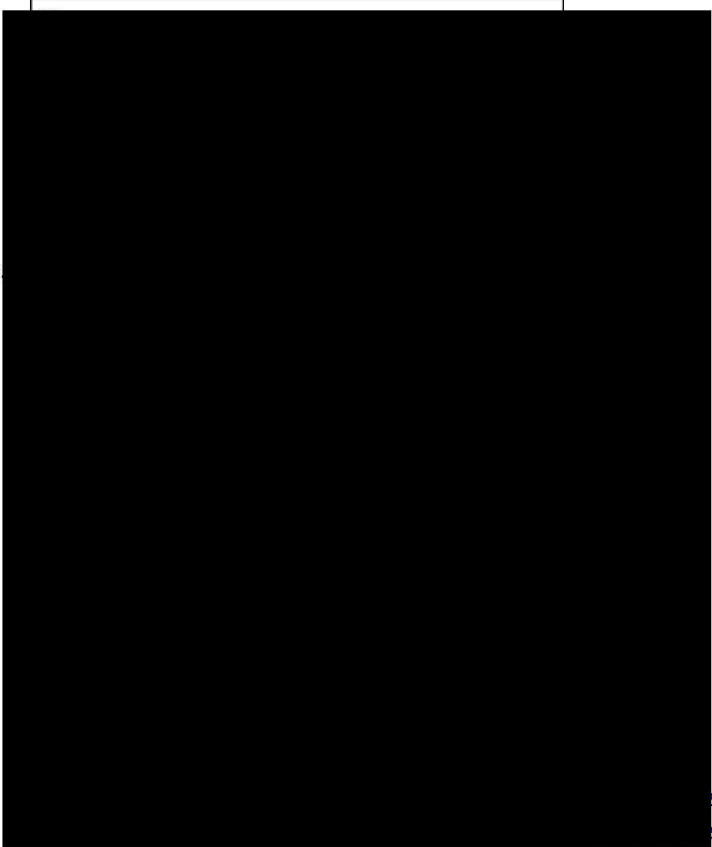
Description of applicant (for example partnership, company, unincorporated association etc)

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

Remove this applicant

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

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

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

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

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).

Continued from previous page...

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

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

Yes

No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

Yes

No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

Yes

No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

Yes

No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

Yes

No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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

Continued from previous page...

WEDNESDAY

Start	<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.

Continued from previous page...

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes No

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes No

Section 13 of 21

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

[See guidance on regulated entertainment](#)

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

- Yes No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

FRIDAY

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

SATURDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

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

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

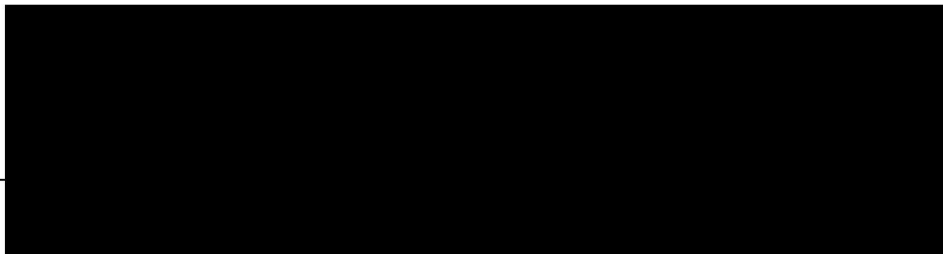
For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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'.

Section 16 of 21

ADULT ENTERTAINMENT

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

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

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

TUESDAY

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.

Continued from previous page...

Section 18 of 21

LICENSING OBJECTIVES

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

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

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).

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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

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

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

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

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

Documents which demonstrate entitlement to work in the UK

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

Continued from previous page...

- 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.

Continued from previous page...

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

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

Home Office online right to work checking service

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

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

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

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

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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

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

Continued from previous page...

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

Section 21 of 21

PAYMENT DETAILS

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

100.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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)

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

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

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]

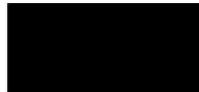
Personal licence issuing authority

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:

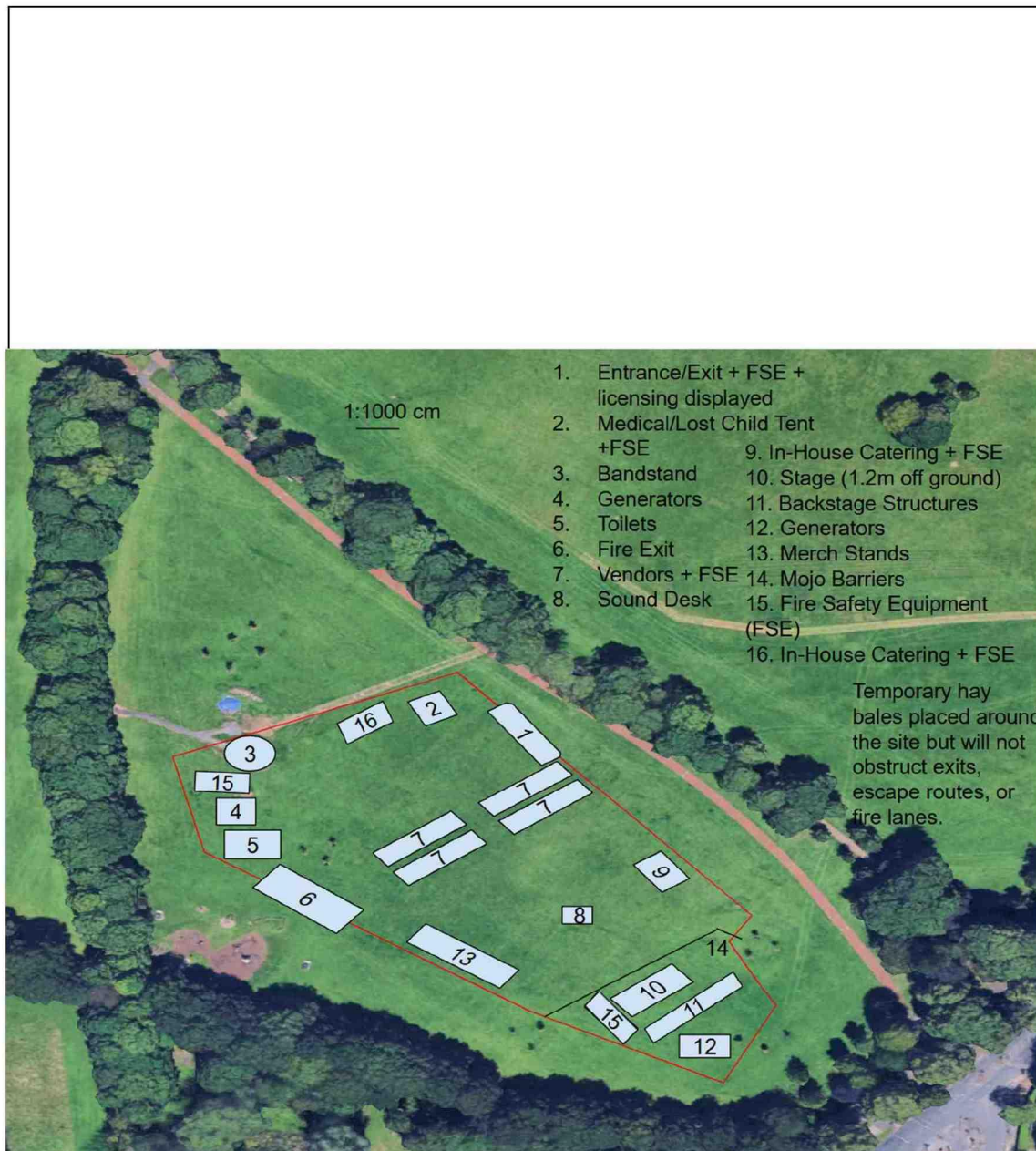
10,600m² (Full Site minus backstage area which is marked by no.14)

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.

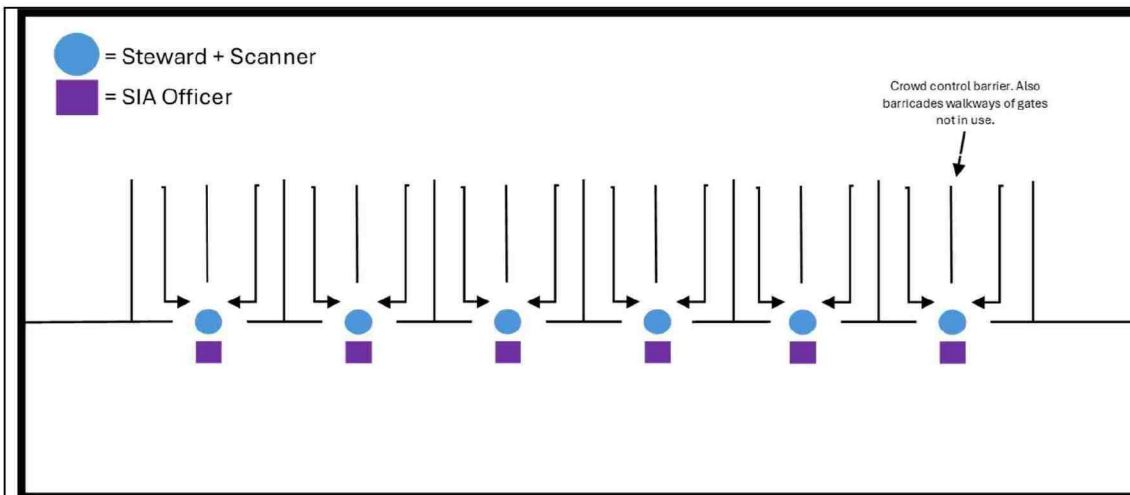




Crowd Management Plan

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



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

<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

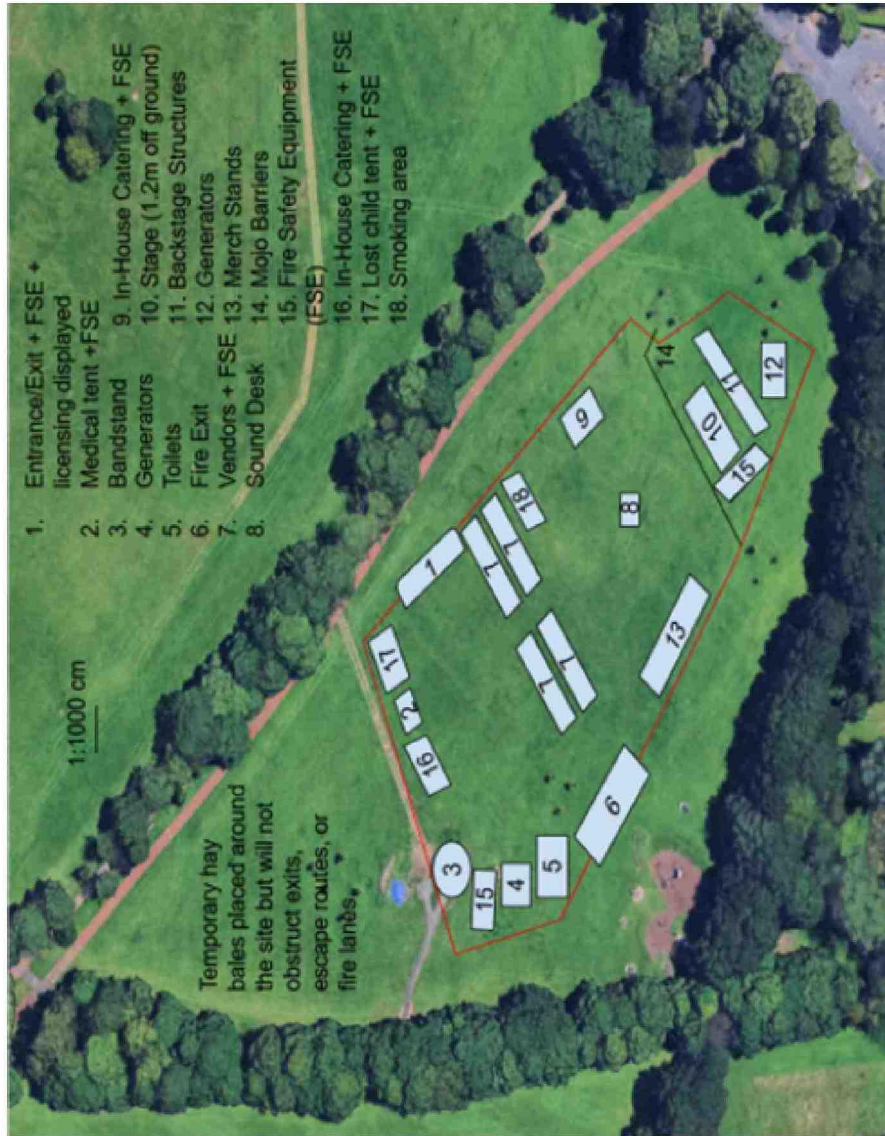
Crowd management review

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.





Leicestershire Police

Licensing Act 2003

Representation in respect of a new premises licence application

Details of person or body making representation	
Your Name:	PC Jefferson Pritchard
Your Address:	Mansfield House, 74 Belgrave Gate, Leicester LE1 3GG

Details of premises representation is about	
Name of Premises:	Summer of Funk 2026
Address of premises:	Victoria Park Granville Road Leicester LE1 7RY
Application No. (if known)	N/K

Please tick one or more of the licensing objectives that your representation relates to:	
Prevention of crime and disorder	X
Public Safety	X
Prevention of public nuisance	
Protection of children from harm	X

Please summarise your concerns about this application:
<p>I write in my capacity as Leicester City Centre's alcohol licensing officer for Leicestershire Police, with delegated authority from the Chief Constable.</p> <p>My representation to this new premises licence application is based upon the licensing objectives, as per the Licensing Act 2003.</p> <p>The application in its current format would undermine three of the four licensing objectives if granted.</p> <p>This is an application for a one-day music festival on Victoria Park on Saturday 22nd August 2026 between 11am until 10:30pm, with licensable activities concluding at 10pm.</p>

Due the nature of the event a “sound system check” will be conducted on Friday 21st between 5pm and 7pm. However, no members of the public will be present, and no other licensable activities will be provided.

Leicester City Council have given the applicants permission to use part of the park, and the festival will take place in proximity to the band stand area.

The anticipated attendance is between 4000-5000 persons, including staff, vendors and performers.

The applicant intends to enclose the proposed site, which comprises of two stages with security fencing, in order to guarantee a safe space for the event and prevent unauthorised access.

The application proposes some mitigating measures. However, some of the measures are vague and are not enforceable from a responsible authority perspective.

The neighbourhood policing commander for the area has also raised some observations around the “security provision” and the need for greater controls given the risk to the public.

Therefore, Leicestershire Police propose some additional measures in order to reduce the likelihood of envisaged problems and assist the applicant in providing a safe event.

These being:

Prevention of crime and disorder & Public Safety

- (1) The licence holder shall adopt a minimum ratio of one Security Industry Authority (SIA) door supervisor for every, one hundred customers. (1:100 ratio). Door supervisor(s) must remain on the premises until all customers have left.
A contingency plan must be in place before the start of the event, should insufficient Security Industry Authority (SIA) door supervisors arrive at the premises.
- (2) The licence holder will ensure all Security Industry Authority (SIA) door supervisor(s) used at the premises, record their full name, full SIA registration number and deployment date/time.
A clear and legible record must be kept on the premises throughout the event, made available for inspection to the police or licensing authority on request and retained for three months after the event.
- (3) The licence holder shall ensure all Security Industry Authority (SIA) door supervisors wear high visibility tabards and high visibility SIA badge armbands, whilst on the duty.
- (4) Senior Security Industry Authority (SIA) door supervisors must be provided with a radio that enables them to contact/communicate with each other and contact the senior event organisers.
- (5) Senior Security Industry Authority (SIA) door supervisors and senior event

organisers must complete a nationally accredited counter terrorism training package such as ACT (Action Counter Terrorism) or other Purple Guide recommended training, before the start of the event. This training record must be kept on the premises, produced for inspection by the police or licensing authority on request and retained for three months after the event.

- (6) All stewards (paid or otherwise) must provide their full name and address prior to the start of the event. This will be recorded and provided to the police or licensing authority upon request. A copy must be kept for three months after the event.
- (7) All stewards (paid or otherwise) must wear high visibility tabards whilst controlling access, egress and the movement of customers around the site.
- (8) An incident log will be kept on the premises and retained for a period of 12 months from the date of the incident. The log will be made immediately available for inspection on request of an officer from a responsible authority. The incident log must be completed within 24 hours of the incident and record the following:
 - (a) All crimes reported to the premises.
 - (b) Any ejections of patrons.
 - (c) Any complaints received concerning crime, disorder and anti-social behaviour either inside or outside the premises.
 - (d) Any incidents of crime, disorder and anti-social behaviour associated to the premises.
 - (e) Any refusal of age restricted products.
- (9) The licence holder shall implement a zero tolerance drugs policy, with customers found in possession of illicit or suspected illicit drugs, being either refused entry, ejected and/or detained until police arrival.
- (10) Customers will not be permitted to bring their own alcohol into the premises.
- (11) The licence holder will ensure all senior bar staff, senior management and senior door supervisors are trained in public safety campaigns such as "Ask for Angela" or other similar schemes. A record of training must be kept on the premises and made available for inspection by an officer from a responsible authority upon request.

Protection of children from harm.

(12) If alcohol is being served or sold, an age verification scheme such as Challenge 25 must be operated and fully complied with by all staff members. Staff members must be trained in the scheme and specifically what type of identification is acceptable. Notices advertising the Challenge 25 scheme must be displayed at clear and prominent positions at the entrance to the event and inside the premises at all bar serving areas where alcohol is being served or sold.

- (13) A refusals log shall be in operation at each area where the sale of alcohol is conducted. The refusals log shall be maintained throughout the event and made available to the police or licensing authority on request.

(No further conditions).

On 26th March 2026, Leicestershire Police met the applicants to discuss the application and offer some advice.

As a result, an amended application was submitted which also included some additional information.

On 17th April 2026, Leicestershire Police emailed a proposal to the applicants with a list of additional conditions the police sought in order to guarantee a safe event. As the police are considered the “experts” in the field of “crime and disorder” as per the Licensing Act 2003, the police believe additional guarantees are required.

The applicant has agreed to these conditions, and these are reflected in a signed agreement dated Friday 24th April 2026.

Leicestershire Police respectfully requests the original application is refused and the above conditions are added instead.

Leicestershire Police believe these conditions are appropriate and proportionate and will promote the licensing objectives.

PC2093 Jefferson Pritchard
Leicestershire Police
Monday 27th April 2026.

Licensing Act 2003
New Premises Licence Application
Notification to Local Authority of Agreement Regarding Police Representations.

Leicester City Council
Licensing Authority Office
York House
91 Granby Street
LEICESTER
LE1 6FB

Friday 17th April 2026

Dear Sir / Ma'am

Re: Summer of Funk 2026, Victoria Park, Granville Road, Leicester. LE1 7RY.

I write in my capacity as applicant in relation to the above matter.

Discussions have taken place with the Leicestershire Police in relation to the promotion of the Licensing Objectives.

I am aware that representations have been made, and the following conditions should be placed upon the new licence:

Prevention of crime and disorder.

- (1) The licence holder shall adopt a minimum ratio of one Security Industry Authority (SIA) door supervisor for every, one hundred customers. (1:100 ratio). Door supervisor(s) must remain on the premises until all customers have left.

A contingency plan must be in place before the start of the event, should insufficient Security Industry Authority (SIA) door supervisors arrive at the premises.

- (2) The licence holder will ensure all Security Industry Authority (SIA) door supervisor(s) used at the premises, record their full name, full SIA registration number and deployment date/time.

A clear and legible record must be kept on the premises throughout the event, made available for inspection to the police or licensing authority on request and retained for three months after the event.

- (3) The licence holder shall ensure all Security Industry Authority (SIA) door supervisors wear high visibility tabards and high visibility SIA badge armbands, whilst on the duty.

- (4) Senior Security Industry Authority (SIA) door supervisors must be provided with a radio that enables them to contact/communicate with each other and contact the senior event organisers.

- (5) Senior Security Industry Authority (SIA) door supervisors and senior event organisers must complete a nationally accredited counter terrorism training package such as ACT (Action Counter Terrorism) or other Purple Guide recommended training, before the start of the event. This training record must be kept on the premises, produced for inspection by the police or licensing authority on request and retained for three months after the event.
- (6) All stewards (paid or otherwise) must provide their full name and address prior to the start of the event. This will be recorded and provided to the police or licensing authority upon request. A copy must be kept for three months after the event.
- (7) All stewards (paid or otherwise) must wear high visibility tabards whilst controlling access, egress and the movement of customers around the site.
- (8) An incident log will be kept on the premises and retained for a period of 12 months from the date of the incident. The log will be made immediately available for inspection on request of an officer from a responsible authority. The incident log must be completed within 24 hours of the incident and record the following:
 - (a) All crimes reported to the premises.
 - (b) Any ejections of patrons.
 - (c) Any complaints received concerning crime, disorder and anti-social behaviour either inside or outside the premises.
 - (d) Any incidents of crime, disorder and anti-social behaviour associated to the premises.
 - (e) Any refusal of age restricted products.
- (9) The licence holder shall implement a zero tolerance drugs policy, with customers found in possession of illicit or suspected illicit drugs, being either refused entry, ejected and/or detained until police arrival.
- (10) Customers will not be permitted to bring their own alcohol into the premises.
- (11) The licence holder will ensure all senior bar staff, senior management and senior door supervisors are trained in public safety campaigns such as "Ask for Angela" or other similar schemes. A record of training must be kept on the premises and made available for inspection by an officer from a responsible authority upon request.

Protection of children from harm.

- (12) If alcohol is being served or sold, an age verification scheme such as Challenge 25 must be operated and fully complied with by all staff members. Staff members must be trained in the scheme and specifically what type of identification is acceptable. Notices advertising the Challenge 25 scheme must be displayed at clear and prominent positions at the entrance to the event and inside the premises at all bar servery areas where alcohol is being served or sold.
- (13) A refusals log shall be in operation at each area where the sale of alcohol is conducted. The refusals log shall be maintained throughout the event and made available to the police or licensing authority on request.

No further conditions

I agree to these conditions and do not therefore consider that a hearing is necessary.

Name in block capitals – CHARLIE COOPER

Date – 24/0426

Lynsay Coupe

From: [REDACTED]
Sent: 28 April 2026 12:22
To: Licensing
Subject: Premises licence application Summer Funk Victoria park
Attachments: IMG_7181 (002).jpg; IMG_7148.JPG

Re premises licence application for Summer of Funk at Victoria Park

I am writing to object to this application on grounds of public nuisance and public safety

While it is very welcome that the applicant has engaged with some local residents prior to this application, I was unable to attend, and some concerns remain.

The event is planned to take place on the community field – an area for which local residents worked to have freed of formal sports pitches in order to allow informal use at all times, including when other areas were in use for events or sports. But this event requires it to be fenced for a period for build etc. at peak summer use as well as for the event itself. Last year, the main field was in use for another event so not available, I don't know if that is the case this year.

This is not a licensing issue in itself but has potential safety hazards for key users of this area - families with young children (due to the location of the play area) and dog walkers. This was a problem last year e.g. when fencing was left flat on the grass and people walking across the area came across it.

The main field of the park normally used for events has the infrastructure and proximity to vehicle access designed to minimise safety issues during the build and event.

However using the community field requires vehicles to move across the park, via narrower footpaths, cycle paths (designed with minimal foundation for environmental reasons) and large areas of grass with random routes. Last year some vehicles were leaving, after dark, across the grass and exiting illegally across the footway onto Victoria Park Road. The photo shows a couple (not looking at the elephant as it may appear) having moved back behind it for safety. The other photo shows part of the wide area used by vehicles across the grass. With a bigger event proposed, potential dangers would increase. I do not believe this area is suitable to hold events of this size.

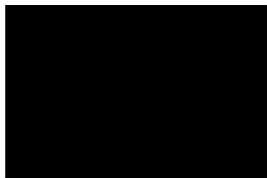
Music and other noise from events in this area targets a different population from usual. In particular it travels down Queens Road area and affects the sheltered flats for older people on Queens Road and Knighton Park Road, as well as other blocks of flats, where upper floor flats are away from traffic noise. Last year was playing to a small audience, but had discordant noise from two sources. I believe the plan this time is not to have them playing at the same time, which is welcome, but needs to be made clear. When the bandstand was placed there, it was intended for unamplified small and short performances and placed where noise would not reach homes.

There is no clear information as to what the music noise levels for this event would be at homes. We are getting increasing numbers of smaller events that add to the cumulative effect of noise nuisance for residents close to the park – including unlicensed events such as circus and funfairs with louder activities than traditional. Nor are residents getting information or engagement about the whole summer programmes from which they can make their own plans as they did in the past. Nor contact numbers for event issues. This is not a criticism for this applicant in particular, but a recognised part of mitigating noise nuisance and therefore relevant to licensing.

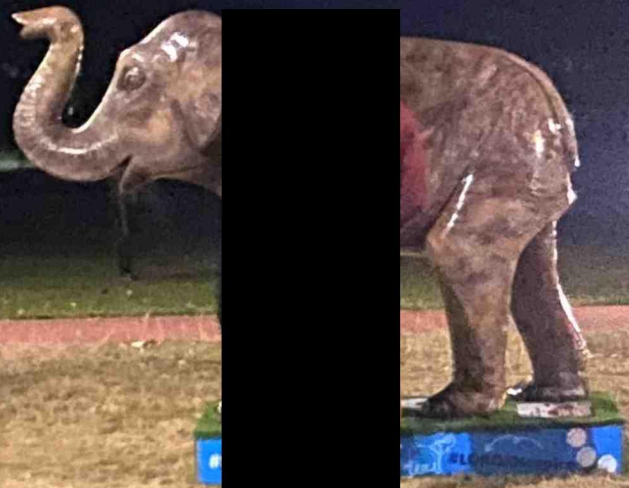
The finish time is too late at 10.30pm. Normally events on park should finish by 8pm. Only very special events should go beyond 10pm. It will be dark at that time, and event-goers have to walk across the dark grass areas to exit. There was no lighting at the previous event except at the stages. While finishing music and alcohol before close time can be useful for wind down, the close time should not go beyond 10pm.

This allows for any dispersal noise through nearby streets, and for activity of clearing up on site. I preferred the original application that had 10pm as finish.

If these matters can be resolved I am open to withdrawing my objection.







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Representation in respect of a New Premises Application

Licensing Act 2003

Details of person or body making representation:	
Your Name:	Bobby Smiljanic
Your position/role:	Licensing Enforcement Manager

Details of premises representation is about:	
Name of Premises:	Victoria (Part of)
Address of premises:	Victoria Park Road Leicester LE1 7RY
Application No. (if known)	Click or tap here to enter text.

Please tick one or more of the licensing objectives that your representation relates to:	
Prevention of Crime and Disorder	<input checked="" type="checkbox"/>
Public Safety	<input checked="" type="checkbox"/>
Prevention of Public Nuisance	<input checked="" type="checkbox"/>
Protection of Children from Harm	<input checked="" type="checkbox"/>

Authority Declarations:
<p>I write in my capacity as Licensing Enforcement Manager for Leicester City Council Licensing Authority on the authority delegated to me.</p> <p>Please take notice that I am satisfied that allowing the premises to be used in accordance with the application would undermine the above stated Licensing Objectives and as such submit our representations.</p>

Representations:
<p>The applicant is detailed as Charles Raye Ltd based in Leicester.</p> <p>This application details a 1-day live & recorded music festival, with arena entertainment, music and food stalls. The exact dates are on Friday 21st August & Saturday 22nd August. The main event</p>

date is on the Saturday. The maximum capacity of 4999 attendees at any one time. This number is stated to be the maximum.

The applied location is Victoria Park (use of part of it) which is located outside of the city area and is surrounded by arterial highway routes that are crucial to the city infrastructure and residential properties and local businesses.

The activities applied for are the Provision of Live Music, Recorded Music & supply of alcohol. The application details the times for each activity being on the Friday from 5pm until 7pm. This is for sound checks and rehearsals. On the Saturday from 10am with a cease time of 10pm. For the Supply of Alcohol, the application details the times as being from 11am with a cease time of 10pm on just the Saturday. The opening hours applied for are from 11am until 10:30pm on just the Saturday.

The application does detail some information within the operating schedule which is generic to events. There are conditions that we believe need to be specific to the site and event.

The residential properties located around the park are likely to be affected by this event in terms of noise, and the possibility of nuisance and traffic measures over the main event day. However, it must be balanced with the measures being put in place to minimise concerns and possible negative impacts. It is common practice within the Event Safety Advisory Group (ESAG) process to require consultation of the event with local residents and a direct contact must be provided for any complaints that would need to be addressed. These are all measures that would need to be authorised and ratified by the ESAG.

There has been initial communication by the event organisers with some partner agencies, however, there needs to be further communication and meetings which is normal for these types of events. These conditions are seen as a base line and consultations would still need to be sought with the relevant agencies for any additional conditions if required. The conditions detailed below were put together by a multi-agency group including the Leicestershire Police, the Licensing Authority, Leicestershire Fire & Rescue Service, the Noise & Pollution Team and Public Safety with legal input.

There is a clear concern about the event in line with the above, however, with the application of measures, restrictions and compliance the event would be able to incorporate measures that would mitigate some of the concerns. This would be further assured if all of the below conditions are applied to any granted licence. This would also include a caveat to restrict or stop licensable activities should compliance in the planning stage not meet the relevant requirements.

The conditions detailed below have been used for other large-scale events in the city and help to ensure compliance on all the licensing objectives.

Conditions Details:

We believe the below additions/amendments of conditions in full, which we believe are reasonable, proportionate and enforceable, may assist the Licence Holder in upholding the licensing objectives.

We have detailed, for clarity, those that:

- (a) We believe should be replaced from the applied operating schedule with our proposed wording
- (b) Those to be removed from the operating schedule and;
- (c) Those that are in addition.

Any wording on the operating schedule that is not detailed below to remain on any licence

(a) Conditions to be replaced from Operating Schedule

Wording contained within the applied operating schedule as copied below be replaced with Requested Condition/s:

Operating Schedule Wording:

All wording from the operating schedule

To be replaced with:

With conditions detailed below

(b) Conditions to be removed from Operating Schedule

Wording contained within the applied operating schedule as copied below be removed:

Operating Schedule Wording to be removed:

N/A

(c) Requested Additional Conditions

Condition/s wording below to be added in full to any granted licence:

1. The licence holder shall comply with the deadlines set in relation to submission of any event plans, risk assessments or any other documents or plans required by the Authorities/Agencies as detailed in this Licence. If these deadlines are not adhered to satisfactorily as deemed by the Licensing Authority, the Licensable Activities will not be permitted to take place.
2. If the Licensing Authority are not satisfied that all measures are appropriately in place in consultation with the Event Safety Action Group (ESAG), licensable activities will not be permitted to take place.
3. The Licensing Authority, if satisfied will notify the Festivals & Events Team to allow permission to use the applied grounds and facilities. If the Licensing Authority is not satisfied with the measures in place for the event, will notify the Festivals & Events Team that permission should not be issued for use.
4. The licence holder must submit a draft Event Management Plan (EMP) to the Festivals & Events team, the ESAG and Licensing Authority at least 3 months prior to the first day of the Event. The plan must include full details relating to at the very least; event management structure and contact details, site plans, programme timings, attendance estimations, site, staging and facilities provisions, Emergency risk assessments and access, public communications, insurances and any other areas of consideration. Consultation must take place between the licence holder and the Festivals & Events team and ESAG.

5. The licence holder shall work in partnership with ESAG to ensure events are planned to take place safely and successfully.
6. The licence holder shall ensure a member of the management team or persons from the management team attend ESAG Meetings to update participants upon progress throughout the planning process.
7. The licence holder shall appoint a member of the management team to prepare and implement the plans included in the EMP.
8. The final draft EMP shall be presented to ESAG for approval no later than 28 days before the first Event Date.
9. Any necessary amendments to the EMP following the approval of the final draft shall be approved by the licensing authority.
10. The licence holder will operate an Event Liaison Team on site if required. This will consist of key people within the event including first aid, the Police, security, event managers, Licensing Authority and health and safety representatives. This team will meet at regular intervals during the event to review the event and make any agreed changes needed.
11. The time restrictions of activities stated on the licence are the maximum allowed, however the time limits stated within the EMP or risk assessments would be those applicable.
12. A full multi-Agency control room will be set up and managed by the applicant and will be operational throughout the event if required by the ESAG.

Prevention of Crime & Disorder

13. A Crowd Management Plan including an access and egress plan shall be drawn up in agreement with the ESAG. These plans shall be implemented whilst licensable activities are taking place and until a minimum of 30 minutes after the premises close.
14. A Crime Prevention/Reduction plan for the event will be included in the EMP by the licence holder and submitted as part of the planning process. It will focus upon reducing criminal activity within and directly outside the event footprint and working in partnership with the Police.
15. A Drugs Policy and a Search Policy shall be drawn up in agreement with the ESAG. This shall be implemented whilst the premises are open for licensable activities.
16. A record of all persons detained in any search areas, any quantities of drugs found on their person, their name, address and date of birth (as much as can reasonably be obtained) is to be kept and sent to the Police licensing officers upon request.
17. Notices shall be displayed at all entrances to the event site declaring that individuals found to be in possession of illegal drugs and or prohibited items shall be removed from the event.
18. The Premises Licence Holder shall have the right to refuse entry to any unauthorised/disorderly person or any person not complying with the conditions of entry.
19. A member of a relevant agency can request a person to be refused entry or rejected from the site and must be complied with by security staff.
20. Anyone who appears to be drunk or intoxicated shall not be allowed entry to the event site.
21. A designated member of staff shall be responsible for the emptying and packaging of amnesty bins in the presence of the Police officers, this person shall identify themselves to the Police at event control at the start and conclusion of the event.
22. An authorised fencing system shall be erected around the perimeter of the event as shown on the site plan, agreed with the ESAG and constantly monitored by security staff during the event.
23. The licence holder will consult with the police and Licensing Authority in relation to any event/s where this licence will be in use.

24. The licence holder will submit to Leicestershire Police (Operations planning department or as directed) any documents that they require as part of a documented plan or risk assessment that must be submitted in line within agreed deadlines.
25. The licence holder will comply with any reasonable requests or instructions issued by the police or an Officer acting on behalf of the Licensing Authority in relation to the event/s.
26. Full consideration and assessment must take place of the security provision. This must be done in consultation with the police, Festivals & Events Team, the Licensing Authority and ESAG. The numbers and deployment of on-site and off-site security personnel (SIA) and stewards shall be agreed by the ESAG prior to the events and included in the final EMP. The authorities must be satisfied that the provisions are in place, meet the requirements of any event/s and will be adhered to in full.
27. Any personnel who are required to be SIA registered must be correctly licensed and must display their SIA identification prominently at all times during any event/s.
28. An Alcohol Management Policy shall be drawn up in agreement with the ESAG. This shall be implemented whilst the premises are open for licensable activities.
29. Whilst the premises are authorised to sell alcohol, there shall be a personal licence holder on duty at all times, at each bar or location where the sale of alcohol takes place.
30. The Licence Holder must ensure that all staff (paid or unpaid) selling alcohol are trained pertinent to the Licensing Act with regards to age restricted sales and the refusal of sales to persons believed to be under the influence of alcohol or drugs and in particular what identification can be accepted and that this is properly documented.
31. No alcoholic drinks shall be permitted to leave the perimeter of the site. Off sales for the purpose of this licence shall be contained within the licensed site.
32. Customers shall not be permitted to bring alcohol on site or take alcohol from the site at the end of the event and may only consume alcohol which has been purchased from the premises.

Prevention of Public Nuisance

33. A suitably qualified and experienced acoustic consultant will be appointed by the licence holder and will prepare a noise management plan (NMP) as part of the EMP to monitor, assess and manage on and off-site noise at the event. The agreed NMP will be implemented by the licence holder at each event.
34. A comprehensive noise risk assessment must be completed in consultation with the noise pollution team of the local authority. The maximum music noise levels shall be fixed by the licence holder's acoustic consultant in conjunction with the noise pollution team. The authority must be satisfied with this assessment and that it will be adhered to in full.
35. The licence holder's acoustic consultant, shall at regular intervals, take noise measurement readings both within the perimeter fence and at the points agreed with the noise pollution team, outside the perimeter fence to ensure noise levels are complied with at the event. A contact name and the details of the licence holder's acoustic consultant on duty on the day of the event shall be provided to the noise pollution team.
36. The noise sensitive monitoring positions shall be agreed with the noise pollution team and inserted in the Noise Management Plan.
37. A full list of all sound system equipment to be used for each stage shall be submitted to the noise pollution team no later than one month before the commencement of an Event.
38. The licence holder's acoustic consultant shall be in control of noise levels throughout the event and shall operate independently of the Artists in all music areas within the licensed site. No performance shall cause noise nuisance and the licence holder shall act upon any

- reasonable requests from the noise pollution team or its own acoustic consultant during the event, including but not limited to the reduction of the sound level.
39. Complaints concerning noise will be investigated by the licence holder's appointed acoustic consultant during the event and measurements will be taken to ensure compliance with music noise limits.
 40. The details of all complaints received, actions taken, and measurements made in response to complaints of music noise will be recorded and provided to the Licencing Authority as part of the acoustic consultant's post-event report which shall be provided within 1 month following the event.
 41. The licence holder will work closely with suppliers to minimise disruption to local residents from the event.
 42. A resident contact information sheet including details of the resident's hotline and email address shall be issued by the Premises Licence Holder at least 2 weeks in advance of the first day of the Event.
 43. A resident contact telephone line to contact the site management team will be operated during the build, event and derig. The operational hours will be agreed by the ESAG. In addition, an email address will be available on the event organiser's website and queries answered promptly.
 44. Regular resident/business meetings are to be conducted if required and relevant information to be issued. The regularity and format of these are to be agreed with the Licensing Authority. Records of all communication and meetings to be maintained and available to authorities upon request.
 45. Reasonable measures should be implemented to protect any trees, wildlife or similar areas identified by the Festivals & Events Team.

Public Safety

46. The licence holder will monitor and not exceed the maximum safe capacity for any event. This will be determined by the Licensing Authority in consultation with the ESAG and detailed in the Event Management Plan.
47. The licence holder will take into account public safety in all aspects of any events and this must be documented within the event management plan and any other risk assessments or documents submitted to the satisfaction of Event Safety Action Group.
48. The licence holder will consult and comply with any required public safety actions directed by authorised officers of the local authority.
49. The Fire Safety Management Plan shall contain a fire risk assessment and show the appropriate provision of firefighting equipment throughout the site.
50. The licence holder shall carry out a risk assessment to determine the medical provision for the Event. Details of the medical provision shall be contained in the Medical Plan.
51. The licence holder shall provide an on-site welfare provision, details of which shall be contained in the EMP.
52. A Signage Plan shall be drawn up in agreement with the ESAG it should show designated access routes and trackway roads around the site perimeter, appropriately illuminated signage above exits and clear demarcation of specific hazards through highlighting and signage.
53. Details of sanitary facilities shall be included in the EMP to ensure there are sufficient toilets and other sanitary provisions on and directly off the site. This plan will also provide details for the cleansing of these facilities, all of which shall be agreed with the ESAG.
54. The Lighting Plan will be drawn up in agreement with ESAG before any events take place.

55. Details of the CCTV system shall be part of the EMP and agreed with the ESAG before any events takes place.
56. The licence holder will consult with the Traffic Management/Highways and other relevant officers of the local authority if required and submit a management plan and implementation in relation to traffic/highways management which must be agreed with the ESAG before the events take place.
57. A Waste and Litter Plan shall be provided which will include measures for the clearance of litter both inside the site and in a designated area outside the site. Such plan shall be agreed with ESAG and included in the final EMP.
58. Measures to mitigate nuisance and anti-social behaviour which may be caused by the arrival and departure of the audience shall be agreed by ESAG and included in the Crowd Management Plan.

Prevention of Children from Harm

59. Where alcohol is being served or sold, then the age verification scheme 'Challenge 25' must be operated and complied with by all staff members. Staff members must be trained in the scheme and specifically what identification can be accepted. Notices advertising that the premises operates a Challenge 25 scheme must be displayed in a clear and prominent position at the entrances to the event and at all bars where alcohol is being served or sold.
60. An electronic refusals log shall be in operation at each area where the sale of alcohol is being conducted. The record shall include the date and time of the refused sale and the name of the member of staff who refused the sale. The electronic refusals log shall be maintained throughout the event and be made available for inspection by the police or authorised Officer of the Licensing Authority on request.
61. The procedures for safeguarding vulnerable persons and any persons under the age of 18 on event days will be contained in the EMP.

Appendix:

No Appendix	N/A
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Authority Signatures:

Bobby Smiljanic
 Licensing Enforcement Manager
 Leicester City Council
 07/04/2026

Reporting Officer
 Licensing Enforcement

Licensing Authority Details:

Licensing Authority
Licensing Enforcement
York House
91 Granby Street
LE1 6FB

Tel: 0116 4540049
Email: licensingenforcement@leicester.gov.uk
www.leicester.gov.uk/licensing

Notice Sent to:

Please note that this representation has been sent to:

- (1) Licensing Authority Applications Team, Leicestershire Police Licensing, Noise Pollution Team, Leicestershire Fire & Rescue Service
- (2) Applicant and/or Agent

Agreement Notice Applicant (if applicable & only valid if signed)

Notification to Local Authority of Agreement regarding Licensing Authority Enforcement Concerns.

Dear Licensing Authority,

I write in my capacity as the applicant/agent in relation to the above matter & application.

Discussions have taken place with Leicester City Council Licensing Enforcement in relation to their concerns and have been made aware of the above conditions that should be replaced/removed or added to any granted licence.

Please note:

I as the applicant/agent agree to all these conditions & amendments as detailed and do not, therefore consider that a hearing is necessary.

Signed 1:

Name in block capitals:

Application Capacity:

Date:

Signed 2:

Name in block capitals:

Application Capacity:

Date:

Licensing Enforcement Agreement Confirmation (if applicable & only valid if signed)

Notification to Local Authority of Agreement regarding Licensing Authority Enforcement Representation

Dear Licensing Authority,

I write in my capacity as the Licensing Enforcement Manager for Leicester City Council.

Discussions have taken place between the Licensing Enforcement Team and with the applicant about the concerns raised in the representation.

We have current representations submitted with yourselves that the following should be placed upon the new licence:

I direct you to the above notice of agreement signed by the applicant and/or agent.

If this is acceptable, I do not consider that a hearing is necessary, however this is not a withdrawal of the representation.

If a hearing is conducted due to other representations or non-agreement with the committee, we must be invited to the hearing (within normal protocols) in order to answer any questions from members regarding our representation and subsequent agreement.

Yours faithfully,

Bobby Smiljanic
Licensing Enforcement Manager
Leicester City Council
Date: 07/04/2026

CONDITIONS

CONDITIONS CONSISTENT WITH OPERATING SCHEDULE
<p>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).</p>
<p>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 2.27nnA2 per person and, at peak mainstage crowd, just over 1 person per nnA2. 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.</p>
<p>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, surveillance 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.</p>

CONDITIONS

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 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.

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).

CONDITIONS CONSISTENT WITH REPRESENTATION AND AGREEMENT FROM POLICE

- (1) The licence holder shall adopt a minimum ratio of one Security Industry Authority (SIA) door supervisor for every, one hundred customers. (1:100 ratio). Door supervisor(s) must remain on the premises until all customers have left.

A contingency plan must be in place before the start of the event, should insufficient Security Industry Authority (SIA) door supervisors arrive at the premises.

- (2) The licence holder will ensure all Security Industry Authority (SIA) door supervisor(s) used at the premises, record their full name, full SIA registration number and deployment date/time.

A clear and legible record must be kept on the premises throughout the event, made available for inspection to the police or licensing authority on request and retained for three months after the event.

- (3) The licence holder shall ensure all Security Industry Authority (SIA) door supervisors wear high visibility tabards and high visibility SIA badge armbands, whilst on the duty.

CONDITIONS

<p>(4) Senior Security Industry Authority (SIA) door supervisors must be provided with a radio that enables them to contact/communicate with each other and contact the senior event organisers.</p>
<p>(5) Senior Security Industry Authority (SIA) door supervisors and senior event organisers must complete a nationally accredited counter terrorism training package such as ACT (Action Counter Terrorism) or other Purple Guide recommended training, before the start of the event. This training record must be kept on the premises, produced for inspection by the police or licensing authority on request and retained for three months after the event.</p>
<p>(6) All stewards (paid or otherwise) must provide their full name and address prior to the start of the event. This will be recorded and provided to the police or licensing authority upon request. A copy must be kept for three months after the event.</p>
<p>(7) All stewards (paid or otherwise) must wear high visibility tabards whilst controlling access, egress and the movement of customers around the site.</p>
<p>(8) An incident log will be kept on the premises and retained for a period of 12 months from the date of the incident. The log will be made immediately available for inspection on request of an officer from a responsible authority. The incident log must be completed within 24 hours of the incident and record the following:</p> <ul style="list-style-type: none"> (a) All crimes reported to the premises. (b) Any ejections of patrons. (c) Any complaints received concerning crime, disorder and anti-social behaviour either inside or outside the premises. (d) Any incidents of crime, disorder and anti-social behaviour associated to the premises. (e) Any refusal of age restricted products.
<p>(9) The licence holder shall implement a zero tolerance drugs policy, with customers found in possession of illicit or suspected illicit drugs, being either refused entry, ejected and/or detained until police arrival.</p>
<p>(10) Customers will not be permitted to bring their own alcohol into the premises.</p>
<p>(11) The licence holder will ensure all senior bar staff, senior management and senior door supervisors are trained in public safety campaigns such as “Ask for Angela” or other similar schemes. A record of training must be kept on the premises and made available for inspection by an officer from a responsible authority upon request.</p>

CONDITIONS

(12) If alcohol is being served or sold, an age verification scheme such as Challenge 25 must be operated and fully complied with by all staff members. Staff members must be trained in the scheme and specifically what type of identification is acceptable. Notices advertising the Challenge 25 scheme must be displayed at clear and prominent positions at the entrance to the event and inside the premises at all bar servery areas where alcohol is being served or sold

(13) A refusals log shall be in operation at each area where the sale of alcohol is conducted. The refusals log shall be maintained throughout the event and made available to the police or licensing authority on request.