

Licensing & Gambling Acts Casework Sub-Committee

On **Tuesday 24 August 2021** At **6.00 pm**

Oxford Balloon Fiesta premises licence report and appendices pack

Contents

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	<p>The Sub-Committee is asked to determine the application for a new premises licence 21/01678/PREM made by Show Time Events Group Ltd for the Oxford Balloon Fiesta, Cutteslowe Park, Harbord Road, Oxford, OX2 8ES, taking into account the details in the attached report and appendices and any representations made at the hearing.</p> <p>The report has been amended from the version published for the adjourned hearing on 2 August to show the new hearing date and a new paragraph 2 regarding the reason for the adjournment.</p> <p>Note: <i>Representations are redacted to show those parts deemed as relevant as permitted under the Licensing Act 2003, and to redact comments not in relation to the licensable activities applied for in the application and which therefore the Licensing Authority is not permitted to accept.</i></p>	

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Oxford City Council, Town Hall, St Aldate's Oxford OX1 1BX

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To: Licensing and Gambling Acts Casework Sub-Committee

Date: 24th August 2021

Report of: Head of Regulatory Services and Community Safety

Title of Report: Show Time Events Group Ltd – Application for a New Premises Licence: Oxford Balloon Fiesta, Cutteslowe Park, Harbord Road, Oxford, OX2 8ES

Application Ref: 21/01678/PREM

Summary and recommendations	
Purpose of report:	To inform the determination of Show Time Events Group Ltd's application for a new Premises Licence
Corporate Priority:	A vibrant and sustainable economy
Recommendation(s): That the Licensing and Gambling Acts Sub-Committee resolves to:	
1. determine Show Time Events Group Ltd's application taking into account the details in this report and any representations made at this Sub-Committee meeting.	

Appendices	
Appendix 1	Application form for a new Premises Licence
Appendix 2	Thames Valley Police agreed conditions
Appendix 3	Representations from Interested Parties
Appendix 4	Location Plan
Appendix 5	Cutteslowe Park Premises Licence

Introduction and background

1. This report is made to the Licensing & Gambling Acts Casework Sub- Committee so it may determine in accordance with its powers and the Licensing Act 2003 whether to grant a new Premises Licence to Show Time Events Group Ltd.

Application Summary

2. This Sub-Committee hearing was originally scheduled to take place on 2nd August 2021. Following notification from the Applicant that they are unable to attend, the Licensing Authority deemed it necessary in the public interest to adjourn the hearing until the next available date, 24th August 2021, to allow the Applicant to be present at the hearing to answer any questions or concerns about the application or event that may be brought up. All Interested Parties were informed of the adjournment and the new scheduled hearing date.
3. An application to grant a Premises Licence has been submitted by Show Time Events Group Ltd for Oxford Balloon Fiesta, Cutteslowe Park, Harbord Road, Oxford. A summary of the licensable activities applied for and the time proposed for these activities can be found detailed below:

Performance of Live Music (Indoors and Outdoors)

Friday and Saturday	11:00 hours until 22:30 hours
Sunday	11:00 hours until 21:30 hours

Recorded Music (Indoors and Outdoors)

Friday	11:00 hours until 22:30 hours
Saturday	11:00 hours until 22:00 hours
Sunday	11:00 hours until 21:30 hours

Performances of Dance (Indoors and Outdoors)

Friday and Saturday	11:00 hours until 22:30 hours
Sunday	11:00 hours until 22:30 hours

Provision of Entertainment or similar (Indoors and Outdoors)

Friday and Saturday	11:00 hours until 22:30 hours
Sunday	11:00 hours until 21:30 hours

Supply of Alcohol (On and Off Sales)

Friday	11:00 hours until 22:30 hours
Saturday	11:00 hours until 23:00 hours
Sunday	11:00 hours until 21:30 hours

The Oxford Balloon Fiesta event will take place each year on the 3rd weekend of August and will run for three days only.

4. Both the application and the steps that the Applicant intends to take to promote the licensing objectives (as set out in the operating schedule) can be found at **Appendix One** of this report.
5. Prior to the submission of the new premises licence application, the Applicant attended the Oxfordshire Safety Advisory Group (SAG) to discuss the event. The Applicant had provided SAG with the Event Management Plan a week before the meeting. The Licensing Authority advised the Applicant that they would need to apply for a Premises Licence.

Relevant Representations

6. No representations have been received from the Responsible Authorities as detailed in the table below. Thames Valley Police have agreed additional conditions with the Applicant. A copy of the conditions is attached at **Appendix Two**.

Responsible Authority	Response	Licensing Objective(s)
Thames Valley Police	Conditions Agreed	
Fire and Rescue Service	No Adverse Comment	
Environmental Health	No Representation	
Health and Safety	No Representation	
Planning	No Representation	
Trading Standards	No Representation	
Child Safeguarding	No Representation	
Licensing Authority	No Representation	

7. Valid representations have been received from Interested Parties as detailed in the table below. Some representations were only deemed partially relevant, and have therefore been redacted where they were not relevant to the Licensing Objectives. Copies of all the representations are attached at **Appendix Three**.

Name	Address	Licensing Objective(s)
Anonymous	Address Anonymous	Public Safety Public Nuisance Crime & Disorder
[REDACTED]	Address Not Supplied	Public Safety
[REDACTED]	[REDACTED]	Protection Of Children From Harm Public Nuisance
[REDACTED]	[REDACTED]	Crime & Disorder Public Nuisance Protection of Children From Harm
[REDACTED]	Address Not Supplied	Crime & Disorder Public Nuisance Public Safety
[REDACTED]	[REDACTED]	Crime & Disorder Public Nuisance
[REDACTED]	[REDACTED]	Public Nuisance
[REDACTED]	Address Not Supplied	Crime & Disorder Public Nuisance

		Public Safety
		Public Nuisance Public Safety
		Public Nuisance
		Crime & Disorder Public Safety
	Address Not Supplied	Crime & Disorder Protection Of Children From Harm Public Safety
	Address Not Supplied	Public Nuisance
		Public Nuisance Public Safety
		Crime & Disorder
		Public Nuisance
		Crime & Disorder Protection of Children From Harm
		Public Nuisance Crime & Disorder
		Public Nuisance Crime & Disorder
		Public Nuisance Crime & Disorder
		Public Nuisance Crime & Disorder

Location

- A map is attached at **Appendix Four** showing the general location of the intended premises.

Premises History

- Cutteslowe Park is a Council controlled City park. There is a premises licence for Cutteslowe Park in place which authorises the following licensable activities to be carried out at the premises:

- Plays, Films, Live and Recorded Music, Dance, Other Entertainment
Similar to Music or Dance
Monday to Sunday: 09:00 hours to 23:30 hours
Provided outdoors only

The decision to grant this licence was made at a hearing where conditions were also attached. A copy of this Premises Licence can be found at **Appendix Five**.

Statement of Licensing Policy

10. The Sub-Committee is referred to the Council's Statement of Licensing Policy. In particular, the following paragraphs have a bearing upon the application:

Relevant Policy Matters	Section	Policy
The Prevention of Crime and Disorder	7.5.20 to 7.5.21 7.5.22 to 7.5.24 8.5.1 to 8.5.3	PP11 PP12 OS9
The Promotion of Public Safety	7.5.22 to 7.5.24 8.2.1 to 8.2.3	PP12 OS1, OS2, OS3 and OS4
The Prevention of Public Nuisance	7.3.1 to 7.3.6 7.3.8 7.3.10	LA3 LA3 LA4 to LA5
The Protection of Children from Harm	7.5.20 to 7.5.21 6.2.1 to 6.2.2	PP11 CH5
Large Scale and Outdoor Events	7.5.25 to 7.5.27	PP14
Public Spaces and council –controlled premises	7.5.32 to 7.6	PP15
Addressing local concerns	7.3.10	LA4

11. A copy of the Statement of Licensing Policy may be obtained from the Council Offices or found online at: https://www.oxford.gov.uk/downloads/file/1303/statement_of_licensing_policy

Home Office Statutory Guidance

12. Members are also referred to the statutory guidance issued by the Home Office. Of particular relevance to this application are the following matters:

Relevant Sections	Relevant Paragraph
Crime & Disorder	2.1 to 2.6
Public Safety	2.7 to 2.9, 2.12 to 2.14
Public Nuisance	2.15 to 2.21
Protection of Children from Harm	2.22 to 2.29
Regulated Entertainment	3.11
Large scale time-limited events	5.25

13. A copy of the Home Office Statutory Guidance may be found online at:
<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

Other Relevant Considerations

14. The Sub-Committee is reminded of its responsibilities under the Crime and Disorder Act 1998 (to co-operate in the reduction of crime and disorder in Oxford) and the Human Rights Act (which guarantees the right to a fair hearing for all parties in the determination of their civil rights, and also provides for the protection of property, which may include licences in existence, and the protection of private and family life) when considering the fair balance between the interests of the applicant and the rights of local residents. Any decision taken by the Sub-Committee must be necessary and proportionate to the objectives being pursued.
15. Members are reminded that whenever they make a decision under the Licensing Act 2003, they have a duty to act with a view to promoting the licensing objectives.
16. When considering any representations, only those issues relating to the four licensing objectives should be considered and appropriate weight given to the importance and relevance of each representation.
17. In making its decision, Members must also have regard to the Home Office statutory guidance issued under section 182 of the Licensing Act 2003 and the Council's own Statement of Licensing Policy.
18. The Sub-Committee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives:
- a) Grant the licence in accordance with the application.**
 - b) Modify the conditions of the operating schedule by altering or omitting or adding to them.**
 - c) Exclude or restrict from the scope of the licence any of the licensable activities to which the application relates.**
 - d) Reject the whole of the application.**

The Sub-Committee may also grant the licence subject to different conditions for different parts of the premises or the different licensable activities.

19. Members are asked to note that they may not modify the conditions or reject whole or part of the application merely because they consider it desirable to do so. It must be appropriate to do so in order to promote the licensing objectives. Any such step must relate to a relevant representation made.
20. If Members grant the application, the details of the operating schedule will be incorporated into the licence as conditions. The licence will also be subject to certain mandatory conditions.
21. Members should note that the applicant or persons making representations have the right of appeal against the decision made by the Sub-Committee.

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Service area or department	Regulatory Services and Community Safety
Telephone	01865 252565
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Report Stage	Version Number
First Draft: <i>Cleared by Manager</i>	16.07.2021
Second Draft: <i>Cleared by Legal</i>	21.07.2021

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Show Time Events Group Ltd.....

(Insert name(s) of applicant)

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

Part 1 – Premises details

Oxford Balloon Fiesta Cutteslowe Park Harbord Road			
Post town	Oxford	Postcode	OX2 8ES

Telephone number at premises (if any)	07931647133
Non-domestic rateable value of premises	£ N/A

Part 2 – Applicant details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | | |
|--|--------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <input type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | please complete section (B) |

- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

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

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

I am making the application pursuant to a
 statutory function or ☐
 a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth			I am 18 years old or over <input type="checkbox"/> Please tick yes		
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth			I am 18 years old or over <input type="checkbox"/> Please tick yes		
Nationality					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name Show Time Events Group Ltd
Address 25 Abingdon View Gateford Worksop S81 7RT
Registered number (where applicable) 09945120
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company

Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
26	08	2021

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

DD	MM	YYYY

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

This event will take place in August each year
Outdoor Hot Air Balloon Festival and Family Day

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

9,999

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A) ☐
- b) films (if ticking yes, fill in box B) ☐
- c) indoor sporting events (if ticking yes, fill in box C) ☐
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ☐
- e) live music (if ticking yes, fill in box E) ☒
- f) recorded music (if ticking yes, fill in box F) ☒
- g) performances of dance (if ticking yes, fill in box G) ☒
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ☒

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

☐

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

☒

In all cases complete boxes K, L and M

A

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

B

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

C

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

D

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

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
Day	Start	Finish			Both	<input checked="" type="checkbox"/>
Mon			Please give further details here (please read guidance note 4) Live bands and singers with amplified music			
Tue						
Wed			State any seasonal variations for the performance of live music (please read guidance note 5)			
Thur						
Fri	11:00	22:30	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)			
Sat	11:00	22:30				
Sun	11:00	21:30				

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) Arena Entertainment will use backing music			
Mon						
Tue						
			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)			
Wed						
Thur						
Fri	11:00	22:30	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)			
Sat	11:00	22:00				
Sun	11:00	21:30				

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) In the arena and around the stage area			
Mon						
Tue						
			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)			
Wed						
Thur						
Fri	11:00	22:30	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)			
Sat	11:00	22:30				
Sun	11:00	22:30				

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4) In the arena and around the stage area		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri	11:00	22:30			
Sat	11:00	22:30	<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun	11:00	21:30			


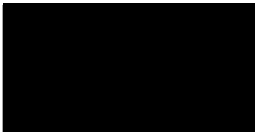



I

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

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)		On the premises <input type="checkbox"/>
					Off the premises <input type="checkbox"/>
Day	Start	Finish			Both <input checked="" type="checkbox"/>
Mon			State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Tue					
Wed			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
Thur					
Fri	11:00	22:30			
Sat	11:00	23:00			
Sun	11:00	21:30			

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

Name David Bailey	
Date of birth	
Address	
	
Postcode	
Personal licence number (if known)	
	
Issuing licensing authority (if known)	
	

K

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

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)
Mon			
Tue			
Wed			
Thur			
Fri	11:00	23:00	
Sat	11:00	23:00	
Sun	11:00	10:00	

M

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

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

	<p>All drinks that are purchased for consumption on the premises will be served in plastic or polycarbonate containers.</p> <p>Where alcohol is sold for consumption off the premises, they must be placed in a carrier bag prior to being handed over to the customer, informing them that this alcohol Cannot consume in the licensable area.</p>	
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b) The prevention of crime and disorder

	<p>All people entering the licensable area shall be ID checked and in accordance with challenge 21</p> <p>Any person under the age of 18 will be refused services. . Any person found to be buying or giving alcohol to an underage person will be asked to leave the event.</p> <p>Roaming response teams will be deployed to check on the perimeter fencing, All public must come in a designated entrance where bag searches will be in operation.</p>	
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c) Public safety

	<p>All staff will have colour high viz vests, (Blue SIA) (Yellow Stewards) (Orange Supervisors) (Purple Event Manger)</p> <p>Safety office will be on the event at all times while the event is live.</p> <p>First aid will in the area located next to event control and clearly signed.</p>	
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d) The prevention of public nuisance

	<p>Have a zero tolerance to any anti sociable behaviour, with perimeter checks. Music levels shall not exceed LAeq, 1min45DB. Between 18.00-22.30 and shall not exceed LAeq, 1min55DB.</p> <p>Music on the stage will be stopped at 22.30 on the Friday & Saturday & 21:30. On the Sunday</p> <p>The Funfair music will be turned down at the same times. Conformity checks of music noise leaves shall be retained 3 months after the event and upon requested be made available to the local Authority for inspection.</p>	
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e) The protection of children from harm

	<p>Lost children unit manned by female staff which has had the relevant enhanced DBS checks, the lost children point will be located at the event control and clearly signed.</p> <p>Both bars will run a challenge 21 policy and will have on site refresher training before the event opens.</p>	
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Checklist:

Please tick to indicate agreement

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

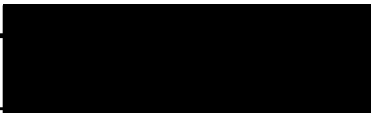
IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

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

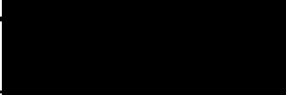
Part 4 – Signatures (please read guidance note 11)





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

Declaration	<ul style="list-style-type: none">• [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
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	proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	29/05/2021
Capacity	Director

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

Signature	
Date	29/05/2021
Capacity	Director

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)	
David Bailey 	
Post town	 Postcode 
Telephone number (if any) 	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	

Consent of individual to being specified as premises supervisor

I David Bailey
[full name of prospective premises supervisor]

Of


[home address of prospective premises supervisor]

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

Oxford Balloon Festival
[type of application]

By Show Time Events Group

[name of applicant]

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

For
Oxford Balloon Festival
Cutteslow Park
Harbord Road
Oxford
OX 2 8ES

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

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

Show Time Events Group Ltd

[name of applicant]

concerning the supply of alcohol at

Oxford Balloon Festival
Cutteslow Park
Harbord Road
Oxford
OX 2 8NP

[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



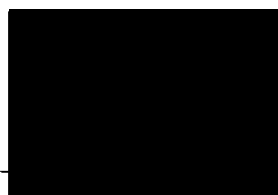
[insert personal licence number, if any]

Personal licence issuing authority



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

Signed

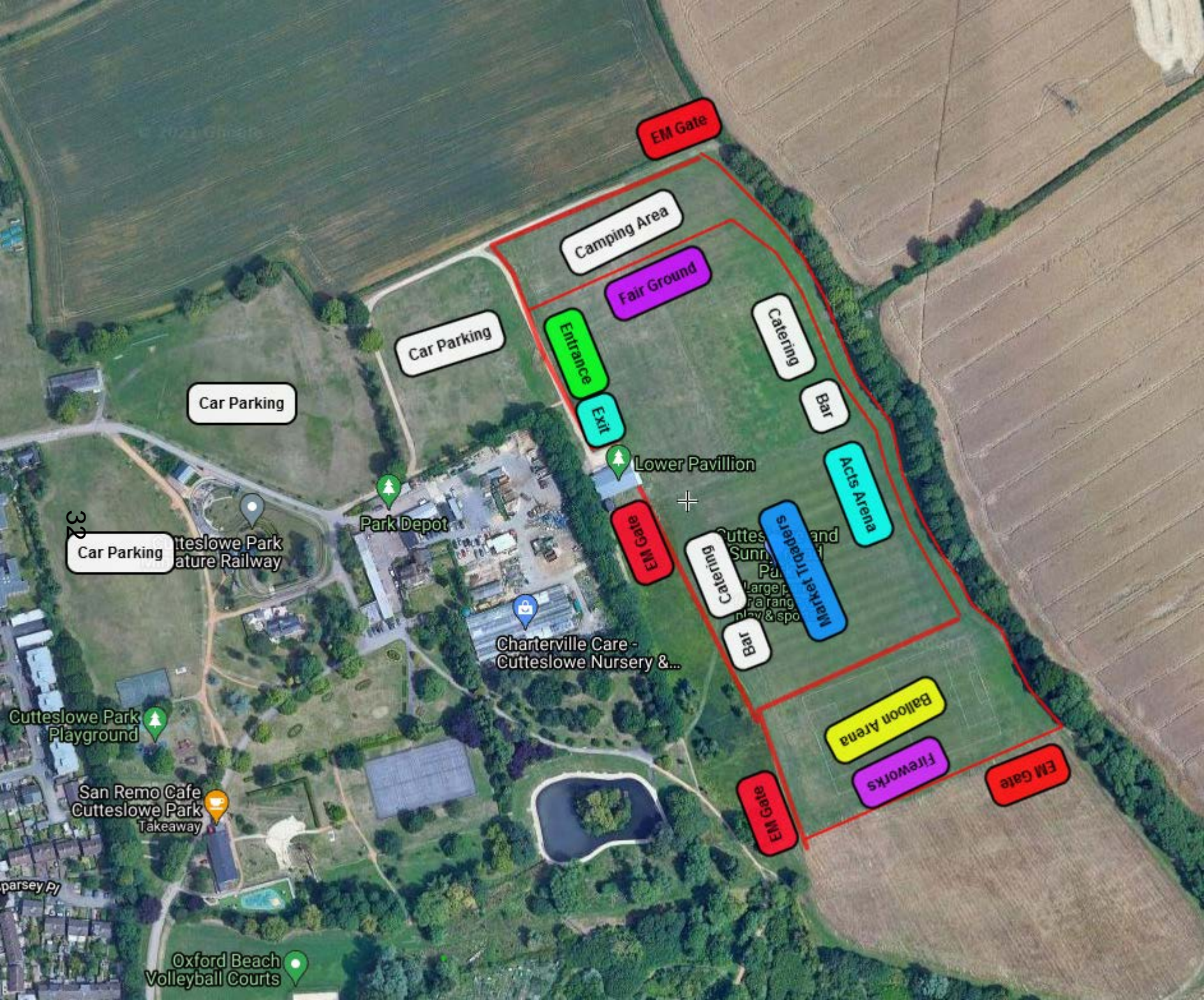


Name (please print)

DAVID BAILEY

Date

29/05/2021



EM Gate

Camping Area

Fair Ground

Car Parking

Entrance

Exit

Catering

Bar

Acts Arena

Lower Pavillion

EM Gate

Catering

Bar

Market Traders

Balloon Arena

Fireworks

EM Gate

EM Gate

Car Parking

Car Parking

Cutteslowe Park
Nature Railway

Park Depot

Charterville Care -
Cutteslowe Nursery &...

Cutteslowe Park
Playground

San Remo Cafe
Cutteslowe Park
Takeaway

Oxford Beach
Volleyball Courts

Licencing Conditions

We at Show Time Events Group Ltd (Oxford Balloon Festival) agree all the below conditions suggested by Thames Valley Police licencing

	<i>The Event will take place each year on the 3rd weekend of August and will run for only three days only. This is to be confirmed annually to the Oxford SAG no later than 3 months before the event date</i>
	<p>The Premises Licence Holder shall ensure that all staff employed at the premises (whether directly by the event or via a third party service provider) whose duties include the sale or supply of alcohol will be given training prior to them being authorised to sell or supply alcohol. Such training shall consist of providing staff with an understanding of:</p> <ul style="list-style-type: none"> • The need to ensure the responsible sale and supply of alcohol • The need to refuse the sale and supply of alcohol to persons who are intoxicated or underage • The need to seek credible age verification from persons seeking to be sold or supplied alcohol who may appear under the age of 18 years old <p>Written Copies of this training will be given to Thames Valley Police for their records no later than 14 days before the event.</p>
	The premises licence shall be utilised for an Outdoor Hot Air Balloon Festival and Family Day only.
	<p>The event control will maintain a Premises Register throughout the event. This register will be retained by the licence holder for a minimum period of 3 months after the event for subsequent referral by the authorities if requested.</p> <p>The log will detail:</p> <ul style="list-style-type: none"> • The name of the person responsible for the premises on each given day of the event. • The name(s) of the person(s) authorising the sale of alcohol each day of the event. • All calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti-social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call and the time and date of the incident about which the call is made and any actions taken to deal with the call. • Any refusals on grounds of age and/or intoxication (to include date, time, member of staff involved, reason for refusal as well as a brief physical description of the person refused) • Any items seized by security staff employed at the premises

	<ul style="list-style-type: none"> • The name, SIA number, start and finish time of anyone employed in a security role for that day • Any use of force by SIA registered staff in the effective management of the premises or in ejecting persons from the premises (to include date, time, member of staff involved, reason for force as well as a brief physical description of the person refused) • Any calls to or visits by Thames Valley Police in relation to any crime and disorder or like related matter.
	The Premises Licence holder shall ensure that all staff employed in a security or stewarding role at the premises shall wear at all times whilst on duty both inside and outside of the premises' foot print high visibility florescent jackets/ vests of an overt colour such as yellow, pink, orange, green etc which clearly identify them as being in that role.
	The premises licence holder will, if invited, attend the Oxford Safety Advisory Group (SAG), and will implement and adhere to all recommendations made by that group.
	<p>The event organiser will have an event management plan (EMP) ready no later than 3 months before the date of the event that year. This will be made available to the SAG upon request. Should the event not be required to attend a SAG in any particular year, the EMP will be given to the Licensing Authority, Thames Valley Police and the Environmental Health Department upon request by one of those authorities.</p> <p>Where advised to by one or more of the SAG members or the Licensing Authority, Thames Valley Police and the Environmental Health Department if the event is not required at SAG the event organiser will make the recommend amendments to that plan.</p>
	<p>As Part of the EMP, the premises shall implement written policies and operational plans. Such documents shall include, but not be limited to, the following:</p> <ul style="list-style-type: none"> • Road Traffic Management Plan (RTMP) • Conditions of Entry (inc searching of persons entering the site, and the process for found illegal or restricted items such as drugs or weapons and liaison with Thames Valley Police for the collection of such items) • Crowd Dispersal at the end of the event • Emergency and evacuation procedures • Safeguarding Children & Vulnerable Adults • Noise

	<ul style="list-style-type: none"> • Queue Management • Responsible Service of Alcohol • Security and marshals Measures (inc the details of the security provider, the number of SIA security on site throughout the whole period of the event, their duties and deployments) • Underage Sales & False Identification • Zero Tolerance Drugs(including the link to the Condition of Entry policy above the provision of drugs amnesty bins etc) <p>(Finalised) Copies of these policies will be provided to the Oxford SAG no later the 4 weeks before the event if the event is required to attend a SAG that year or on any occasion when they are not required to attend a SAG to Thames Valley Police upon request.</p> <p>Where subsequent issues are brought to the premises licence holder's attention by one or more of the authorities within the SAG/Thames Valley Police , the premises licence holder will make amendments as directed by that authority(s).</p> <p>Event Staff and third party agents working at the site during the event will received training on those polices relevant to their duties prior to commencing work.</p> <p>Hard copies of the most up to date policy/procedures will be kept on the premises during the event. They will be readily accessible to staff for their own reference whilst working, and will be made available to any of the authorities upon request to check for compliance.</p> <p>*just on this point (and reference to the bar providers above as well) to make sure this is indeed acceptable- whilst it's all being dealt with by way of third party contractors the licence holder will need to ensure that anyone acting on their behalf for their event is compliant with any conditions of their licence ,certainly one of the key overall matters for any licensed event where public highway is n use (and to meet three out of the four licensing objectives) is a RTMP</p>
	<p>The Premises Licence holder shall ensure that a dedicated area is provided for first aid and for vulnerable patrons (i.e. through alcohol, drugs isolation, underage, etc.) that have come to the attention of staff employed at the premises. This area will be for the safeguarding and appropriate support and first aid (if required) of such persons.</p>
	<p>Drinks shall be served in containers made from non-glassware drinking vessels (e.g. polycarbonate, plastic, cardboard, or other such material). Note: Weights and measures legislation requires the use of "stamped glasses" where "meter-measuring equipment" is not in use</p>

	All bottled drinks will be decanted into a vessel as described in the non-glassware Drinking vessels (e.g. polycarbonate, plastic cardboard or other such material) condition before being given to the customer for onsite consumption.
	Where alcohol is sold for off-site consumption it will be in a sealed container.
	The total capacity for the event shall be limited to 9,999 persons.
	The Security staff/ event marshals responsible for entry to the event will operate a means of accurately documenting those entering and leaving the site to ensure the capacity limit is not exceeded at any point
	All SIA security, event marshals and event management shall be capable of communicating instantly with one another by way of radio or other simultaneous system of communication
	The foot print of the overall event space will be ringed with heras fencing or other such barricades as agreed to prevent access other than through the approved entry/exit/ blue light points of agrees.
	All members of staff at the premises shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 21 years and who is seeking to purchase or consume alcohol within the premises. Such credible evidence, which shall include a photograph of the customer, will include a passport, photographic driving licence, or Proof of Age card carrying a "PASS" logo.#
	The event organiser will have within the event plan a centralised event control area where the overall operation will be supervised and where the authorities may liaise with the event team during the event.
	There will be throughout the event a dedicated phone number as a means of communication for the authorities to contact the event management or vice versa. The phone number shall be circulated to the Oxford SAG no late then one week before the event. On any occasions when the event is not required to attend a SAG this will be provided to Thames Valley Police no later than one week before the event.
	The event will be limited to two bar areas serving and selling alcohol.

From: [REDACTED]
To: [licensing](#)
Subject: Licence application for the Oxford Balloon Festival, 21/01678/PREM
Date: 01 July 2021 18:22:47

-
[Dear Sir or Madam,](#)

-
[Objection to the Licence application for the Oxford Balloon Festival, Cutteslowe Park, Harbord Road, Oxford, OX2 8ES 21/01678/PREM](#)
[Application by: Show Time Events Group Ltd.](#)

We would like to object to the granting of a licence for up to 10,000 people at any one time for the 3-day Balloon Fiesta planned for August 2021. Our objections fall under two of the four licensing objectives, namely

1. the Prevention of Public Nuisance
2. the Promotion of Public Safety

[Public Safety](#)

1. [Cutteslowe Park is an already-heavily used park—by children and families, walkers and those engaged in other sports activities—and it was already deemed that a licence could only be granted for a maximum of 5,000 people in the park and if stringent conditions were met \(dated 4 March, 2010\). This balloon fiesta application is only for the sports fields, and it is clear that 10,000 people would significantly crowd this area.](#)

-
[Public Nuisance](#)

1. [\[REDACTED\] we—along with other local residents—would be greatly impacted by a festival of this size. Our pets would be frightened by the levels of noise and our ability to sleep for three nights in a row would be significantly impacted. Children will find it hard to get to sleep and stay asleep sleep both due to vehicle and pedestrian traffic and talking, and more significantly, live and recorded music \(this license is asking for music/dance until 10.30pm at night; and people would be making noise leaving the park for a considerable amount of time after that\).](#)
2. [We are concerned that the sale of alcohol to this number of people, particularly given how late into the night the licence is requested for \(10.30pm on Friday and 11pm on Saturday\), may result in anti-social behaviour in and around the park and surrounding residential areas.](#)

-
[The previous agreement of 4 March, 2010, was carefully reached in consultation with local residents. It allows for 5,000 people and we believe that increasing this to 10,000 people would both jeopardise public safety and cause considerable public nuisance.](#)

-
[Yours sincerely,](#)

[REDACTED]

From: [REDACTED]
To: [licensing](#)
Subject: Response to: Reference number: 21/01678/PREM
Date: 01 July 2021 13:35:51

Dear Sir or Madam,

I am writing with regards to the new premises license which is being sought for:

Cutteslowe Park, Harbord Road, Oxford, OX2 8ES

Reference number: 21/01678/PREM

[REDACTED]

With regards to this application, I am disappointed with the limited information provided and am concerned about the inaccuracies which it contains. It does not seek to reassure locals or provide helpful information about the Fiesta. Indeed, there are many inconsistencies and inaccuracies within and I am confused about the event. For example, on their own website (www.showtimeeventsgroup.co.uk) they state that the event times are 10:00 – 9:30 whilst the application states that the event is open to the public between the hours of 11:00 – 23:00. I would suggest that the application does not meet standards that would be expected of an event of this size and the inconsistencies and inaccuracies are of great concern.

Furthermore, I can see that the existing license is for 5000 people and that this covers the entire area of Cutteslowe park. This application is for *double* the number of people in a smaller area of the park (page 23 of their application) – it is nonsensical that 9,999 people would be an appropriate capacity for a park of this size in such a residential area.

What can be said with confidence is that this application for a yearly Balloon Fiesta (beyond the existing Premises License) of up to 9,999 people will have a substantial **negative** impact locally and in the following ways:

[REDACTED]

[REDACTED]

The event also runs late into the night and will disrupt children in the

evenings, particularly as a result of the late-running amplified music and the close proximity of residential property

3. the Prevention of Public Nuisance [REDACTED]

[REDACTED] Additionally the license will run late on the Friday/Saturday and Sunday evenings representing noise pollution to communities living in the local area.

4. the Promotion of Public Safety – there is very limited information in the application which lets residents know how it will address public safety. This is incredibly concerning.

In short, I do not support this application and am confident that it will negatively impact the local community. [REDACTED]

Yours sincerely,

[REDACTED]

[REDACTED]

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This email was Malware checked by UTM 9. <http://www.sophos.com>

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Ms Lucy Longford
Case Officer
Oxford City Council

Re: 21/01678/PREM relating to the proposed licensed premises – “Cutteslowe Park, Harbord Road, Oxford, OX2 8ES”

Dear Ms Longford,

I am writing in relation to the request for a premises licence for Cutteslowe Park to enable the Oxford Balloon Fiesta/Festival to take place. I object strongly to this proposal for reasons which relate to all four of the Licensing Objectives: the Prevention of Crime and Disorder (**OBJ1**); the Prevention of Harm to Children (**OBJ2**); the Prevention of Public Nuisance (**OBJ3**) and the Promotion of Public Safety (**OBJ4**).

1. Inadequate Application. I should first note that the application by Show Time Events Ltd which is the single document relating to this application seems to be unsatisfactory and it is difficult to evaluate fully against the Licensing Objectives. For example in section H of the application, the nature of the entertainment additional to that in the other specified categories is not made clear, despite there being a box which clearly requests this information. There are many other ways in which the application lacks detail and these are covered below.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

4. Excessive crowds. The proposal is for 9,999 people to attend at any one time. I understand that Cutteslowe Park has a premises licence for a limited number of events for up to 5000 people which has quite stringent conditions. This application is therefore seeking an exceptional licence. The area of sports field on which the proposed activities will take place are suitable for some activities similar to those envisaged, and these presumably take place under the existing licence, but I would argue that the proposed scale in this exceptional licence is excessive. My view is that the area proposed is not adequate for an event on this scale. The presence of large crowds attending this event in a public park will impact negatively on all four licensing objectives. The large crowds at the event and the large numbers of people entering and leaving the event present a public nuisance in quiet residential roads (**OBJ3**), present a risk to children using the park (**OBJ2**), risk disorder given that alcohol will be served (**OBJ1**), and the scale of the event in a limited area does not promote public safety (**OBJ4**).

[REDACTED]

In conclusion, an event on this scale impacts negatively on all four of the licensing objectives to different extents. The existing premises licence was awarded after very detailed consideration, and I can see no way in which this event is justified as an exception to that licence. This type of event would be better suited to a county showground, a disused airfield or a racecourse.

Yours sincerely,

[REDACTED]

[REDACTED]

From: [REDACTED]
To: [licensing](#)
Subject: Comment on licensing application
Date: 30 June 2021 21:22:26

Dear Sir,

I write to lodge an objection to the application

21/01678/PREM | Premises Licence | Open for Consultation | Cutteslowe Park Harbord
Road Oxford Oxfordshire OX2 8ES

I do this by e-mail since your website failed to accept my submission with the message

Error while submitting your comments

- Your comments could not be submitted due to an error in the system.

Specifically, I wrote (in 1999 characters):

I wish to object as a local resident on FIVE grounds:

1. To allow 10,000 persons openly flouts all previous careful** and long-term consideration of the capacity of Cutteslowe Park.

** Assuming that the City Authority did in fact so proceed.

[REDACTED]

3. The noise associated with such an activity, openly amplified and late into the evening for three consecutive days, is unacceptable to those living within hearing distance - if any amplification is permitted, then the entire siting should be reversed so that the sound is projected eastwards across the open farmland, rather than towards residential areas.

[REDACTED]

[REDACTED]

[REDACTED]

I WOULD THEREFORE EXPECT AS A CITY COUNCIL TAXPAYER THAT THE PROMOTERS BE
REQUIRED AS A CONDITION FOR ANY EVENT TO PROVIDE AN INDEMNITY FOR COMPLETE
RESTORATION.

Yours faithfully

[REDACTED]

[REDACTED]

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This email was Malware checked by UTM 9. <http://www.sophos.com>

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

30 June 2021

Dear Licensing Authority,

**Cutteslowe Park
New Premises License Application
21/01678/PREM**

I wish to object to the above application for several different reasons. As you see, I live on Harbord Road, the access route into the park.

My understanding is that the licensing objectives are to prevent crime and disorder, harm to children, risk to public safety and public nuisance. I am most concerned about public nuisance and safety.

My family and I are fearful that any event in the park, involving 10,000 people will cause public safety to be put at risk due to the huge amount of traffic being forced to access the site down what is a small residential side road. [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Thus far, the events that have been held in the park have not involved 10,000 visitors and my expectation is that the neighbourhood will suffer a considerable level of nuisance if this change is approved. [REDACTED]

[REDACTED] The noise from music and from PA systems is disturbing to us.

When alcohol has been available in the park in past years, I have had to take a hose to my front garden fence and pavement to wash away the urine “left behind”. It is all rather unpleasant.

Although I am not an expert in these matters, having examined the application and having some knowledge of the existing License which has been in place for many years, I am not convinced that the new application meets or complies with either the regulations or the policies of the Licensing Authority. Can this be checked carefully please ?

In summary, I believe that the new application, if approved, would be for events that would be far too large both for the access road and indeed for the park itself. The sale of alcohol would increase the risk of the situation becoming dangerous and particularly as so many of the visitors would be families with children. Why is alcohol needed at a family event at all ?

I wish to object.

Yours faithfully

A solid black rectangular box used to redact the signature of the sender.

BY Email only.
The Licencing Authority,
Oxford City Council,
St Aldates Chambers,
109 St Aldates,
Oxford.
OX1 1DS

From: [REDACTED]
To: [licensing](#)
Subject: Application for Licence for Balloon Fiesta
Date: 30 June 2021 10:04:07

I am writing with great concern regarding the proposed event to be held in Cutteslowe Park on weekend of 20/08/2021

I believe that there is already a licence for events but the application wishes to extend this licence for Live music both in and outdoors as well as alcohol sales over 3 days and evenings/nights

The concern is about noise caused during the event but also the participants leaving down residential roads, which are not designed or built for the capacity of 9999 people at any one time.

How is this number going to be monitored and does it include individuals wanting to attend this public space for the many facilities? [REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

It has been brought to my attention that the way the application has been drafted is not in a manner that is consistent with Noise Council code of practice at Concerts and the application is vague and appears to cover up some of the existing conditions for the current Premises Licence (06/00145/PREM)

Yours sincerely

[REDACTED] [REDACTED]

[REDACTED]

To Oxford City Council Licensing Authority

Reference: 21/01678/PREM

Dear Sirs

Objection to the Cutteslowe Park Premises Licence Application for Oxford Balloon Festival, Harbord Road, Oxford, OX2 8ES.

I write on behalf of the Friends of Cutteslowe and Sunnymead Park (FoCSP) to object to this premises licence application.

The FoCSP constitution which was formally agreed in 2016 states its objectives as follows:

Objectives

Cutteslowe & Sunnymead Park (The Park) is highly valued by the community as a beautiful place for sport and leisure. The Objectives of The Friends are to promote:

- Access, positive management and the enhancement of The Park and its facilities for the benefit of the local community and wider general public*
- Protection of The Park from overdevelopment, change of use and inappropriate events.*

We consider the Balloon Festival to be an inappropriate event for a number of reasons related to the licensing objectives of the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.

Our concerns are based on:

- [REDACTED]
- [REDACTED]
- Alcohol will be served for long periods, including it seems, to be drunk away from the event site. We wonder how the consumption of alcohol in this very large Park, which has secluded locations, will be monitored. (PUBLIC

SAFETY, CRIME & DISORDER, PROTECTION OF CHILDREN FROM
HARM, PUBLIC NUISANCE)

- [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- [REDACTED]
[REDACTED]
[REDACTED]
- [REDACTED]
[REDACTED]
- [REDACTED]
[REDACTED]
[REDACTED]
- The Park is already the subject of a Premises Licence which limits the capacity to five thousand people. This limit was put in place for a reason (PUBLIC NUISANCE) and in our opinion any greater capacity allowance would be too big.
- The Premises Licence which is already in force covers the whole park. We can not therefore follow the logic behind an application for doubling the capacity to ten thousand but in a much smaller area. (PUBLIC SAFETY, PUBLIC NUISANCE)
- [REDACTED]
[REDACTED]
[REDACTED]

Yours faithfully

[REDACTED]
[REDACTED]

For the Friends of Cutteslowe & Sunnymead Park

[REDACTED]
 [REDACTED]
 [REDACTED]

Comments on the Application by Show Time Events Ltd for a premises licence for an annual 3-day “Fiesta” in Cutteslowe Park, Harbord Rd, Oxford, OX2 8ES - Reference 21/01678/PREM

Cottesloe Park delicately balances providing community resources, such as the Horticultural therapy and children's playground with an environmentally important area of open space within the city boundaries. It is amazing that such a gem can be nestled within such dense residential housing. These successfully co-exist thanks to Council's foresight in limiting by licence the frequency of events likely to attract over 500 people and sets a maximum of 5000 attendees. This approach was the outcome of lengthy deliberations by a Council willing to protect both the park environment and the local resident, recognising that habitats that take centuries to develop can be permanently destroyed with just a couple of days of neglect. [REDACTED]

It is clear that there will be significant noise generated by the entertainment, including fireworks which will presumably be late in the evening to make them visible in August.

[REDACTED]
 [REDACTED]
 [REDACTED] noise pollution (public nuisance), [REDACTED]
 [REDACTED]
 [REDACTED]

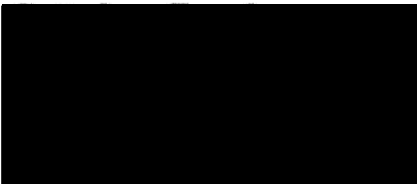
It is simply not appropriate to host a 3-day extravaganza of drunken noise in a quiet residential area

It would flout long-standing Licence Objectives.

With best regards

██████████ ██████████ ██████████

(electronically signed by use of personal email)


The Licensing Authority
Oxford city Council
St. Aldates Chamber
109 St Aldates St
Oxford OX1 1DS

10 June 2021

Dear Sir/Madam

RE: Objection to the Licence application for the Oxford Balloon Festival.


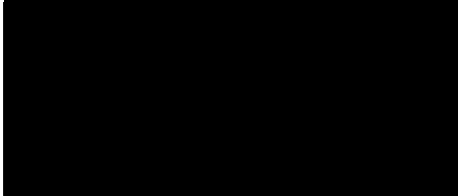
Application by: Show Time Events Group Ltd.

Public Safety:

1. Cutteslowe Park is heavily used by dog-walkers, runners, families with children and there is an existing long-term licence for a maximum of 5,000 people for the whole park. This application is for the sports fields which are about a third of the size of the park. The application for 10,000 will obviously overload the allocated area.
2. This application includes car parking facility for all 10,000 people which would be parked on some of the fields. This would be a definite hazard for the existing users of the park.
3. Covid. We are hopefully on the tail end of this awful disease but to try to cram 10,000 people into a small area is not a good idea.
4. The application allows for cars to exit the park onto the A40 (dual carriageway) which is not normally allowed except for the small car park at that end of the park. There is a very small run-out onto the A40 which is why there is that limitation.

The Prevention of Public Nuisance:

1. We live in a property within the park and this event would obviously affect us very greatly, as well as the other three houses within the park – altogether some 12-15 people live permanently within the park.
2. We have three dogs and the park is used regularly by hundreds of dog owners to walk their dogs every day. It is well known that dogs are EXTREMELY FRIGHTENED of hot-air balloons because the burners have a very low frequency component of the generated noise that frightens them but is not audible to humans..
3. At present no alcohol is allowed in the park and the inclusion of outlets selling alcohol could well cause issues with anti-social behaviour.
4. A smaller version of this type of event was held once before about 15 years ago and it caused a lot of complaints by local residents – this and the 5,000 people licence is the reason it has not been undertaken here since then.
5. This is a family park used by thousands of people every week for a diverse range of activities. The park is effectively used to capacity already and this type of event is much better suited to other areas such as South Park or the Bicester Heritage site in Bicester.

Yours sincerely



From: [REDACTED]
To: [licensing](#)
Subject: Premises Licence Application (21/01678/PREM)
Date: 02 July 2021 07:25:58

Hello,

I would like to make a comment on the Premises Licence Application (21/01678/PREM).

Unfortunately when I tried to submit it via the council website last evening, I kept getting errors.

Can you please include these comments on the application.

[REDACTED]

Objections on the grounds of: Public safety

Cotteslowe park and the adjacent residential community is NOT equipped to handle the impact of an event of this magnitude i.e. 10000 visitors.

This permit would open the gate for further large scale events. The current permit for 5000, though still quite large, at least safeguards the community against these risks.

Reasons for objections are:

[REDACTED]

Alcohol consumption at such a large scale event so close to a residential community and literally through it always leads to anti-social behaviour. This would be a danger especially to children and young individuals going about their daily activities.

[REDACTED]

Small events add to the fun in the location and the community. Large scale commercially oriented events just exploit the location. We should keep the current limits on the permit to safeguard the community and the park.

I'm sure even with the best planning from the organisers it would still not be a

good fit for the location and the community.

Kinds regards,



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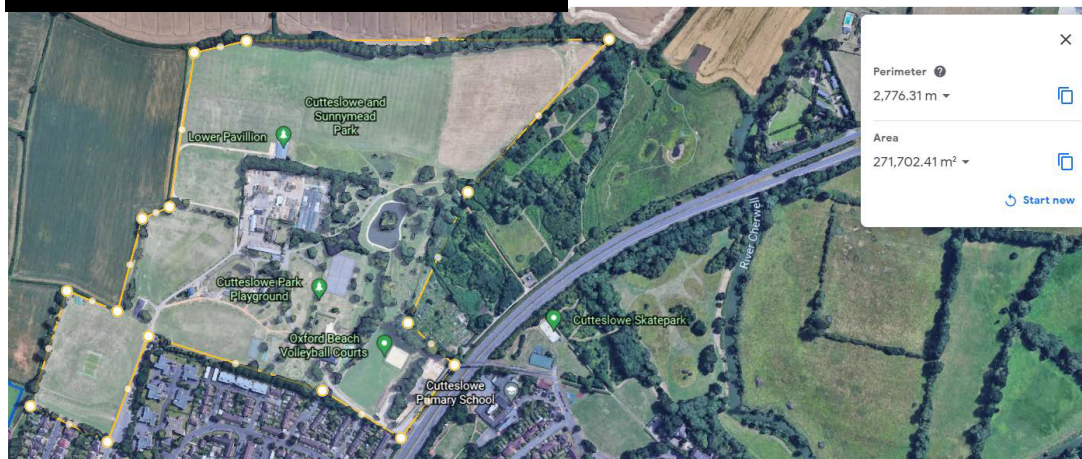
From: [REDACTED]
To: [licensing](#)
Subject: 21/01678/PREM, 'Cutteslowe Park, Harbord Road, Oxford, OX2 8ES
Date: 01 July 2021 22:04:49
Attachments: [image.png](#)
[image.png](#)

Dear licensing team,
I am writing to object to the license application
1/01678/PREM, 'Cutteslowe Park, Harbord Road, Oxford, OX2 8ES

My objections are...

[REDACTED]

[REDACTED]



[REDACTED]



5. Public nuisanceThe event will serve alcohol and the bar areas will be open after the event finishes. This could have a detrimental effect on the local residential area with people leaving the event unsupervised (after the event finish time)

--
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From: [REDACTED]
To: [licensing](#)
Subject: 21/01678/PREM Cutteslowe Park
Date: 01 July 2021 23:06:58

Please note comments below re: 21/01678/PREM - Cutteslowe Park Harbord Road, Oxford, OX2 8ES

Website was unavailable at 22.00 on 1 st July, 2012.

The proposal for a licence for 10000 people to attend a balloon fiesta in the park in the area defined in the application is not appropriate and should not be accepted. The proposal should be opposed on the grounds of its impact on the prevention of: crime and disorder, harm to children, public nuisance and promotion of public safety.

[REDACTED]

[REDACTED]

The proposal to sell alcohol on sale and off sale for extended periods on the three days of the fiesta has potential to cause public nuisance and crime and disorder from inebriated people and potentially harm to children,

[REDACTED]

[REDACTED]

Regards

[REDACTED]

[REDACTED]

--
This email was Malware checked by UTM 9. <http://www.sophos.com>

From: [REDACTED]
To: [licensing](#)
Subject: Proposal for balloon festival in Cutteslowe Park
Date: 30 June 2021 22:55:11

Dear Oxford Council

Proposal for Balloon event in Cutteslowe Park

I am generally in favour of attracting visitors to the park next to which I live. It has been a joy to see walkers, sportspeople, families having picnics and youngsters on the trains, especially in the Covid era. I am not a NIMBY and like the fact that so many can enjoy this amenity.

[REDACTED]
[REDACTED]. And inviting 10000 to buy alcoholic drinks brings with it the risk of litter, noise, and loutish behaviour. [REDACTED]
[REDACTED] the whole event is on a ridiculously large scale, even for a park as big as Cutteslowe, which is a quiet place and not one for huge noisy commercial events

Please think again and ditch this plan

Yours sincerely

[REDACTED]

[REDACTED]

[REDACTED]

--

This email was Malware checked by UTM 9. <http://www.sophos.com>

Objection to the Premises Licence Application for Show Time Events Group Ltd (21/01678/PREM), Harbord Road, Oxford.

The Application Form

Part 1 of the Application Form requires the applicant to describe the premises details. They are merely given as 'Oxford Balloon Fiesta, Cutteslowe Park, Harbord Road, Oxford, OX2 8NP'.

Part 2 of the Application Form has no box ticked to explain what type of organisation is applying for the premises licence.

Part 3 (Operating Schedule): The guidance note 1 given on the Council's website is easily accessible and is also very clear that this should **describe** the premises eg 'the type of premises, its general situation and layout, and any other information which could be relevant to the licensing objectives'. However, the narrative provided on the application form is 'This event will take place in August each year Outdoor Hot Air Balloon Festival and Family Day'. This is not a description and it therefore fails to meet the Council's criteria. This is a serious failure given that information is requested in the context of its relevance to the licensing objectives.

Section J states that alcohol will be supplied for sale both on and off the premises.

Section L states that the premises will be open to the public on Sunday from 11:00 to 10:00 (which cannot be correct as the Council's guidance clearly asks applicants to use a 24 hour clock).

Section M requires the applicant to describe the steps that are proposed to promote the four licensing objectives.

- Part (a), for all four licensing objectives, the applicant focuses on (i) the use of plastic containers for drinks and (ii) on telling people who buy alcohol to consume off the premises that it can't be consumed in the licensable area.
- Part (b), The prevention of crime and disorder, the applicant focuses on: Challenge 21; underage drinking; checking the perimeter fencing; and bag checks.
- Part (c), Public safety, the applicant focuses on high viz vests; the safety office being on the event; and the first aid area.
- Part (d), The Prevention of Public Nuisance, the applicant focuses on a zero tolerance to anti social behaviour; perimeter checks and music levels.
- Part (e), The protection of children from harm, focuses on the lost children unit and Challenge 21.

The Checklist has not been completed at all.

The Council's advice sheet for applicants who are submitting an application for a new premises licence (again easily accessible online) is very straightforward and states inter alia that the perimeter of the premises should be highlighted in red. On the (sort of) 'plan' of the premises which is provided at the end of the application form there are two areas outlined in red so it is not possible to know which area the premises licence is being applied for.

The 'plan' also fails to show the location of toilets and washrooms which is another requirement of the Council's advice sheet.

The failings in the application form are significant in a number of ways:

1. The applicant is intending to put on an event, over three days, in a well-used and already busy large park, in a residential area, with 10,000 people attending at any one time (and therefore potentially tens of thousands of attendees over the period of the event). Yet it is clear from the lack of thought that has gone into this application that the applicant is not taking this responsibility seriously. The application form can reasonably be described as slapdash. It is also grossly inadequate in respect of how the four licensing objectives will be met. If the applicant was not able to complete the application form himself, it is reasonable to have expected him to take some advice particularly so given the size of this commercial event for which there must be a substantial budget.
2. A reading of this application form should provide the reader with clear details of this event and how the licensing objectives will be met. Yet the application form fails to provide even a basic description of the premises and its boundaries.
3. In stating how he will meet the four licensing objectives (Section M), the applicant has completely failed to take account of the effect of this event on the surrounding area. He is treating the premises as a discrete area and is therefore overlooking the fact that it is in one of Oxford's largest and busiest parks which has residential areas both within and around it. The actions listed in Section M are totally inadequate to ensure that the four licensing objectives will be met. An example of this is the intention to provide sales of alcohol which can be taken off the premises. In order to meet the four licensing objectives the applicant (Section M) states '*Where alcohol is sold for consumption off the premises, they (sic) must be placed in a carrier bag prior to being handed over to the customer, informing them that this alcohol Cannot (sic) consume (sic) in the licensable area*'. What is there here to stop alcohol being purchased from the event, taken away and consumed (potentially in large quantities as the bars are open for almost 12 hours on each of Saturday and Sunday)? This is likely to result in drunken behaviour away from the premises, potentially over a wide area in this large park, which in August will have many visiting families and children, and with no measures to effectively ensure that the four licensing objectives are met (because the drinkers are outside the premises). There is nothing here to ensure public safety, the prevention of crime and disorder, the prevention of public nuisance and the protection of children from harm.

The existing premises licence

Cotteslowe Park already has a premises licence. The history of this licence is important because it was opposed vehemently by local residents (including myself) who had suffered from the public nuisance, crime and disorder and public safety issues caused by a series of large events which had been held in the park. As a result the granting of the licence was appealed with the result that, following an agreement overseen by the Magistrates Court in 2006, conditions were attached to the licence for Cotteslowe Park. The first condition was that the premises licence was limited to a capacity of 5,000 people.

The licence application under current consideration is for 10,000 people. It seems therefore that this application seeks to supersede the premises licence that is subject to the important condition of a 5,000 person capacity limit which was imposed under the eye of the Magistrates Court and which

was put in place to prevent a recurrence of events which had failed to meet the four licensing objectives.

Of even more concern is that the current application is taking as the premises only part of the whole park. This means that twice as many people are planned to attend an event in approximately 20% of the area to which the current capacity limit of 5,000 people applies. (The whole area of Cutteslowe Park as shown in the existing premises licence is approx 271,000 m² and the area of the park considered to be the premises for the current application is approx 55,000m². But note that within the 55,000m² there will be areas which are not in use for the general public eg the camping area and balloon/fireworks area, so the usable area is actually less than 20% of the whole park).

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Residential areas in and around Cutteslowe Park

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

The properties around, and particularly within the park, require consideration in respect of noise (public nuisance) It is not clear from the licence application how this is going to be monitored. The noise won't just be from the music but also from the fireworks and the hot air balloons (which are noisy in their own right because of the 'burners' which are fired up to produce hot air to keep the balloons afloat.

The appeal of the existing premises licence also took into account the public nuisance caused by large numbers of people leaving the park late at night, after a drink (or two). There was damage to properties and gardens were used for urination and worse. The licence application with its focus purely on the premises (ie the area of the park where the event would take place) fails to deal with the potential for public nuisance in the wider area.

[REDACTED]

[REDACTED]

[REDACTED]

Alcohol

This merits a special mention because of the length of time that the bars will be open and also because of the application to sell alcohol to be consumed away from the premises (as covered above). On all three days the bars will be open from 11am and will close at 10.30pm on Friday, 11pm on Saturday and 9.30pm on Sunday. So they will be open for most of the day and late into the evening. In the context of a family-oriented park which will be being used by many other visitors,

where one of the main modes of transport is likely to be car, and where there will be a lot of children this seems very inappropriate as it is likely to lead to inebriation. This is relevant to all four of the licensing objectives.

END

Reference: 21/01678/PREM

Regarding premises: Cutteslowe Park, Harbord Road, Oxford, OX2 8ES

To whom it may concern,

I would like to lodge a response to the licensing application reference 21/01678/PREM which I believe describes an event which is completely unsuitable for the “premises” (Cutteslowe Park).

My key objection is that Cutteslowe Park sits within a residential area and it is not possible to hold a large event (for 9,999 people) without having a significant detrimental impact on the amount of crime, levels of public nuisance, and public safety for the local neighbourhood.

[REDACTED]

I would also like to highlight some specific negative impacts which the event would cause using the four licensing objectives:

[REDACTED]

Prevention of Harm to Children: As a parent of young children living in very close proximity to the proposed event this issue is of particular concern to me. I do not feel that the content of the application (which effectively amounts to having a lost child unit within the event, and stopping under age drinking) is any where near adequate, and completely fails to address any potential harm that could happen to children [REDACTED], as well as the impact that the extra noise, [REDACTED] will have on the children in the residential areas directly surrounding the event (e.g. Harbord Road).

Prevention of Public Nuisance: The event will cause a large amount of noise disruption for local residents (e.g. during the planned fireworks displays and the loud music during the event). [REDACTED]

[REDACTED]

Overall I do not support the event being proposed, and feel that it will have a significant negative impact on my local community.

Yours sincerely,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

██████████
██████████
██████████
30 June 2021

Dear Sir/Madam

**Application by Show Time Events Ltd for premises licence for an annual 3 day event in Cutteslowe
Park: Ref 21/01679/PREM**

I am surprised that the council is even entertaining the reputational risk that approving this application would incur.

It is fairly predictable that a crowd of 5,000 people without an alcohol licence will be largely free of crime and anti-social behaviour.

A crowd of 10,000 with a licence to consume alcohol continuously over a period of ten hours or more presents a much greater risk of criminal and anti-social behaviour, probably an order of magnitude greater. It is also likely to attract professional criminals to work on the crowd.

The proposal in effect denies the usual amenities of the park to the habitual users for three days because the combination of parking and the event itself will take up most of the space. It will presumably demand police resources being deployed from elsewhere.

Who benefits from this? Certainly not the residents around Cutteslowe Park. Certainly not the police. Probably not the council except in some narrow financial sense.

I think you should reassert the existing protections for Cutteslowe Park and reject this unworthy application.

Yours faithfully

██████████

From: [REDACTED]
To: [licensing](#)
Subject: Licence Application 21/01678/PREM Cutteslowe Park
Date: 30 June 2021 19:30:51

Dear Sirs,

**Reference 21/01678/PREM,
Cutteslowe Park, Harbord Road, Oxford OX2 8ES**

[REDACTED]

[REDACTED] the event may very well cause accidents, due to alcohol and too many people being pushed together in a small space.
I strongly oppose this application.
Yours faithfully
[REDACTED]

--
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From: [REDACTED]
To: [licensing](#)
Subject: 21/01678/PREM
Date: 30 June 2021 11:56:07

To whom it may concern

I am writing with regards 21/10678/PREM Cutteslowe Park, Harbord Road, Oxford OX2 8ES

I am resident at [REDACTED] Harbord Road and felt I needed to write in objection to the proposed application to a new premises licence for the 'Fiesta'.

I have noted that licensing objectives are the prevention of crime and disorder, the prevention of harm to children, the prevention of public nuisance and the promotion of public safety. All of these I feel would be impacted detrimentally by the proposed application.

I feel particularly concerned about the sale of alcohol to such large numbers in a public park frequented by families and young children. There is no provision detailed with regards the potential criminality that could result such as littering, theft, anti social behaviour etc. [REDACTED] and the knock on dangers that they bring are naturally a worry but I am also concerned about the mixing of alcohol and driving that could occur and lead to issues in a busy, built up, residential area.

[REDACTED]

[REDACTED]

In summary I love seeing Cutteslowe Park used by the community in all sorts of ways and do not have a problem with well managed events taking place (my family and I especially enjoyed Helen and Douglas House Bubble Rush Run) but the concern here is the changes of the current licensing agreement to doubling the numbers of people from 5000 to 10000 but within a smaller area and the sale of alcohol over a very long period of time and into the evening yet with no provision for the negative impacts on the park, wildlife or local neighbourhood with regards anti social or criminal behaviour.

Kind Regards

[REDACTED]

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Comments on application 21/01678/PREM

In 2006 the Premises licence for this event limited event-goers to 5,000. The use of the Park has substantially increased over the intervening 15 years, and any proposal to increase the events capacity needs to take this into account. On an average Summer weekend, there will be Parkrun, cricket teams, children in the two playgrounds and splash pool, tennis and crazy golf players, often model railway enthusiasts providing family rides, dog walkers, café users, Cutteslowehort visitors and ODS vehicles moving to and from their depot.

Originally the Balloon Fiesta was scheduled for August 2020. The event was postponed due to covid. The new proposal, for 20-22 August 2021 and for 5 set-up/take down days, is for a much larger event for 10,000 as against the previous 5,000 event-goers. This would include an open-air stage for live music/ a large fairground/ two bars serving alcohol/ arena acts/trade stalls/catering units/a firework display, as well as 'up to 25 Balloons.'

The application form is deficient in that:

1. It refers only to the event being 'annual' with no specific dates for 2021 or later years.
2. The application does not refer to measures needed to protect the park grounds. These include (a) areas of open grass which will inevitably suffer damage from the crowds; (b) specific areas which are important to an understanding of the area's history; (c) areas which are being nurtured as wild-flower meadows/woodland.
3. The times proposed for live music/recorded music/ sale of alcohol (on and off sales)/dance are not correlated. In particular, live music/dance is proposed from 11.00 to 22.30 on Saturday but alcohol sales to 23.00. Together with 'drinking up time' for on sales, this will mean that people will remain drinking in the park till 11.30 p.m.
4. The provision for ID for alcohol sales is very loosely worded. It refers to ID'ing on entering the premises but 'the premises' appear to be the whole area of the park (the red line on the organisers' plan confirms this). In the doc
5. For 10,000 or even 5,000 people, substantial amenities and facilities will need to be provided e.g. provision of WCs/water/first aid. These are specified inadequately or not at all.
6. Access arrangements for emergency vehicles and for ODS vehicles are not specified.
7. Car parking in the park – arrangements for entrance via Harbord Road are not adequately specified. Harbord Road will continue to have residents' and carers' parking and so will effectively be only one lane wide. This will be extremely challenging, given that there is also only a one lane road into and through the park. Also, parking will need to be available to park users not attending the event as well as to event-goers.
8. Security arrangements for the safety of event -goers and other park users are not adequate. Both the balloon flights and the fairground are attended by substantial dangers, especially in high winds, and will need skilled and experienced managers. Security staff will be needed to deter petty crime from both people and parked cars.

The impact on the Licensing Objectives:

- a) The prevention of Crime & Disorder

There is no substantive plan for security staff (i) to discourage theft by patrolling the event site and car parking, (ii) to manage behaviour, in particular at the two bars where it is intended that alcohol will be served until 22.30 on Saturday night, which, with drinking up time, means that drinkers will be leaving the park well after dark. There is a reference in the risk assessment relating to drink/drugs problems to 'bag searches at the entry gates' and 'roaming security checks' but it is not clear whether these are going to be at the arena entrances or at fenced off bar areas.

b) The Prevention of Harm to Children

Apart from a lost children post, there is no provision for marshals to be particularly aware of the dangers to children of becoming separated from family by large crowds and of getting too close to fairground equipment/grounded balloons/ fireworks.

c) The Prevention of Public Nuisance

- (i) The Park has natural hazards including uneven ground and a lake which could be dangerous to event-goers making their way out of the park after dark, particularly if they have been drinking.

There are wild-flower and woodland areas which could be damaged by careless event-goers.

- (ii) The organisers have provided a Google map, intended as a site plan, from which it appears that the Heras fencing will be erected on the very edge of the Park's boundaries. The site plan does not show the wild-flower and woodland areas that need to be avoided. One of the proposed emergency exits is currently sited very close to Restharrow Meadow. This area is a small but historically important remnant of once extensive hay meadows and is one of only a couple of sites in the City where restharrow grows.

- (iii) The Park is surrounded by a residential area, where the late hours proposed would be a real imposition, especially because the organisers have asked for off licences as well as on licences, so there will be no control of late- night drinking. There is no reference in the documents about marshals being employed to ensure that people exit the Park quietly.

There will be a serious loss of amenity to residents in the vicinity of the park, who will be exposed to amplified noise levels for many hours every day, be limited in their ability to use the park for approx. one week, and are likely to find it difficult to move freely to and from their homes, particularly by car.

The traffic management plan does not refer to the following issues, but It is particularly important (i) that cars should not exceed 10 mph along Harbord Road and into the Park, (ii) that parking should be allowed for carers as well as residents along Harbord Road and (iii) that cars should not be stopped as they enter the park because this will result in tail backs onto the Banbury Road. The current Premises Licence conditions state that the TMP should be produced to residents, where practicable, four weeks before the event. To date local residents have not been leafleted and so for many of them there will be no time to make alternative arrangements for visits from family or carers.

- (iv) There is no clear plan for managing up to 10,000 people at any one time, and many cars, in a relatively small space over a three-day period. (EP Traffic

Services, the contractors for traffic management, estimate that 71% of people will come by car, 22% on foot, the rest by other transport. EP estimates 180 cars per acre and 2.4 people per car so, given the available parking, only 1,840 vehicles and 4,416 people at any one time could be accommodated. In fact there could be 7,000 arriving by car, which is clearly going to put an impossible strain on the parking and the approach roads.

The movement of cars into the site is likely to result in traffic jams which could start back in the Banbury Road. Once event-goers are in the park, they will need to be directed to parking spaces and, when these run out, drivers will have to be sent back along the narrow Harbord Road into the Banbury Road. The Oxford Parkway Park & Ride is unlikely have adequate spaces for the event-goers, but those who can park there will either have to walk from the P & R or take buses. CPZs will prevent parking in the streets around Cutteslowe Park. The nearest non-CPZ parking is in Upper Wolvercote but there is no direct bus route from there to Cutteslowe.

The exit towards the A40 is even more difficult. It would use the one-lane track (not normally for vehicles) which passes between the two playgrounds, the model railway and the café. Children (and the train at intervals) continually run across this track. It is proposed that just one marshal will manage a crossing between these various attractions.

The A40 exit from the Park is not signposted from the east, and so drivers coming along the A40 will not expect cars to exit into the A40. The slipway is short and there will be pressure from cars behind waiting to get on to the A40 through gaps in the traffic.

d) The Promotion of Public Safety

Public safety is going to be a concern for event-goers, other park users and residents. Not enough detail is given about staffing levels, or the level of expertise that will be required by the organisers for marshals (traffic and crowd management), stewards (security), first responder and other medical providers, those manning the lost children post (DBS checks and experience). These are just some of the staff who will be necessary to ensure public safety.

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From: [Planning](#)
To: [licensing](#)
Subject: Comments for Licensing Application 21/01678/PREM
Date: 30 June 2021 11:27:56

Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 30/06/2021 11:27 AM from [REDACTED] [REDACTED]

Application Summary

Address:	Cuttleslowe Park Harbord Road Oxford Oxfordshire OX2 8ES
Proposal:	Premises Licence
Case Officer:	Lucy Longford

[Click for further information](#)

Customer Details

Name:	[REDACTED] [REDACTED]
Email:	[REDACTED]
[REDACTED]	[REDACTED] [REDACTED] [REDACTED]

Comments Details

Commenter Type:	Neighbours
Stance:	Customer objects to the Licensing Application
Reasons for comment:	<ul style="list-style-type: none">- Crime and Disorder- Protection of Children from Harm- Public Nuisance- Public Safety
Comments:	30/06/2021 11:27 AM Cuttleslowe Park provides a wonderful variety of open space, 2 play areas, cafe, basketball, putting, tennis courts, pond, nature walks, football pitches, garden nursery, 2 car parks, park offices, private residences, miniature railway. People come from a wide area to enjoy the park. 10.000 visitors will pose a number of problems, safeguarding, litter, vandalism, drugs, dog poo, noise from amplified music and announcements, lack of adequate parking, damage to the environment, alcohol fuelled anti-social behaviour. The weekend will compromise all that the council have done to provide it's residents with a most wonderful community facility. Please do not put your residents and citizens at risk by allowing such a huge number of 10.000 people to access the park for this and/or any future events.

Kind regards

**Relevant Representation against issue of a new Premises Licence for
Oxford Balloon Fiesta, Cutteslowe Park, Harbord Road, Oxford
on behalf of Harbord Road Area Residents' Association ('HRARA')**

This Representation ("Objection") is made on behalf of the Harbord Road Area Residents' Association (referred to herein as 'HRARA' or as 'our Client')¹, many of the members of which are residents of properties in very close proximity to Cutteslowe Park (the 'Park' and proposed 'Premises'). This Objection is three-fold (but with over-lapping grounds) namely:

1. On the basis that ***all four Licensing Objectives*** would be seriously negatively impacted if the proposed "Premises" is issued with a Premises Licence enabling licensable activities to be conducted there;

and
2. That the application process has been fundamentally compromised due to **irremediable defects in the application process** namely that:
 - a. The information in the Premises Licence Application form ('Application') is inaccurate and/or misleading;
 - b. Crucially the Applicant has failed to comply with the Licensing Act Regulations relating to required advertisement of its application;
 - c. It is not drafted in a manner consistent with the Statement of Licensing Policy for this Licensing Authority;
 - d. It is not drafted in a manner consistent with the statutory Revised Guidance to the Licensing Act 2003²;
 - e. It is not drafted in a manner consistent with the Noise Council Code of Practice on Environmental Noise Control at concerts³
 - f. The Application is vague and attempts to circumvent the conditions on the existing Premises Licence (06/00145/PREM) applicable to Cutteslowe Park ('the Park'), and
3. Without prejudice to the above, any new Premises Licence permitting a capacity of 10,000 for three days each year at the proposed 'Premises', would contradict; undermine and 'fly in the face of' the considered rationale that resulted in Premises Licence 06/00145/PREM being issued ***subject to stringent conditions*** (following consideration by Oxford City Council's

¹ HRARA is an association which was formed around 15 years ago. As the name suggests the membership is drawn from residents of Harbord Road (the main access route to Cutteslowe Park) and the surrounding area.

² Revised Guidance to the Licensing Act 2003, April 2018

³ Noise Council Code of Practice on Environmental Noise Control at concerts

Licensing Authority at the Licensing Committee Hearing in 2006, and further in the context of the appeal to the Magistrates' Court)⁴.

Please note that whilst this Representation is comprehensive, our Client reserves the right to expand on the points made herein at any Committee Hearing.

1. Objections based on Licensing Objectives:

Our Client is of the view that all four licensing objectives will be seriously (and possibly irrevocably) negatively impacted if Regulated Entertainment (and other entertainment activities) are permitted under a new licence for the "Premises", for the planned event ("Oxford Balloon Fiesta") for up to 10,000 people daily, in an area of parkland known for its beauty and tranquillity.

Specifically:

Negative impact on (and possibly permanent damage to) the environment, and on local residents through public nuisance:

The proposed licensed "Premises" (identified as 'Oxford Balloon Fiesta, Cutteslowe Park in Part 1 of the Application) – is an area of beautiful parkland which is inherently unsuitable for events involving large crowds and the inevitable undesirable consequence of littering, noise and traffic disturbance, and in this case, potentially the negative effect on wildlife within the Park.

Cutteslowe (and Sunnymead) is the largest park in Oxford and has the honour of being the recipient of a Green Flag Award. The Park is managed to provide a semi-natural wildlife area and community woodland. The Park already provides extensive facilities for its visitors who can enjoy the Park without incurring expense. Those activities are broad but include two large playgrounds; a water play feature; a duck pond; walking or running the Sri Chinmoy Peace Mile and other areas; walking through the woodland and natural areas; and generally enjoying the tranquil green open spaces.

The Park is already a highly popular place which is open to all and a great social place for the community. In addition to its valuable day to day use for visitors, many of whom come from further-a-field, the Council already has a Premises Licence which permits a limited number of events per annum, with a substantial capacity (5000) – see further below (and at Appendix 2).

There is ample evidence to illustrate the harmful effect caused by large crowds congregating in areas of natural beauty, where the activities that are being undertaken (e.g. music concerts on staging; bars etc.), involve large-capacity crowds and are contrary to the natural habitat.

As well as the obvious potential for damage to the environment (through for example footfall in areas which have been left natural to encourage wildlife and waste such as plastic bottles and other rubbish being left), this proposed "Premises" plans to have a Fireworks Display on two consecutive nights which will, in all likelihood, disrupt wildlife, as well as domestic pets in the nearby properties.

⁴ Our Client shall (if appropriate) refer to documentation relating to the original Licensing Committee in 2006 and relating to the Appeal and compromise of that Appeal (leading to the issue of the 2006 Licence with conditions)

In addition to the serious potential for noise nuisance, the location of the Park – near to many residential properties – renders it unsuitable for large-capacity events. As can be seen from the various maps/plans at Appendix 1, the Park (and car parks) is accessed through a road network of primarily residential roads. As the proposed “Fiesta” could involve up to 10,000 people at any one time (and consequently many more than that over a period of three days) whilst other areas of the Park are likely to be used by other visitors (who are not going to the (ticketed) Fiesta), the probability is that local residents and other parkgoers will be inconvenienced by the road closures; severe transport congestion and/or by those parking illegally in order to attend either the Fiesta or simply the Park.

Further, considerable noise and traffic nuisance is likely to be caused to local residents in the neighbouring roads for at least a week – with the event/fairground build up and site breakdown taking 8 days to complete.

The Application also confirms that “amplification” will be used in relation to live and recorded music which in the proposed licensed outdoor location, will inevitably cause undue nuisance to local residents, and indeed damage to the eco-system of the Park and wildlife (e.g. deer, foxes, badgers, wildfowl, birds etc). The Application disappointingly seeks this authority without providing any noise impact assessment evidence. No details have been provided to illustrate that such Regulated Entertainment would not amount to public nuisance – for example the Applicant has not submitted any Noise Management Plan, with the licensing documentation supporting the Application.

Negative impact on Crime and/or Disorder and the Protection of Children from Harm:

Where it is proposed that land is used for event entertainment activities in complete contrast to its natural environment, with large crowds inhabiting a space, which is not ‘fit for purpose’ in terms of Regulated Entertainment, it is an inevitable consequence that crime; disorder and/or harm to children is likely to occur inter alia through (but not limited to):

- Littering;
- Illegal parking;
- Exposure of children to the supply and sale of alcohol and/or drugs;
- Public urination;
- Thefts (e.g. of wallets; mobile phones; personal belongings);
- Thefts from vehicles;
- The risk of children being targeted by undesirables and/or being separated from responsible adults;
- Damage to property.

Negative impact on Promotion of Public Safety:

The Application lacks any detail relating to staffing; stewarding; use of SIA staff; medical staffing provision; detailed risk assessment procedures (identifying personnel and liaison with the Responsible Authorities) and thus provides no assurances that any event in this area involving Regulated Entertainment would be conducted safely. Further no information is given as to why the Applicant is seeking authorisation to provide ‘off sales’ at the three day event.

As a minimum, in relation to this type of proposed new licensed operation for a crowd of some 10,000 people (at any point in time), the Licensing Authority and other Responsible Authorities (and indeed to a degree, any Interested Party), would typically expect to have the opportunity to consider (along with the basic Application form):

1. Detailed Noise Impact Assessment with Noise Management Plan;
2. Environment and Wildlife Impact Assessment;
3. Traffic Management Plan;
4. Stewarding and Security Plan;
5. Risk Assessment;
6. Event Management Plan including information about capacities; access/egress etc;
7. Medical Provision Plan.
8. Temporary Structure erection/dismantling safety procedures.
9. Visitors Safety Policy
10. Safety of Children specific policies.

Without the above information being provided with the Application, the Responsible Authorities (including the Licensing Authority) may well find it impossible to discharge their legal functions, and Interested Parties are prevented from seeing the 'full picture' of what is being proposed for their locality.

Instead the Application lodged by the Applicant in this instance is virtually devoid of any detail other than the proposed timings of the "Fiesta". In Section M, the information provided is totally inadequate. It is incomplete; vague and/or is not supported with empirical evidence providing any detail as to why the measures stipulated would (in all likelihood) suffice to promote the licensing objectives. Most of the measures appear to relate to the sale of alcohol (although even those measures lack specifics and clarity)⁵ rather than to the prevention of public nuisance; crime and disorder or to the promotion of public safety. No measures are provided to evidence how crowds would be properly managed; how traffic/transport measures would be effective so that local residents are not unduly disturbed etc...

The information provided in the Application fails to give any confidence to local residents that sufficient measures will be in place to ensure that the licensing objectives are promoted at all times, especially in view of the large capacity crowd of up to 10,000 people attending at any one time on each day (so possibly over 10,000 on each day). In relation to the potential for overcrowding of the proposed new licensed Premises and of the Park generally, see later in this Objection.

The Council will be entering into a commercial contract with the event organisers and will want to maximise its position; the organisers will wish to minimise their costs, and maximise their position. In this commercial process, there is a significant risk that the local residents who will be negatively affected by these agreements will have no 'voice'.

Further observations concerning the (lack of) detail given in the Application concerning the proposed measures to meet the promotion of the Licensing Objectives are given below.

⁵ For example in section M(b) it states that "All people entering the licensable area shall be ID checked and in accordance with Challenge 21" – the 'licensable area' appears to be the whole area delineated in red. This statement does not seem to fit with Policy CH5 there being a lack of detail around the "management protocol".

2. Defective Application in terms of details supporting the promotion of the Licensing Objectives; Defects in Advertising and Site Notices:

Prior to any application for a Premises Licence being made and particularly where large-capacity open-air entertainment such as live bands (playing amplified music) will be operated, the Applicant *must first* consider:

- the Authority's current Statement of Licensing Policy; and
- the Revised Statutory Guidance to the Licensing Act 2003;
- Typically the Applicant will also consider the provisions of the Noise Council Code and other Guidance (such as the 'Purple' Guide).

This is to ensure that the Application form ultimately lodged by the Applicant is well-considered and well-drafted by the Applicant/proposed Premises Licence Holder. This is, in turn, to ensure that the Responsible Authorities and all Interested Parties, and ultimately the Licensing Committee (if a Hearing proves necessary) are provided with *precise* information and facts from which the application can be considered.

Defects in Application form:

This Application does not appear to have been constructed with the Statement of Licensing Policy (February 2021 – February 2026); the Guidance to the Licensing Act; or The Noise Council Code in mind. Indeed the Application does not comply with the Licensing Regulations⁶ in relation to the minimum requirements which must be met. This is because:

1. The Part 1 Description of the proposed "Premises" does not tie in with the map lodged with the Application;
2. The Part 3 Operating Schedule is incomplete and misleading – It should have described the "description of the premises" not the event, and again there is no linkage with the plan.
3. The prescribed form of application (LIC2) is required to include in its Operating Schedule the proposed "type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives." The two-line comment about the event in Part 3 Operating Schedule is wholly inadequate.
4. The Plan submitted in support of the Application fails to comply with Regulation 23 being:
 - a. Not of the required scale, or of any scale from which measurements/distances can be taken;
 - b. Fails to show access and egress points for proposed visitors; vehicles; emergency services; infrastructure (such as light rigging; temporary staging etc.);

⁶ The Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005 – Specifically Regulation 23.

- c. Fails to show escape routes from the 'premises';
 - d. Fails to show proposed location of temporary fixtures such as stages; marquees; light-rigging etc.
 - e. Fails to show location of any public conveniences;
 - f. Fails to show location of any fire safety or other safety equipment.
5. One assumes that the Applicant intends to steward/ control the car parking at the event site but this is unclear from the application or the plan. No information is shown as to how emergency vehicles would gain access to the "Premises" and/or how crowds would disperse from the "Premises" – the latter is contrary to paragraph 5.3.2 of the Licensing Authority's Statement of Licensing Policy.

Generally there is a lack of any evidence that the Applicant completed the LIC 2 application with any of the Policies set out in this Licensing Authority's Statement of Licensing Policy in mind. Without limiting the aforesaid, the Applicant does not appear to have considered Policy LA2; LA4; LA6; PP14; and/or OS12.

The Application further fails to set out specific *measurable* steps in section M of its Application which are capable of being encapsulated into defined Licence Conditions which in turn can then be enforced. Vague details cannot be codified into enforceable conditions against which any licensable activities can be assessed; monitored and enforced. The proposed measures are imprecise and are inappropriate (particularly for a large-capacity event on open land), and do not meet the requirements of the Revised Guidance Licensing Policy.

Defects in Site Notices and in Advertisement

In our view, the application as currently presented is also fundamentally flawed and should be dismissed due to irregularities in the advertising process namely:

1. **The Site Notices displayed are not Regulation 25 or Regulation 26 compliant and are deceptive as:**
 - a. They have **not** been displayed on **pale blue paper**;
 - b. They have **not** been displayed at **50 metre intervals** (as per Regulation 25(a)(ii)) around the perimeter of the proposed "Premises";
 - c. The proposed "**Premises**" are **mis-described**:
 - i. Without reference to any licensing plan showing the area concerned;
 - ii. Referring to "Cutteslow" Park (rather than Cutteslowe Park);
 - d. They **fail to set out the proposed timings** for the proposed licensable activities;
 - e. They **fail to give the correct date for expiry of the Representation period** (thereby misinforming local residents and other potential objectors of the deadline);
 - f. They **fail to stipulate that Representations can be lodged by email/through the web** and fail to give the relevant email address and portal/web address;
 - g. They even **fail to identify the proposed "licensable activities"**.
2. **The Newspaper advertisement** (whilst marginally better) is also not Regulation compliant as it:
 - a. **Mis-describes the "Premises"** referring to it as a "Festival" whereas the application form states that it is a "Fiesta";

- b. Again fails to identify the land with reference to a licensing plan;
- c. Again fails to identify the proposed licensable activities i.e. Sale of alcohol by retail; Regulated Entertainment (and which categories) and completely fails to list category (h) entertainment – so the advertisement does not match the Application form;
- d. Fails to list the licensing hours sought correctly – in the Application form, Recorded Music on the Saturday night is only sought to 22:00 (not 22:30); Performances of Dance have been sought in the application until 22:30 on the Sunday, whereas in the advertisement it states 21:30;
- e. Again, the incorrect date for expiry of the Representation period has been given - thereby misinforming local residents and other potential objectors of the deadline; and
- f. They fail to stipulate that Representations can be lodged by email/through the web and fail to give the relevant email/portal/web address.

The above irregularities are irredeemable and fatal to the application as the lack of any correct Site Notice and the lack of a correct newspaper advertisement, in all likelihood have misled those in the vicinity who wish to lodge a representation against the issue of this Premises Licence.

In our view, in view of the irremediable defects in the Site Notices; the advertisement and in the actual Application, the Application should be dismissed.

3. Existing Premises Licence 06/00145/PREM, with Conditions (inter alia limiting capacity to a maximum of 5000 and only 6 events per annum with a capacity over 499):

In 2006, following an Appeal to the Magistrates Court, the Licence at Appendix 2 was issued subject to full conditions (also at Appendix 2). Those conditions (including a capacity limit of 5000) were considered appropriate and necessary (following extensive discussion based around a number of events which had taken place in the Park) for a wide variety of reasons including (but not limited to):

- the location of the Park (being in a highly residential area);
- the risk of public nuisance to residents and others, and
- the fact that the Park is a Council facility which should be available to all (and not to a select few who can afford/obtain tickets to a commercial event).

It is crucial to understand that in 2006 when the existing Licence (06/00145/PREM) was granted and a capacity of 5000 was set – the proposed “Premises” was the *entire Park* – see the Plan at Appendix 2. The existing Licence therefore covers an area of approximately 271,000 m² (see plans at Appendix 1 and attached to the back of the Licence at Appendix 2).

As is obvious from a comparison of the existing licensed area, with the plan supporting the new proposed licensed ‘Premises’ (seeking authorisation for **double the capacity, to 10,000** at any one time), the latter is **less than 25%** of the existing licensed area. It is consequently obvious that if a capacity of 5000 (on only 6 occasions per annum) was considered appropriate, in an area of land of roughly four times the size a capacity crowd of 10,000 in the proposed “Premises” of only 55,906 m² is inherently inappropriate for all of the reasons stipulated in the first part of this Objection. In addition to the above, the Application entirely fails to consider how the proposed ‘licensed’ operation would ‘marry’ with the continued use of the surrounding park, to visitors who wish to use the facilities notwithstanding the ‘Fiesta’ taking place. No consideration has been given to the fact


that the capacity of the crowd at the proposed event would not be the overall capacity of people in the Park at any time.

Conclusion

In conclusion, it is respectfully submitted that:

- The Application for the Premises Licence is defective being in breach of the Licensing Regulations; should not have been accepted by the Licensing Authority and should be dismissed in its entirety (without the need for any Hearing) due to its irremediable failures;
- Without prejudice to the above, the Application fails to adhere to either the Revised Statutory Guidance or to the Licensing Authority's own Statement of Licensing Policy, and as a result the Licensing Authority and Responsible Authorities cannot exercise their functions safely, there being a dearth of any specifics regarding how the Licensing Objectives will be promoted at any time that the area is used for any purpose involving licensable activities.
- The evidence that is available suggests that the proposed 'Premises' is inherently unsuitable for the proposed licensable activities involving large capacity crowds of up to 10,000 (at any one time) per day (plus other parkgoers who would be using the rest of the Park but not going to the 'Fiesta');
- As well as being inconsistent with the Licensing Authority's Statement of Licensing Policy, the Application also appears to be entirely inconsistent with Oxford City Council's Management Plan (2018 to 2022) for Cutteslowe Park (see Appendix 3). It should be noted that the proposed 'Premises' are in fact the sport pitches which are open spaces (along with the Rest Harrow Meadow) which are protected from development under this Plan – having been identified as areas which must be valued as facilities in their own right.

We appreciate that the Council will wish to explore commercial opportunities with event organisers but what is proposed in the Application is, in all likelihood, likely to negatively impact on all four Licensing Objectives and have a significant detrimental effect on local residents and other parkgoers who wish to use the Park for its intended purposes and/or do not want to suffer from (noise and other forms of) public nuisance.



Blandy & Blandy LLP

Solicitors for HRARA

24 June 2021 Ref: SED/HAR1446/1

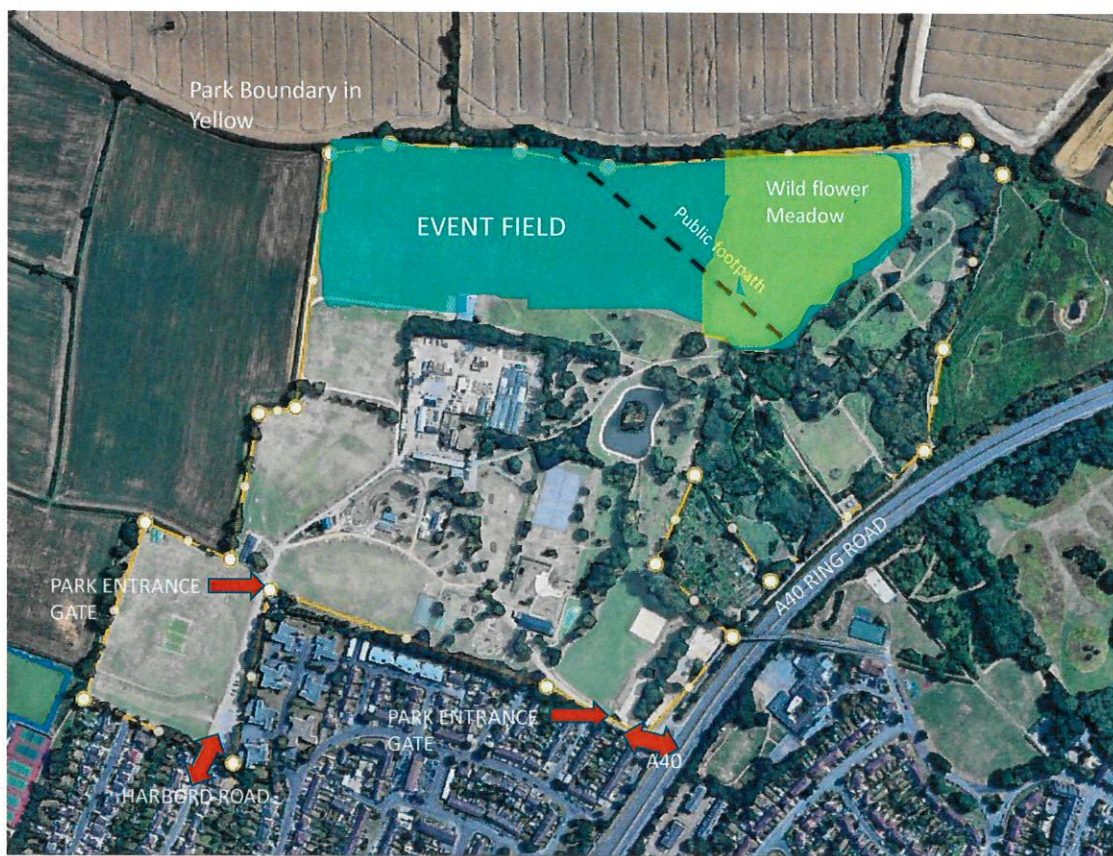
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- Appendix 1: Plans of locality
- Appendix 2: Existing Premises Licence for the Park
- Appendix 3: Oxford City Council's Management Plan (2018 to 2022) for Cutteslowe Park

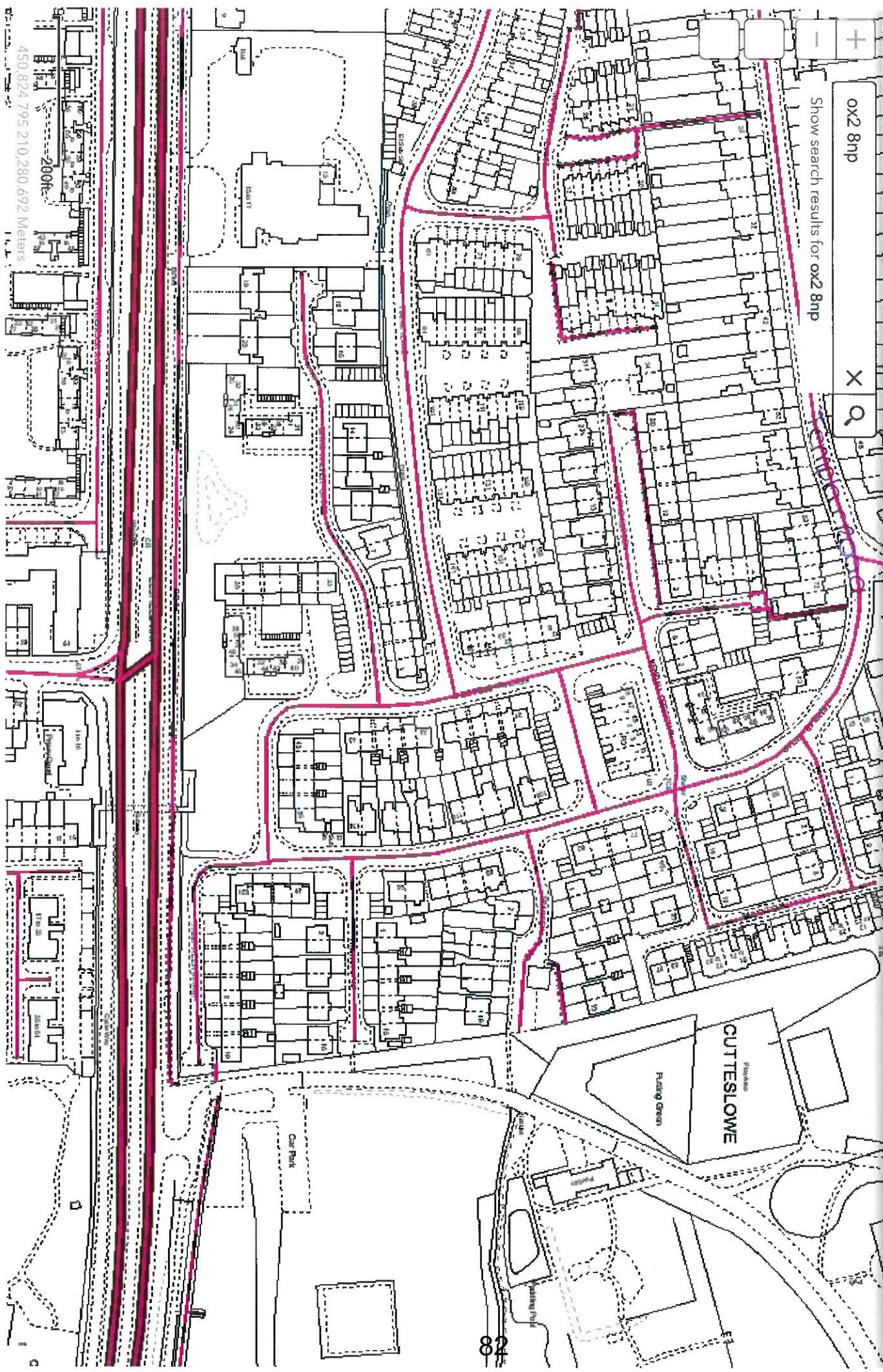
Appendix 1 to Representation of 24 June 2021

Plans/Maps of the locality (for Reference/Information):

1. Map of the proposed new licensed area showing footpath and wild flower meadow
2. OCC Publicly Maintained Highways map
3. HM Land Registry maps of nearby housing/flats
4. Map showing (entire) Park with measurements
5. Map showing existing licensed area under 2006 Licence: 06/00145/PREM



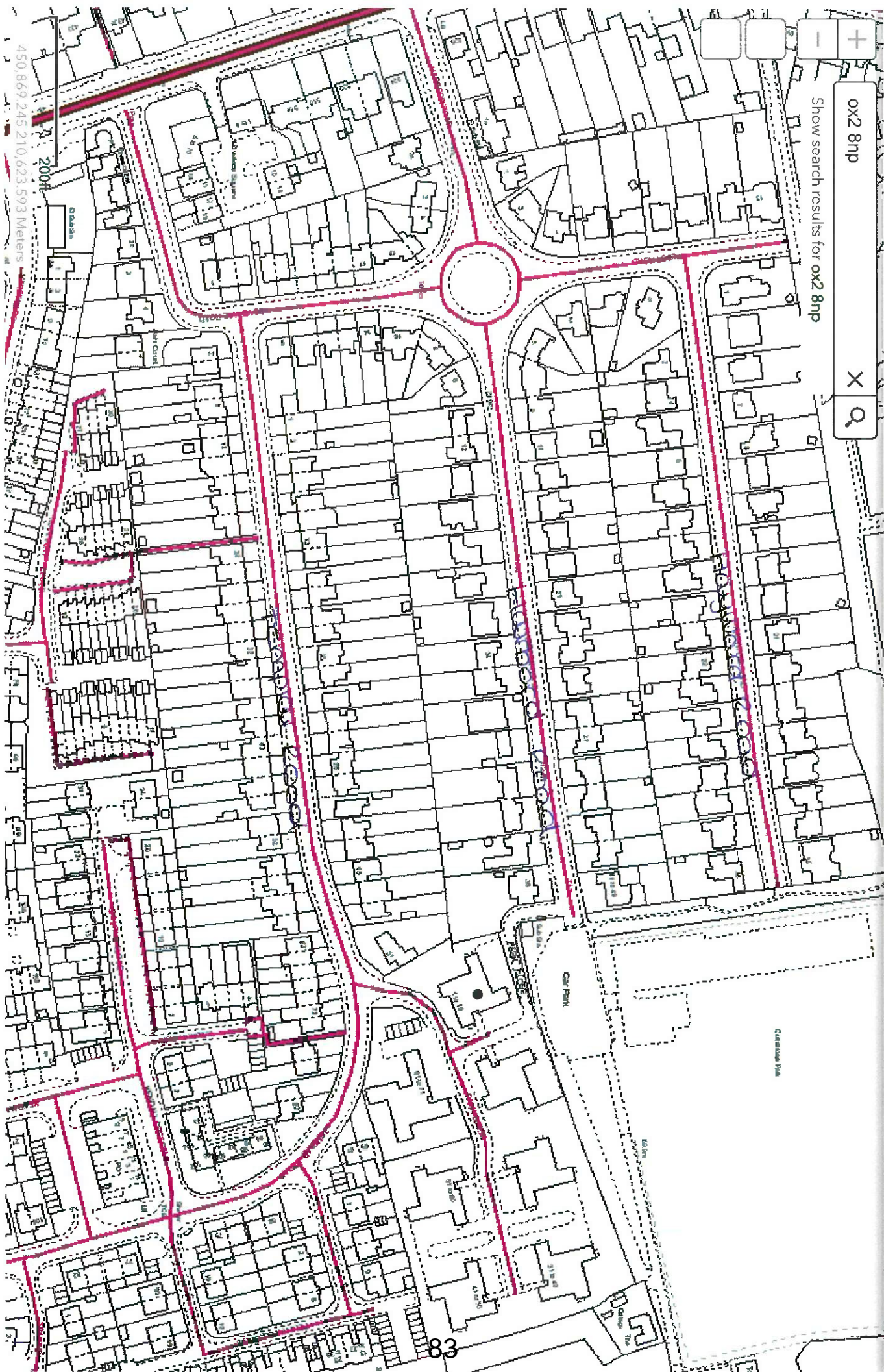
Oxfordshire County Council Publicly Maintained Highway



Oxfordshire County Council Publicly Maintained Highway

ox2 8np

Show search results for ox2 8np





Titles (1 of 1 loaded)

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number information
ON24996 Freehold

- PARKS
DEPARTMENT,
OXFORD CITY
COUNCIL
CUTESLOWE
PARK, OXFORD
OX2 8ES
- OXFORD CITY
COUNCIL
CUTESLOWE
PARK, OXFORD
OX2 8ES
- 10 PRIORS
FORGE,
OXFORD OX2
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- 14 PRIORS
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- 2 PRIORS
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CLOSE,
OXFORD OX2
8NJ
- 12 DAVID
WALTER CLOSE,
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- 17 DAVID
WALTER CLOSE,
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- 2 DAVID WALTER
CLOSE,
OXFORD OX2
8NJ
- 21 DAVID





Titles (1 of 1 loaded)

Title number	Estate information	Address
ON24996	Freehold	

PARKS
DEPARTMENT,
OXFORD CITY
COUNCIL
CUTESLOWE
PARK, OXFORD
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OXFORD CITY
COUNCIL
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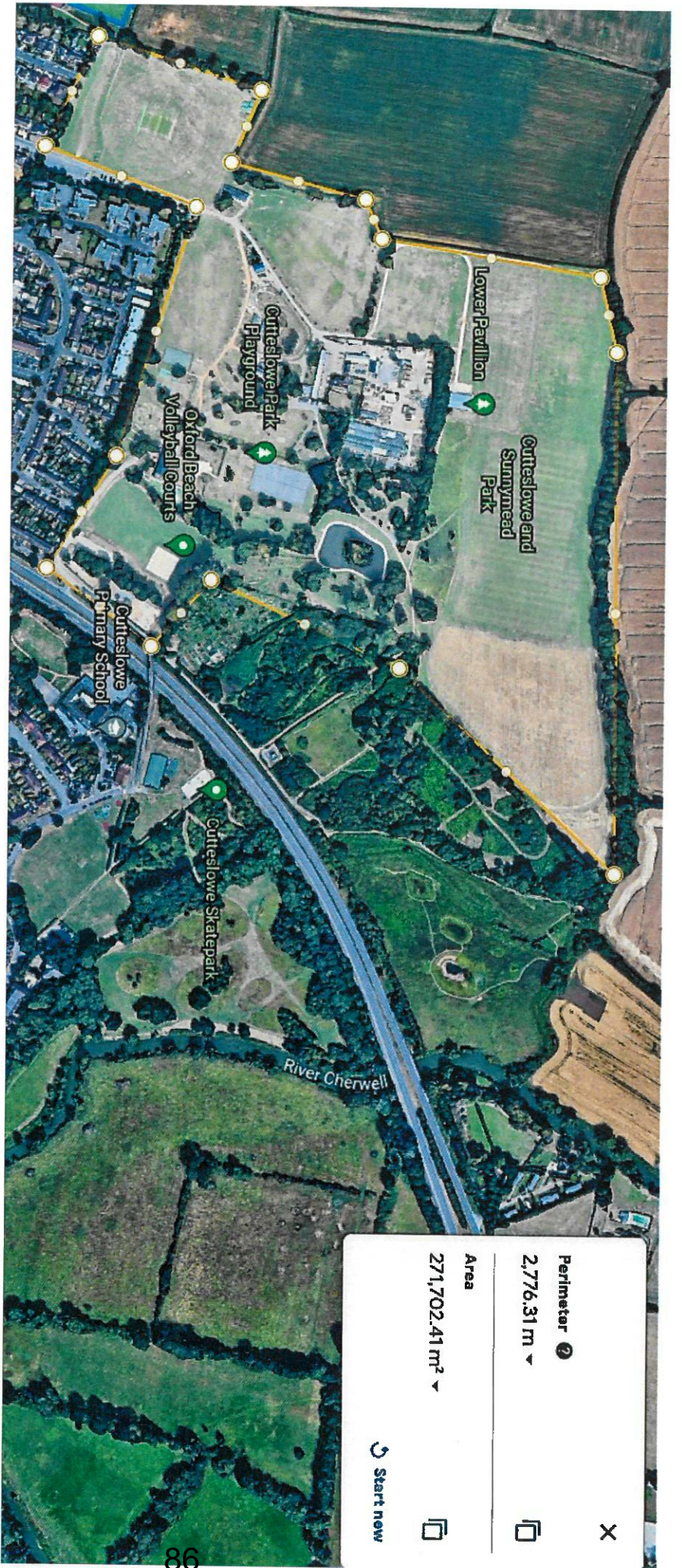
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- ☐ Title Numbers
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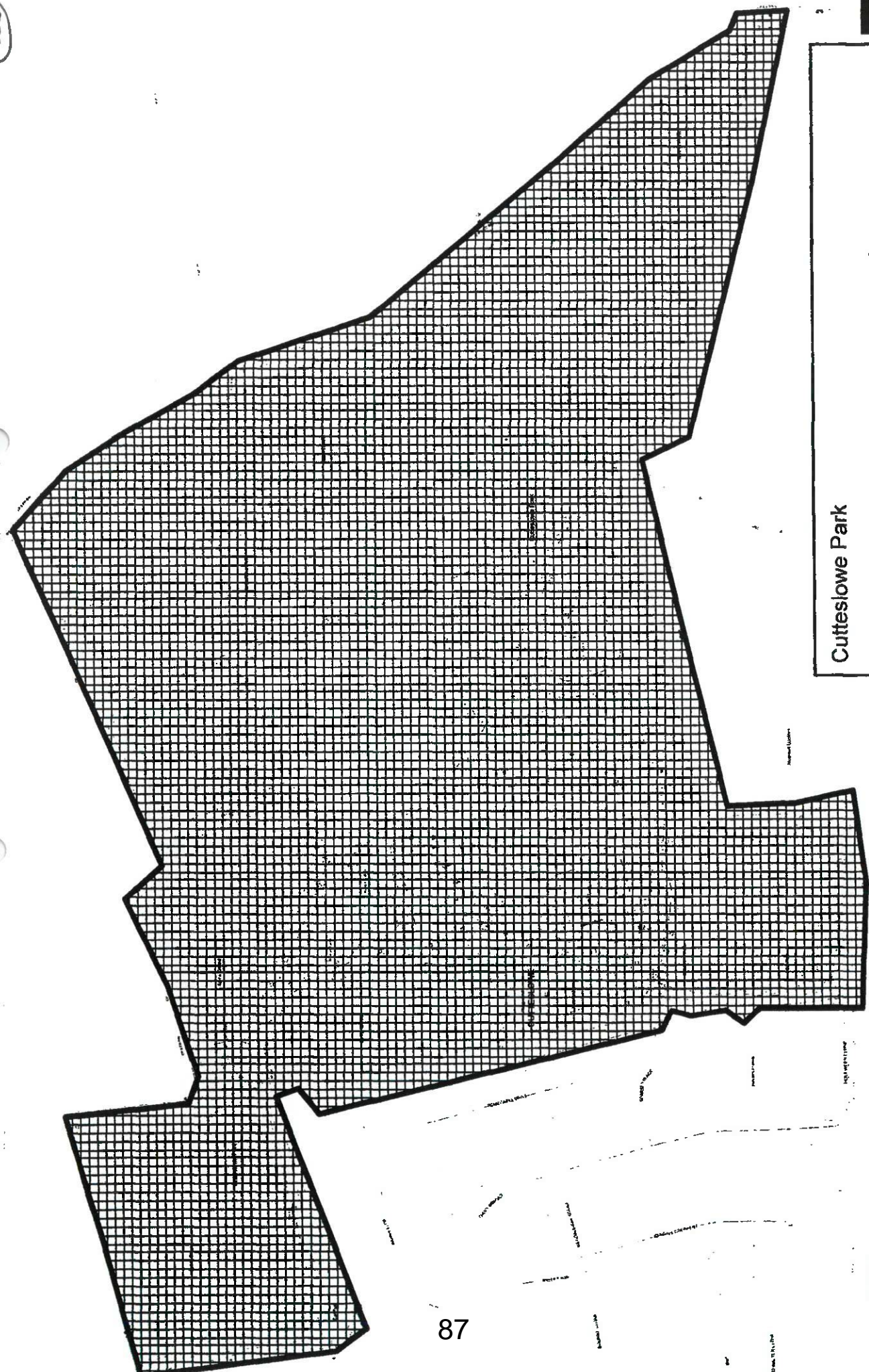




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Cotteslowe Park

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Appendix 2 to Representation of 24 June 2021

Existing Premises Licence relating to the whole Park of which part is the proposed new licensed 'Premises', with Licence Conditions

**The Licensing Act 2003
(Premises licences and club premises certificates) Regulations 2005
Regulation 33, 34 and Schedule 12
Part A**

**Premises Licence
Oxford City Council**

Premises Licence Number

06/00145/PREM

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code
Cutteslowe Park
Harbord Road
Oxford
OX2

Telephone number -

Where the licence is time limited the dates
Not applicable

Licensable activities authorised by the licence
Plays
Films
Live music
Recorded music
Dance
Other entertainment similar to music or dance

Times the licence authorises the carrying out of licensable activities
Plays, films, live and recorded music, dance, other entertainment similar to music or dance:
Monday to Sunday: 09:00 hours to 23:30 hours
Provided outdoors only

The opening hours of the premises
At the discretion of the licence holder

Where the licence authorises supplies of alcohol whether these are on and/or off supplies
Not applicable

AUPRL - 06/00145/PREM

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Oxford City Council

2nd Floor

Northway Centre

Maltfield Road

Oxford

OX3 9RG

Tel.: 01865 467255

Email: events@oxford.gov.uk

Registered number of holder, for example company number, charity number (where applicable)

Not applicable

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Not applicable

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Not applicable

Annex 1 – Mandatory conditions

1. Where a programme includes a film in the 12A, 15 or 18 category no person appearing to be under the age of 12 (and unaccompanied in that case), 15 or 18 as appropriate shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position a notice in the following terms

-PERSONS UNDER THE AGE OF [INSERT APPROPRIATE AGE] CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME.

Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction. This condition does not apply to members of staff under the relevant age while on duty provided that the prior written consent of the person's parents or legal guardian has first been obtained.

Annex 2 – Conditions consistent with the Operating Schedule

2. All complaints about noise received by the site office/event organiser shall be logged, and shall be notified to the Responsible Authority for Environmental Health (Environmental Protection) within [five]_ minutes of the complaint being received.

(* - to be determined by the Responsible Authority for Environmental Health for each event in accordance with the noise risk assessment.)

3.
 - a) The Premises License Holder shall have full control over the sound amplification equipment and the volume shall be adjusted according to the requirements of the Responsible Authority for Environmental Health.
 - b) The Premises License Holder shall ensure that all persons (including individual sound engineers) involved with the sound system are informed of the sound control limits and that any instructions from the Responsible Authority for Environmental Health regarding noise levels are complied with.
 - c) Unrestricted access to the front of house position and backstage areas shall be allowed at all times to the Responsible Authority for Environmental Health (Environmental Protection) for the purposes of sound level measurements, communications with the nominated noise consultant/sound engineer and monitoring licence conditions.
4. The Premises Licence Holder shall notify the Licensing Authority and Responsible Authority for Environmental Health of the selected date for the concert or event at least three months in advance of the event.
5. At least one month before the concert or event the Premises Licence Holder will invite licensing officers and representatives of the relevant responsible authorities to discuss the concert or event.
6. The Responsible Authority for Environmental Health (Environmental Protection) shall decide which conditions shall apply, and the hours and noise levels to be set based on the noise risk assessment for the concert or event.
7.
 - a) All amplified music in an outside marquee or in the open air shall finish no later than (*) hours.
 - b) Rehearsals and sound checks are permitted only between the following hours: (*)hrs to (*)hrs.
 - c) Music from the concert or event is permitted only between the following hours: (*)hrs to (*)hrs.
 - d) Music from other sources (e.g. food traders, fairground rides) is permitted only between the following hours: (*)hrs to (*)hrs.

(* - to be determined by the Responsible Authority for Environmental Health for each event in accordance with the noise risk assessment.)

8.
 - a) The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed (*)dB(A) over a fifteen minute period / the background noise level by 15dB(A) over a fifteen minute period throughout the duration of the concert or event.
 - b) The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed (*)dB(A) over a fifteen minute period / the background noise level by 15dB(A) over a fifteen minute period throughout the duration of the concert or event.
 - c) The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed (*)dB(A) over a fifteen minute period / the background noise level by 15dB(A) over a fifteen minute period throughout the duration of any rehearsal or sound check for the concert or event.
 - d) The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed (*)dB over a fifteen minute period / the background noise level by (*)dB over a fifteen minute period in the 63Hz and 125Hz octave frequency bands throughout the duration of the concert or event.
 - e) The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed (*)dB over a fifteen minute period / the background

noise level by (*)dB over a fifteen minute period in the 63Hz and 125Hz octave frequency bands throughout the duration of any rehearsal or sound check for the concert or event.

(* - to be determined by the Responsible Authority for Environmental Health for each event in accordance with the noise risk assessment.)

9. No fireworks or other pyrotechnics shall be used other than with the prior written consent of the Licensing Authority no later than one month in advance of the event.
10. Each concert or event shall be subject to an individual noise risk assessment in accordance with the current and relevant Oxford City Council Code of Practice and Guidance on Noise Control at concerts and similar events. The assessment shall be submitted to the Responsible Authority for Environmental Health three months in advance of the event.
11. Each concert or event shall be in accordance with the current Leisure and Cultural Services Terms and Conditions for use of Parks and Open Spaces. Any amendments to these terms and conditions shall be notified to the Licensing Authority.

Annex 3 – Conditions attached after a hearing by the licensing authority

12. Where the proposed capacity for an event exceeds 499 people and the event involves a licensable activity, the following conditions shall apply:
 - a. There shall be a maximum of 6 such events per annum. No more than 4 of these events shall take place between the months of May - July inclusive.
 - b. The North Area Committee and a representative of The Harbord Road Residents Association shall be advised by the Premises Licence Holder, where practicable in the Christmas before, of the events to take place in the Calendar Year ahead.
 - c. Not less than 8 weeks before the event a Traffic Management Plan specific to each event shall be prepared and submitted to the Safety Advisory Group for consideration. A copy of the agreed Traffic Management Plan shall be sent to a representative of the Harbord Road Residents Association, where practicable not less than 4 weeks before the event.
 - d. The hours for licensable activities shall be limited to 09.00 - 23.30 Monday - Sunday inclusive.
 - e. Reasonable steps shall be taken by the Premises Licence Holder to encourage persons attending an event to leave quietly at the conclusion of the event.
13. Licensable events shall not take place without the approval of Oxfordshire Fire & Rescue as to the implementation of measures necessary to promote public safety - such approval to be in writing.
14. Residents living in the immediate vicinity of the Premises shall be notified of licensable events four weeks in advance by means of a written notice delivered to each dwelling.
15. The relevant Area Committee of Oxford City Council shall be given four weeks notice of licensable events taking place at the premises.
16. The Premises Licence shall be limited to a capacity of 4999 people
17. The Premises Licence Holder shall submit a plan of the premises (such plan to be compliant with paragraph 23 of the Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005) to the Licensing Authority and Oxfordshire Fire & Rescue not later than 28 working days before the start of each licensable event.

Appendix 1 to Representation of 24 June 2021

Plans/Maps of the locality



Cotteslowe Park



Scale 1:3500
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Appendix 3 to Representation of 24 June 2021:

Cotteslowe & Sunnymead Park Management Plan – 2018-2022

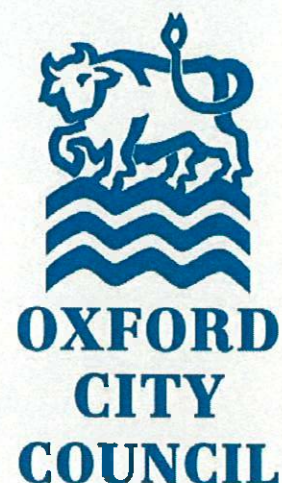
(Selected sections only due to length of whole document; full Plan may be referred to in due course)

PART ONLY
(FULL PLAN CAN BE DOWNLOADED
OFF WEB)

CUTTESLOWE & SUNNYMEAD PARK MANAGEMENT PLAN

2018 - 2022

www.oxford.gov.uk



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Customer comments

1.0 A Welcoming Place

Cotteslowe and Sunnymead Park is located in the north of Oxford, with the two segments lying to either side of the A40 Northern Bypass and joined by a pedestrian footbridge. At 42 hectares it is Oxford's largest park and one of its most popular attractions; drawing visitors from all over the city and wider county.

Its popularity lies in its sheer size and the variety of things it has to offer; providing for a complete family day out. Its many attractions include three play areas for children of different ages, a water splash play area, a skateboard park and street sports site for teenagers, football, rugby and cricket pitches, tennis courts, mini golf and a much-loved miniature railway. There is also mature grassland for picnics, informal sports and play; woodland and riverside walks, formal flower beds, areas of wild flowers, a large duck pond with a central island and a Garden Centre with aviary and butterfly farm.

The park has been awarded a Green Flag Standard since 2008 and customer comments are very complementary:

“Wonderful resource.....increase Council Tax to keep open!....Good local facility.....A very nice park.....Excellent facility.....Miniature railway terrific.....Good Park.....Lovely Space.....Beautiful park.....”

Although the park attracts visitors from far and wide, it also has strong links to the local community through its active Friends' Group, and provides a range of opportunities for volunteering and community involvement. Over twenty adult and children's football teams play regularly at the park; and during the summer it hosts large five-a-side football tournaments, sponsored walks, and other sporting, community and commercial events. It is also a busy hub for informal exercising and outdoor pursuits, ranging from dog walking, jogging and aerobics to orienteering and Nordic walking.

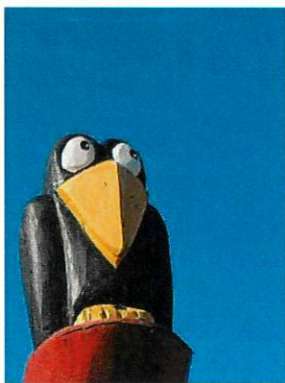
The park's many and varied types of users means it is busy in the early morning, throughout the day and into the evening, providing natural supervision, and the presence of the Parks Office and Depot create a further sense of security. The park is therefore considered a safe retreat for families and older people and it was recently awarded a silver star by Netmums.com as one of the best free places to visit in the county.

This plan sets out what management strategies are currently in place for the park and what improvements could be made to further enhance it. Although the current period of financial restraint means there is a need to be realistic and pragmatic, this management plan maintains an aspirational approach, and identifies potential avenues of additional funding, such as capital bids and sponsorship. In the past external funding has been secured for the refurbishment of the three play areas and the water splash. Also for the refurbishment of two ageing sports pavilions and toilet block.



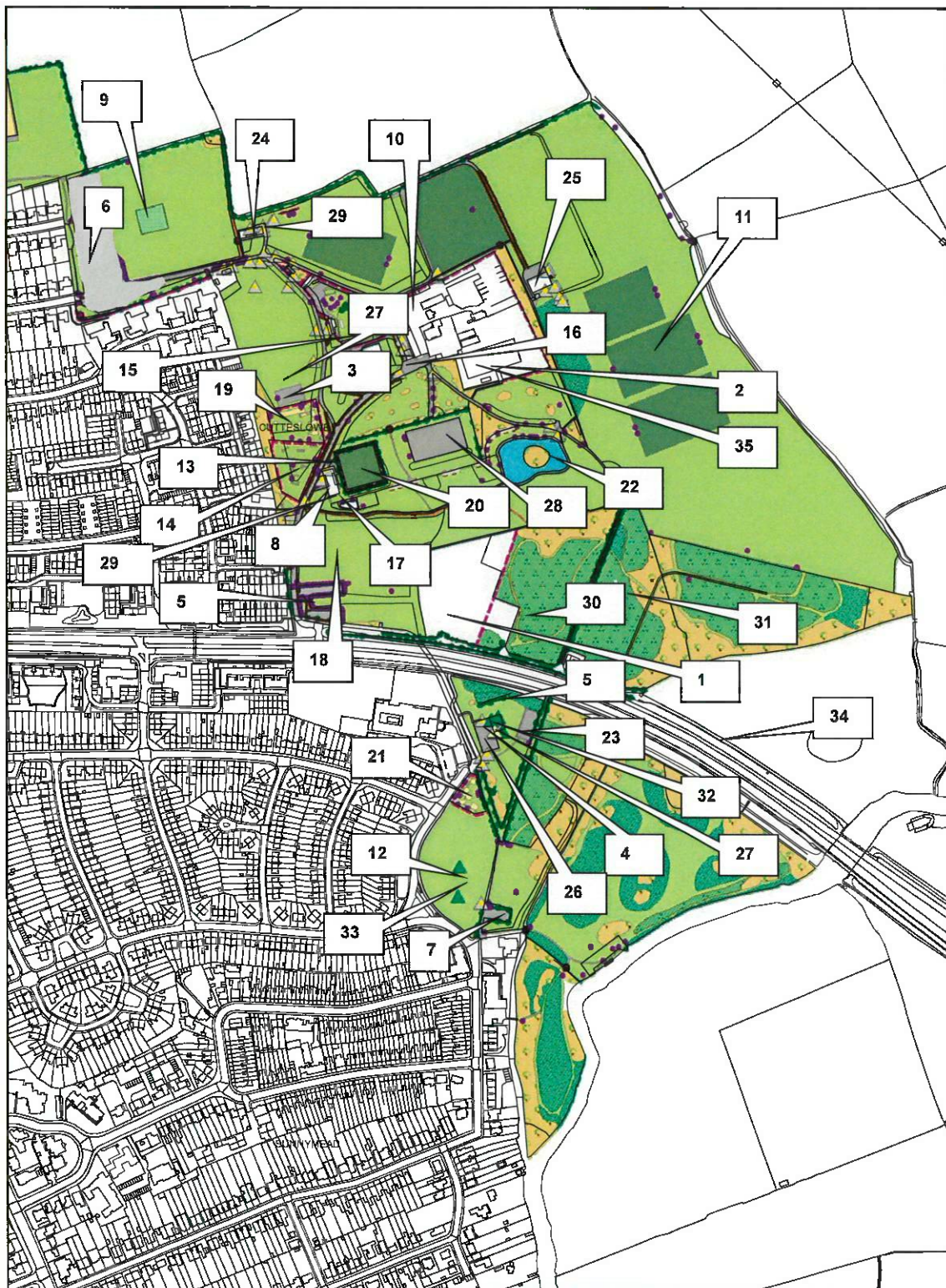
2017 Green Flag Judges Comments:

“A highly enjoyable visit, very informative and we were impressed with what OCC is managing to achieve in these difficult time. Well done and keep up the good work! It is a joy to see a large herbaceous border, particularly one that attracts so many pollinating insects.”



1.1 Site location and asset map

Cuttleslowe & Sunnymead Park Postcode: OX2 8ES



Legend

— OS MasterMap (Line)

▲ Play Equipment

▲ Sports Equipment

▲ Utility

• Furniture

• Architectural Features

===== Retaining Wall

----- Fences

— Edging

— Hedge (Line)

■ Hedge (Area)

■ Playsurface

Grass

■ <all other values>

Type

■ Amenity Grass

■ Conservation Grass

■ Fine Grass

■ Rough Grass

■ Sports Pitch

■ Difficult Ground

■ Hard Surface

■ Planting

— Watercourse

■ Water Body

1. Allotments
2. Aviary in Garden Centre
3. Basketball court
4. Basketball hoop
5. Car park (By-pass)
6. Car park (Harbord)
7. Car Park (Sunnymead)
8. Community hall & former bowls pavilion
9. Cricket Square
10. Depot
11. Football pitches
12. Kick-about football area
13. Kiosk
14. Miniature golf
15. Miniature steam railway
16. Office (Parks)
17. Water splash

18. Volley Ball
19. Play area (Cotteslowe)
20. Play area (Natural play)
21. Play area (Sunnymead)
22. Pond
23. Skate park
24. Top pavilion (cricket & multi-use)
25. Lower Pavilion (Football)
26. Street sport site
27. Table tennis
28. Tennis courts
29. Toilets
30. Wildlife area
31. Woodland
32. Youth shelter
33. Outdoor gym
34. Pillbox/ guard post
35. Garden centre with aviary and butterfly farm

1.2 Park features and infrastructure

Allotments

The allotment is run by Cotteslowe Allotments Association; an independent group who lease the land from Oxford City Council. Individual allotments are rented on an annual basis through the committee. The council works in partnership with the allotment association to increase use of the plots and the Parks Team help to clear overgrown plots to allow them to be rented out. In 2014 the association successfully applied for funding from the Lottery for a composting toilet, which was installed in 2015.

Basketball courts

There is basketball court in the central area of the Cotteslowe side of the park next to the play area and a smaller practice court with two hoops on a hard-court surface next to the street sport site at Sunnymead. In 2013 work was undertaken to clean and repaint both basketball courts at Cotteslowe and a one metre high fence was erected around the perimeter, which greatly increased usage. These are free popular facilities open all year round for informal play.

Benches

Benches are situated throughout the park. They are in a good condition and any new benches are in a consistent style. There are also 10 picnic benches located in the play areas, next to the pond and by the river Cherwell. Informal seating is located in the woodland area and on Sunnymead where large tree trunks have been left.

Bicycle stands

Bike stands are provided next to the community hall in the centre of the park, the Top Pavillion and at the entrance to the Harbord Road car park.. Those at the Pavillion and car park were provided in response to request from the Friends of Cotteslowe and Sunnymead.

Bins (litter and dog waste)

Litter bins are provided throughout the park. They are in a good condition and two styles are provided. They are normally emptied daily, but can need emptying up to three times a day during busy weekends in the summer months. In order to reduce the frequency of bin emptying, four Big Belly Solar Compaction bins were installed.

Dog bins are located throughout the park; they are well-used and dog fouling is not a significant problem (see Section 4.7 for dog control).

Bowls pavilion (former) and Community Hall

Bowls has not been played in the park for many years and the green was converted into a new 'Destination Standard' play area in 2012.

These buildings are owned by Oxford City Council. The old bowls pavilion, comprises changing rooms, toilets, a bar and a small seating area, is currently underutilised and used as a mess area and storage for the kiosk contractor. Adjoining this is the Community Hall and it is run by the North Oxford Association (NOA). NOA hire the hall out to Age Concern, a nursery group, various church groups etc. Attached to the building are toilets and a large kitchen. We are currently talking to various stakeholders and exploring the potential of creating a park café in the community hall and/or the disused bowls area next to it

Bridge

Oxford County Council owns the footbridge connecting Cotteslowe and Sunnymead Parks. A mural was designed and painted along the base of the bridge by young people from the estate in 2008 to combat a graffiti problem and this proved a successful and lasting solution.

The bridge is split into a pedestrian walkway and cycle track. This track forms part of the Sustrans National Cycle Network as a traffic free route number 51.

Car parks

There are two car parks on the Cotteslowe side of the park, one at the main Harbord Road entrance and one accessed off the Northern bypass; and there is a further small car park on the Sunnymead side.

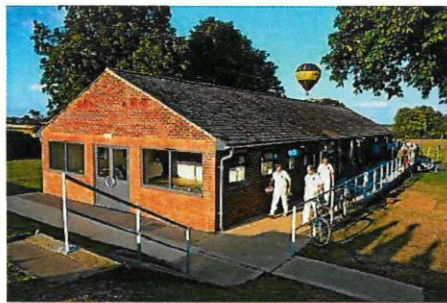
Due to the pressures of providing car parking space both car parks have seen recent improvements. The Harbord Rd car park was improved and extended in 2018 with grass-crete and new markings. This also allowed a safer pedestrian path to be marked. The bypass car park was extended in 2017 with the addition of a summer extension. In 2011 pay and display ticket machines were installed in both car parks.

The car park to the South of the Sunnymead area is smaller. However, this car park is not heavily used as the majority of visitors to this part of the park are families and teenagers who live locally or walk over the bridge from Cotteslowe. Parking here is free.

Cricket (and multi-purpose) pavilion

This building, known in the park as the Top Pavilion, was fully refurbished in 2013. The funding came from a successful capital bid based on a review of all the City Council's park pavilions completed as part of the Playing Pitch Strategy in 2011.

The building comprises changing rooms, an umpires/referees' room, toilets and a function room, which also serves as a tea room for the cricketers. It is a multi-purpose building, serving cricket during the summer, and football during the autumn and winter months.



It is also available to hire for events, community activities and meetings.

In addition to the pavilion, the building incorporates an external toilet facility for park users replacing an old toilet block. It includes disabled and baby changing facilities and is serviced by rainwater.

Cricket pitch

The cricket pitch is booked by cricket teams throughout the summer and is the home base for Wolvercote Cricket Club. In 2013 an all-weather cricket wicket was installed, along with sight screens. It is prepared in line with the rules and regulation set out by the England Cricket Board.

Depot

The Depot is the main base for the Gardeners, Grounds Maintenance, Tree, Fine Turf and Landscape teams. As well as offices and equipment stores, there is a large communal mess room and car parking area.

Machines, equipment, vehicles and tools for the Parks Direct Service are kept in secure stores within the depot. There are skips for litter and dog waste and for recycling metal, and bays for woodchip, sand and other materials.

In 2016 there was further investment in the Depot so that it is fully compliant with the most up-to-date health & safety rules and regulations.

Flower beds

- Cotteslowe Park is renowned for its impressive floral displays. How the displays are managed changed in 2010: they used to be filled with annuals which were changed with a spring display planted in October and a summer display planted in May, which was wasteful and increasingly expensive. Now, the material required each season is reduced by investing in new perennial plants and shrubs:
- Large beds are planted with shrubs and perennials in the centre to provide a structure to the display and all year interest.
- Architectural shrubs are used in place of spot plants which were previously replaced each season.
- A strip of bedding is used around the edge of the beds to provide colour high-lights throughout the year.
- A greater variety of flowering plants is used to cover the ground which improves the appearance of the park and suppresses weed growth.
- Some smaller beds are planted with wild flowers.
- Using less material reduces the environmental impact of using peat, reduces the energy used to produce plants in a heated green house and reduces waste caused by plastic pots. The need for watering is also reduced.
- On-site gardeners are involved in the design of the beds.
- There is a large herbaceous border on the front lawn, which is being re-designed and re-planted in 2019.

Football pavilion

This building, known in the park as the Lower Pavilion, is located in the lower-lying area of Cotteslowe Park next to the football field. It is heavily used by Summertown Stars Club during the football season, and is hired out to other teams and for events during the summer.

It comprises a male section with eight changing rooms with integrated shower areas and a toilet block. There is a female side comprising two changing rooms and a toilet block. There is also an events suite with views over the field.

A full refurbishment was completed in 2016 with funding from a successful capital bid based on a review of all the City Council's park pavilions completed as part of the Playing Pitch Strategy in 2011 and additional funding from the Football Foundation.

Football pitches

Children's football is very healthy in the park, with 20 teams regularly using the site. Three adult, one junior and 6 mini football pitches are marked out and maintained on the Cotteslowe area of the park. Football pitches are available for groups to hire through Oxford City Council. The goals are moved routinely to prevent goalmouth wear and tear.

Garden Centre

The green houses were empty for many years. However in 2014 they were leased to People in Action who are a non for profit organisation working in horticultural therapy. In 2016 they opened to the public and now offer horticultural therapy for people with disabilities and learning difficulties, as well as employment and volunteer opportunities.

Facilities include:

- One to one or group based support
- Arts and crafts & woodwork projects
- Glasshouses for seed-sowing, potting on and flower displays
- Community areas for meeting and socialising
- Well stocked shop selling quality plants and products to the public

On site they also have a super Butterfly and Aviary, featuring various butterfly species, birds and bugs. Native butterflies are breed to be released into the park. There is a Community Craft Centre and a small "Duck Pond Kiosk" selling hot and cold drinks and snacks.



Gym (outdoor)

An outdoor gym was installed next to the street sports site in Sunnymead in 2014. It was funded through a successful WREN bid from the adjacent Cotteslowe Community Centre and a significant contribution of £3,859 from the Friends of the Park.

Kick-about football area

There is a kick-about area with two mini goals at Sunnymead and a single kick-about goal close to one of the adult football pitches on the Cotteslowe side.

All these goals are heavily used so are moved routinely to prevent goalmouth wear and tear.

Kiosk

In November 2014 following a tender process San Remo Catering were successful in winning the contract to run the kiosk in Cotteslowe Park. They bring many years' experience of catering in public parks, working with local authorities and key stakeholders.

They completely refurbished the kiosk and made huge improvements to style/quality/range of confectionary offered, including fresh hot food and healthy options to order. They have created a covered area so that the kiosk can be open all year around. They have worked with OCC on waste transfer and re-cycling and recently won an award for their efforts.

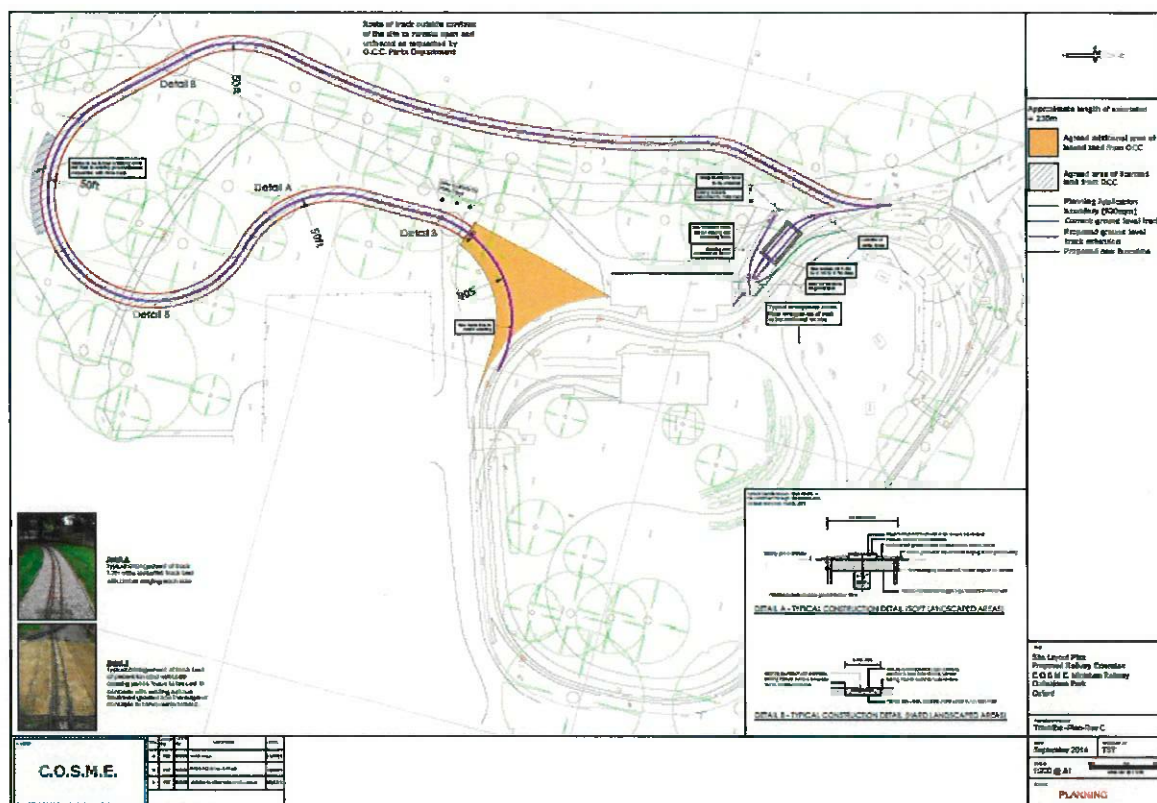
Miniature golf

The miniature golf course was installed in 2002 by Oxford City Council,. In 2015 the new kiosk franchise, San Remo Catering, invested £50K to refurbish the facility. In Easter 2016 there was a grand opening of the new kiosk and mini-golf. This is now a very popular facility.

Miniature railway

The City of Oxford Society of Model Engineers Club (COSME) moved to the park from Blenheim Palace in 1988. They operate a miniature railway running steam and diesel locomotives on a track in the centre of the Cotteslowe area of the park for public rides. This is a unique and very popular facility, attracting a lot of people to the park from all over the city. The railway operates from April to October each year and averages over 20,000 users per season. It is also available for hire by small public groups or individuals. More information on the railway can be found at www.cosme.org.uk.

COSME built a new 'station pavilion' in 2009, and in 2011 they received a Lottery Grant for the purchase of a purpose-designed railway carriage for elderly and disabled passengers. In 2013 they built a new station/ticket office. In 2015 they gained planning permission to extend the track. The aim is to complete the extension ready for the 2019 season.



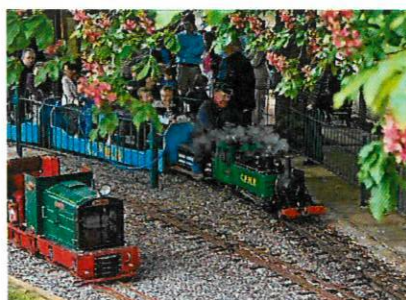
Miniature train extension

Orienteering route

The orienteering route was surveyed in 1992, and is marked by posts around the site. Maps have been produced by the Thames Valley Orienteering Club, however the route needs updating.

Paddling pool / Water Splash and Play

A successful capital bid of £100K in 2014, followed by a successful WREN bid of £50K in 2015, provided the funds to turn the old paddling pool it into a modern, more environmentally-friendly, splash and play feature. Careful thought went in to the design of the facility to ensure it remained visually pleasing during its annual hibernation over winter. A pond theme was chosen, with lily pads that squirt water when pressure is applied and two green fronds spraying water overhead. The theme is continued with a children's bench in the shape of a swan and a frog shaped litter bin. The feature remains free to use and has proved even more popular than the old much-loved paddling pool it replaced.



Parks Direct Service office

The Office is located in the centre of Cotteslowe Park, and is the base for the Parks Direct Service Management Team, Cemetery Office and Sports Bookings. The office is open Monday to Friday 0900 to 1700, and has a hatch where parks users and sports customers can come and talk to the administration officer if they have any issues.

Paths

A combination of hoggins and tarmac paths run throughout the park. These are regularly edged to keep them tidy and hoggins topped up as necessary.

From the Harbord Rd car park, a tarmac road leads past the miniature railway to the Parks depot and continues towards the play area and the community hall. Taking this path further south leads to the pedestrian footbridge over the A40 towards the Sunnymead area.

Less defined paths break off in Sunnymead, leading through Countryside areas towards the River Cherwell.

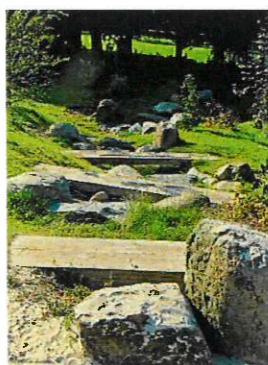
The path in the woodland area can get very boggy and difficult to pass. The Friends group had flagged this as a priority and together improvements were made.

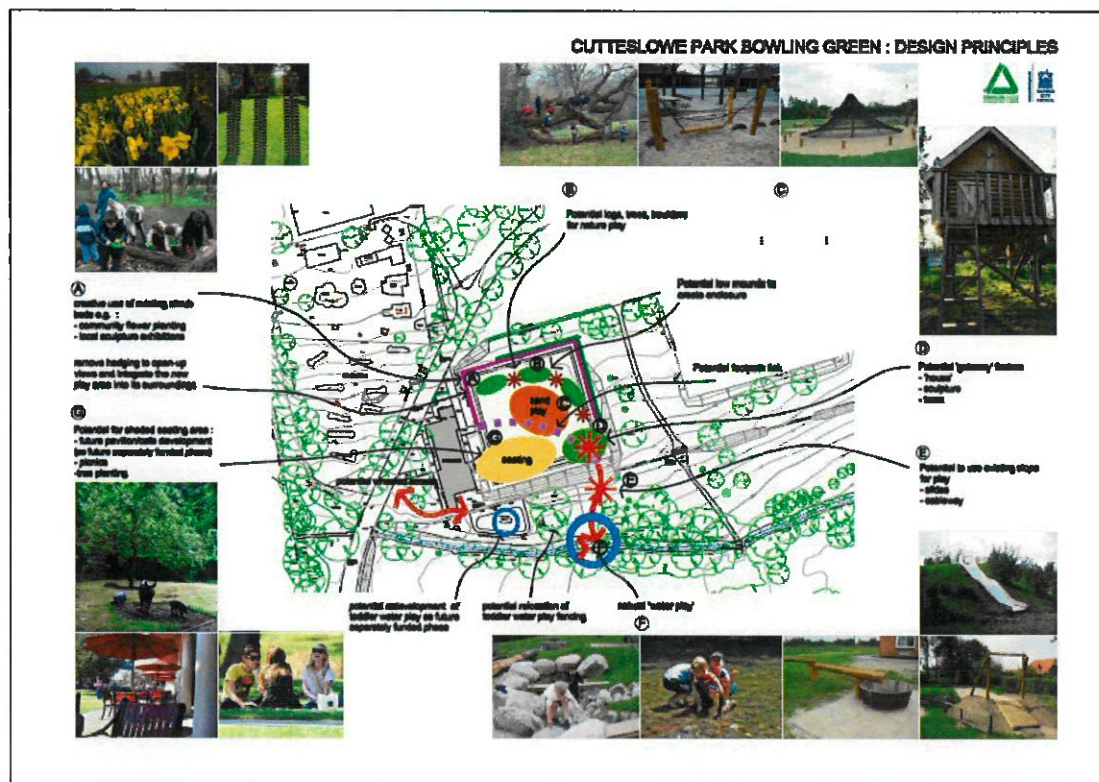
Play area (Cotteslowe)

A review of all Oxford's play areas resulted in a successful capital bid, and Cotteslowe Park received £150K throughout 2009/10 to create a 'Destination Standard' play area. In 2011 Groundwork carried out extensive consultation with users and the Friends' Group resulting in a decision on an imaginative natural play area to be installed on the former bowls green.

The area contains natural slopes, sand and boulders, as well as a large feature slide. The play area is extremely popular, and is very busy throughout the spring and summer months.

In 2016 there was a city wide consultation on making fenced plays a voluntary non-smoking zone. This was widely supported and has been implemented.





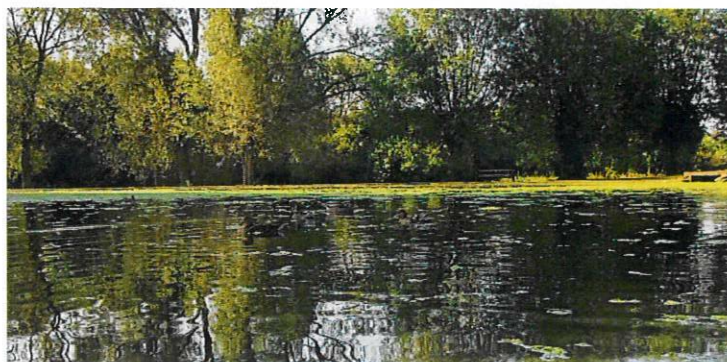
Play area (Sunnymead)

The play area south of the A40 has modern play equipment, including a multiplay unit and wetpour surface.

In 2016, a small grant supplied by a local ward councillor provided the funds to source and transport a number of large logs which were placed outside the fenced area to encourage natural play. These have worked extremely well, with one parenting commenting: "Thank you for the logs, my children have sailed round the world on them". Being close to the local Primary School this play area is extremely busy. In 2017, after consultation with the school, an additional large wooden netted climbing frame was added outside the fenced area. This compliments the log installation and sits well in the natural setting.

Pond

The pond and its central island provide a haven for wildlife, and is popular with people for feeding the ducks. However, this has resulted in artificially high duck and gull numbers. Bread accumulating in the pond was a problem, so educational signage were installed which has improved the situation. Occasional pollution from street run off into the source stream also occurs.



The pond has a few leaks, but the wet patches have encouraged different plants to grow and invertebrates to thrive. The pond can get stagnant, and aeration of the pond water needs considering.

The Friends' Group identified it as a priority to make improvements to the pond and surrounding area, including a ramp over the stepped/bridge to allow for easier access for wheelchairs and pushchairs. So in 2016, the path was improved so that access is all the way round.

In 2017 work started on a wildlife interpretation board and is due for completion in 2019.

River fishing

River fishing is popular on the section of the River Cherwell which forms the eastern border of Sunnymead Park and includes the old Bathing Place (The remnants of which can still be seen). Anglers just need a rod licence to fish there.

Signage

On arriving at the at the entrance to Harbord Road there is a sign which says: 'Leading to Cotteslowe Park'. However there is a need to improve the signage at the bypass entrance.

Visitors to the park's main entrances are greeted with an attractive welcoming sign. Once in the park there is a wildlife interpretation board in the community woodland area, and one planned for the pond. There is also an information sign about the Sri Chinmoy peace mile.

In 2011 two community notice boards were installed in the park managed by The Friends' Group. There is also a wooden pin board next to the ice cream kiosk in the centre of the park for community use.

The Garden Centre have improved signs to the nursery, by installing hand made chalk and board directional signs.

Skate park

After consultation with local residents, a skate park was installed at Sunnymead in 2002. The skate park contains 'street' style equipment and was designed with help from The Oxford Wheels Project. This facility has proved very popular, and along with the streetsport site, provides a much needed 'space' for older children and teenagers to hang out. Despite the number of teenagers using this facility, antisocial behaviour is very rare, though there can be litter to clear up most mornings.

Sri Chinmoy peace mile

The Sri Chinmoy Marathon Team established a one-mile course in the park as a permanent facility for runners in 1987. This international organisation sponsors some 500 running events around the world each year. There is a sign at the start of the route explaining about Sri Chinmoy and a map showing the one-mile course.

A special event was held in 2012 to mark the 25th anniversary of the inauguration and a new sign was installed.



Street sport site

The streetsports site was built in 2002 as part of the redevelopment of Sunnymead Park, and along with the skate park and youth shelters, forms part of a wider facility for teenagers. The city council's Sports Development Team runs skater hockey sessions at this site during school holidays which have proved very popular.

Table tennis

One concrete table lies next to the above street sports site and is free to anyone who has their own bat and ball.

Two additional tables were provided next to the basketball and tennis courts in Cotteslowe through the PING! Programme in 2014 and these have been installed as permanent features.

Tennis courts

There are four hard courts in the Cotteslowe side of the park. Capital funding was obtained to refurbish the courts in 2014, and this included repair and repainting of the surface, new nets and posts and repair to the surrounding paths.

The tennis facilities are run by Parks Tennis, a community interest company, who have been working in partnership with the City Council for 3 years to bring low-cost tennis and coaching for all ages and abilities to Oxford's public parks. Booking can be made on-line or through an app on a smart phone. Charges apply, although a number of free slots are still provided.

The Parks Tennis programme offers something for everyone including pay & play court bookings for those that just want to play a social match, coaching for those looking to learn the game or improve their skills, cardio-tennis for anyone wanting to focus on fitness, Advantage Tennis just for the men, Tennis Tuesdays just for women and the Oxford Tennis League for friendly competition.

Toilets

A set of individual toilet cubicles is attached to the community hall and they include a disabled toilet locked with a Radar key. These were refurbished in 2016 and use a grey water supply from the splash development.

A set of new toilets, which includes baby changing and disabled facilities was incorporated into the cricket and multi-purpose pavilion. These are serviced by stored rainwater.

The old wooden toilet block was knocked down leaving an accessible chamber containing the water and waste outlets that will be retained on the site to provide services for temporary events toilets.

All toilets in the park are cleaned daily and locked before dusk. Both sets of toilets receive Platinum in the national "Loo of the Year Awards" and in 2017 Cotteslowe Park won the Parks and Gardens in the Leisure category.

Youth shelters

There are two youth shelters at Sunnymead, one of which provides a covered meeting place for those using the streetsports site, and the other looks on to the skate park. Both are well-used.

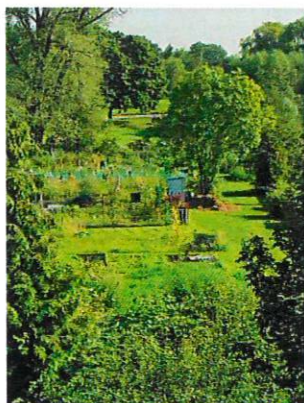
Volleyball court

In 2015 the council was approached by a beach Volleyball ball company who had funding to install one court in a public park in Oxford. A number of parks were reviewed and it was decided Cotteslowe was the preferred location. The court has been in use since 2016.

Woodland and wildlife area

An 8 Hectare area of the park adjacent to the allotments is set aside as a woodland and wildlife area.

Numerous paths run throughout the woodland providing pleasant walks and the opportunity to view wildlife. It also provides a location for more adventurous play and exploration by children.



2.0 Biodiversity, Landscape and Heritage

2.1 Historical background

Oxford City Council acquired Cotteslowe Park between 1936 and 1938. Sixty one acres were purchased in 1936, seven acres added in 1937, and a further six acres purchased from the Dean and Chaplain of Westminster in 1938. The site was previously a farm and allotments, and the Parks Depot retains many of the original 18th and 19th-century farm buildings, including the rather grand farmhouse.

The size of the park further increased when a disused section of allotment land was added. This piece of land, in the south east of the Cotteslowe area, is currently maintained as a nature area and community woodland.

Sunnymead Park was once a council tip. After being covered, it was left for a long time as a wasteland area. It started being used as an unofficial motorbike track in the 1980s, triggering a public meeting and the creation of the 'Cotteslowe/Sunnymead Group'. The group worked with the City Council to clear fly-tipping, create a sports zone, improve wildlife areas and paths and generally transform the site. The old Drovers road or driveway, a route used for driving livestock into Oxford's markets, is still visible and remnants of an old bathing place can also be seen on the bank of the Cherwell.

2.2 Biodiversity

In addition to being the city's most well-used green space by the public, Cotteslowe and Sunnymead Park also provides a rich and diverse habitat for a wide range of plant and animal species. Although the park lies on the urban fringe, on the northern edge of the city, even when seen from the countryside to north and east it appears like a green oasis compared to the monoculture of flowerless, pesticide treated crop fields and narrow hedges which characterise this arable land.

The park's importance for wildlife lies in the diversity of its habitats, which include a wild flower meadow, wetland area, dedicated wildlife area and community woodland of around 8 hectares (20 acres), extensive areas of short and long grass, a large duck pond with central island, river and stream banks, a huge range of cultivated and wild flowering plants, 1700 mature trees and over 6km (3 and a half miles) of hedgerows. As a result, the park supports healthy populations of badgers, foxes, hedgehogs, rabbits, bats, grass snakes, frogs and toads; over sixty species of birds, and an abundance of bees, butterflies and other insects.

This Biodiversity Action Plan was begun in 2013 to introduce a more systematic and scientific approach to inform the on-going process to protect and further enhance the park's habitats. It is also designed to set out the department's policies in relation to biodiversity and maintaining the balance between the needs of park-users and the desire to protect habitats. Educating park users regarding wildlife will be an important aspect of this, and there will be opportunities to encourage volunteering and to develop natural play for children by introducing them to wilder areas of the park.

In June 2014 the park hosted the Oxford Festival of Nature, which included a range of activities for the public, including guided wildlife walks and talks, and there was close involvement with the Sunnymead Community Association and local schools. There was also a Bioblitz, where a team of wildlife experts tried to identify and record as many species as possible within 24 hours. All the information obtained from this event has been fed into the Biodiversity Action Plan.

Work to undertake a detailed survey of the park's various habitats was begun in 2013 and the information obtained from this is provided in the Biodiversity Action Plan, which also includes initial surveys of the fauna and flora. Further work is needed to provide a complete picture throughout the year, and as discussed above, this work will continue in 2019 and beyond. Once complete, the results from the surveys will be used to further inform and expand the Action Plan, which at present is very much a work in progress. However, much good work has already been done and initial recommendations have already been identified:



Work undertaken to improve the park's biodiversity in recent years

- Creation of dedicated wildlife area and community woodland
- Creation of a wetland area
- Creation of wildflower meadow
- The planting of approx. 5000 new shrubs and tree saplings
- The planting of 10,000 bulbs
- A detailed tree survey undertaken (appended at the end of this document)
- Introduction of a hedge management plan (appended at the end of this document)
- The introduction of this formal Biodiversity Action Plan
- A review of habitat management is being undertaken in 2019 to ensure all urban parks are maximising biodiversity potential
- Biodiversity surveys
- In 2017 the Countryside Volunteers prepared the ground and cleared competing vegetation to allow 3 nationally rare plants Greater Water Parsnip *Sium latifolium*, creeping marshwort *Apium Repens* and Fen violet, *Viola persicifolia* to flourish and re-colonise the newly created ponds on Cotteslowe low meadow

Further work needed and initial recommendations for additional improvements

- Complete biodiversity surveys of the park's fauna and flora
- Use information obtained from surveys to inform future planting, and management of habitats
- Extend wildflower meadow and increase the range of plants growing there
- Continue programme of tree planting, including succession of Horse Chestnut avenues with appropriate species (commenced in 2014)
- Change working practices to retain more standing dead wood, and implement a policy regarding management of fallen leaves, dead wood and other organic matter
- Install an aerating pump in the pond to increase oxygenation and reduce algae
- Educate park users regarding habits and wildlife, and consider installing information boards on the park's biodiversity.
- Investigate why there is continued pollution in the brook through the park from sewage from the Thames Water pumping station in Sparsey place. Take advice on improving biodiversity in the brook and the pond and possibly seek financial assistance / compensation from Thames Water (eg to provide an aerator for the pond see above).

Habitat and wildlife conservation

There is a natural transitional zone of open fields and allotments between the formal park and the wildlife area; and this creates a surprisingly tranquil enclave for wildlife, even when the park is at its busiest. Although there are paths running through the wildlife area (providing access to walkers who also appreciate its tranquillity) most of the site is covered by thick undergrowth which remains undisturbed; and it is completely unlit and lies away from any properties or any kind of night-time disturbance, other than some traffic noise from the bypass. The adjacent wetland area shares these benefits, but is also the one area that is fenced off as it is too fragile a habitat to allow significant footfall.

Although the park is of a considerable size, there is the potential for there to be conflict between the protection of wildlife and users when hosting large events over several days. Therefore careful consideration of particular habitats needs to be taken into account.

The Council's policy is to use as few pesticides and herbicides as possible, as little as possible and only when strictly necessary. The only chemical used regularly in the park

is Glyphosate (Nomix Dual - non-hazardous to animals) which is used twice a year to treat the paths.

Oxford City Council is committed to protecting and enhancing the park's varied and important habitats and increasing its biodiversity. The programme of surveys and research will continue, and the information obtained will be used to ensure habitats are managed appropriately and that a careful balance is maintained between the needs of park users and the desire to protect and encourage wildlife.

Trees - Succession of Horse Chestnut avenues

There were three Horse Chestnut avenues in the Cotteslowe side of the park, comprising a total of 69 trees. Over recent years Horse Chestnuts have increasingly been under attack from numerous pests and diseases, most notably Horse Chestnut Leaf Miner, *Guignardia* leaf blotch and Bleeding Canker. The trees in Cotteslowe have been badly affected, and in addition to the impact of their visual decline, they now pose a danger to the park users as they frequently drop limbs.

A long term plan has therefore been put in place to gradually replace them with alternative species, and the following considerations were taken into account when deciding which species would be most appropriate:

- Suitability for the local environment of North Oxford
- Suitability for the urban fringe
- Traditional avenue form and year round visual interest
- Autumn colour
- Bark interest
- Flowering
- Biodiversity value

Rather than having a single species, multiple species have been chosen, which together best meet the above criteria. In addition to improving the visual amenity of the park, this is also increasing the bio-diversity of the tree stock and the range of wildlife attracted.

The succession of the Horse Chestnut Avenues began 2014 and is scheduled to take seven years.

In 2017 the Tree team trialled a watering-bag scheme for newly planted avenue trees to save time (and emissions) related to the 3-year watering programme.



3.0 Community Involvement

3.1 Stakeholders and partners

The Friends of Cotteslowe & Sunnymead Park Group was established in 2008, just before the first Green Flag Application. This active and dedicated group is still going strong and has contributed significantly to the park's on-going improvement by being a consultative group for the Council and by raising funds.

The introduction of Neighbourhood Action Groups (NAG), which coordinate the skills, powers and resources of the police, local politicians, city council and numerous other agencies, has resulted in a significant reduction in the level of antisocial behaviour in the city. The Green Space Officers form an important element in the NAG team and specifically target their resources to tackle issues highlighted as NAG priorities. They have been particularly successful in greatly reducing dog fouling, fly-tipping and littering which previously blighted a number of the city's green spaces; and have achieved this through a combination of education and enforcement.

The Parks team works with Abingdon and Witney College to deliver an apprentice scheme. The apprentices gain experience in fine turf, horticulture, landscape work, arboriculture, countryside management, cemeteries, ranger work and business administration. It is very successful winning the APSE Apprentice of the year competition on numerous occasions as well as the Freeman of the City of Oxford award for the best apprentice in horticulture.

Stakeholders in the park include:

- The Friends' Group
- The Allotment Association
- North Oxford Association
- City of Oxford Society of Model Engineers Club (COSME)
- External contractor for the kiosk
- Sports teams
- The residents of the farm house and cottages within the park
- Harbord Road Area Residents' Association
- Charterville Care People in Action/ Garden Centre



3.2 Consultation

Since 2000, Parks Customer Satisfaction Surveys have been completed annually across parks and recreation grounds in Oxford, including Cotteslowe & Sunnymead Park. Park users are interviewed using a standard questionnaire, or they can complete the survey on-line. This identifies patterns of use and users' improvement ideas which are recorded in an annual report (see Appendix 1) and fed into the Five Year Action Plan (Section 5.0).

Extensive consultation was carried out by Groundwork in 2011 for the new play area, including schools, residents, drop in sessions and all stakeholders in the park.

In 2016 a new survey was carried out to better understand the way Oxford's residents use and value their local green spaces (see Appendix 2). Nearly 500 people responded, making this one of the largest surveys of its kind in the county. The findings revealed just how much people treasure their local parks and nature areas, and that they consider them vital to the health and well-being of themselves and their families:

- Almost all the respondents (98%) felt that their local green space plays a positive part in their happiness and well-being
- Almost all respondents (98%) felt that their local green space helps make their local area a better and a more desirable place to live
- The majority (95%) of respondents felt that their local green space helps to encourage them and others to keep fit and healthy

Many respondents also took the opportunity to praise the quality of the green spaces provided by the City Council and the way they are managed:

- "Oxford should be proud of its green spaces and the council and staff who develop and maintain them"
- "Oxford's green spaces are an absolutely vital part of the city. Oxford City Council does an excellent job in providing facilities and upkeep/ maintenance"

3.3 Events

The Cotteslowe area of the park is licensed for the performance of plays, films, live music, recorded music and dance from 09.00hrs until 23.30hrs. The council does not organise any events itself in the park, but encourages community groups and corporate organisers to use it as a venue. The conditions of the park's licence restrict it to hosting six large licensed events a year. Local residents are consulted before large events are staged.

Regular events held in the park include sports events (large 5-a-side football tournaments, Sport Relief Mile, Park Run, Xplorer orienteering challenge, orienteering, rambling, UK University Frisbee tournament), outdoor screen films, a motor show, trade shows, community and charity events (scout gatherings, school fun days, walks and races etc.).

The Council's Events team supports small-scale community events in the park, which are covered by the park's licence. Events organisers must seek approval from the Council's Events Officer.

Oxford City Council has two officers who help events organisers to comply with relevant legislation, and to organise safe events. Parks staff play an important part in getting the park ready, monitoring the event and returning the park back to normal afterwards.

In 2015 Cotteslowe & Sunnymead Park joined in the “Love Parks Week” campaign and held an event where there was various activities to try for free including Xplorer, outdoor yoga, Tai Chi.

In 2016 there was an opening event for the Lower Pavilion with Summertown Stars, and in 2017 and 2018 Cotteslowe hosted the Cowley Classic Car Show.



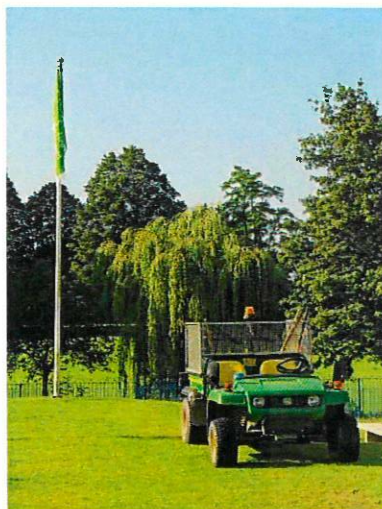
3.4 Volunteering

In 2017 the City Council achieved the “Investors in Volunteers” award. It promotes volunteering in green spaces in many different ways including:

- Joining the Friends of Cotteslowe & Sunnymead Park
- Joining the weekly volunteering working group organised by the Countryside Ranger and Volunteer Coordinator.
- Receiving volunteers from the Berks, Bucks & Oxon Wildlife Trust (BBOWT) which is the foremost organisation protecting wildlife and enhancing iconic landscapes. Also from the Oxford Conservation Volunteers (OCV), a voluntary organisation that has been carrying out practical work conserving the wildlife and traditional landscape of the Oxford area since 1977.
- Since 2010 annually welcoming an undergraduate intern from a University in Holland studying Leisure Development. They provided a lot of support in the customer satisfaction survey analysis.
- Volunteering as an individual to work alongside the Green Flag Park gardeners.
- Business team building days.
- Volunteering to be a Health Walk Leader which includes a free day of training by Natural England.

3.5 Contribution to health & wellbeing

One of the aims of the City Council’s Green Spaces Strategy is: ‘To promote the central role that green spaces play in contributing to the city’s health and well-being’. There are worrying trends relating to the nation’s health: obesity and less active lifestyles have led to a rise in preventable diseases which is placing increasing pressures on the National Health Service. Cotteslowe & Sunnymead Park provides a wealth of opportunities for exercise and sport. Evidence shows that a brisk walk in a local green space every day can reduce the risk of heart attacks, strokes and diabetes by 50%, fracture of the femur by 30%, colon and breast cancer by 30% and Alzheimer’s by 25%. Add to this the positive impact of exposure to nature and green space on stress and mental health, on aggression and violence within inner-city communities and on Attention Deficit Hyperactivity Disorder amongst children, and the full picture in relation to health and wellbeing and access to green space can start to be understood.



**Berkshire
Buckinghamshire
Oxfordshire**



Cotteslowe & Sunnymead Park offers many activities that contribute to the national and local health agenda:

- Large grassed areas for informal sports and exercise
- Riverside and woodland walks
- Well-used football pitches for adults and children
- A cricket pitch
- Tennis courts
- Basketball and volleyball courts
- Organised health walks
- An orienteering course
- A measured mile
- Play areas, including adventure play equipment for older children
- A skate park
- Well-used allotments
- Community woodland
- Opportunities to volunteer
- Feel part of a local community
- Organised events such as Park Run
- In 2016 there was a city wide consultation on making fenced play areas a voluntary non-smoking zone. This was widely supported and has been implemented.

4.0 Management

Outstanding performance at Oxford City Council has been recognised by achieving a number of high profile awards:

- The Best Achieving Council category at the MJ Achievement Awards in 2014
- Investors in People Gold standard
- Investors in Volunteers standard
- Customer Service Excellence, which is an independent accreditation to recognise organisations that deliver excellent customer service and drive customer-focused changes.
- Oxford frequently performed well in the Thames and Chiltern in Bloom
- Regularly shortlisted for the APSE Parks & Horticulture Service of the year
- Six Green Flag Awards.

Oxford City Council's mission is: 'Building a world-class city for everyone'.

This management plan contributes towards the council's priorities set out in the Corporate Plan for 2016 - 2020 including:

- A Vibrant and Sustainable Economy
- Strong and Active Communities
- A Clean and Green Oxford
- An Efficient and Effective Council

The management plans are one of a number of tools used to deliver the objectives set out in the Oxford Green Spaces Strategy 2012-2026, available on request.

4.1 Vision for the park

The vision for Cotteslowe & Sunnymead Park is: 'To work with the community to create a world class, vibrant and safe city park that promotes, health, biodiversity and learning, and is accessible to all.'

One of the aims of the Council's Green Spaces Strategy is: 'To achieve high quality green spaces across Oxford, including spaces that are nationally recognised for their quality and attractions'. The management of Cotteslowe & Sunnymead Park contributes towards achieving this aim.

Despite the current financial climate, Oxford City Council has been very successful in obtaining capital funding to ensure the infrastructure of its parks is fit for the 21st-century and meets the needs of its customers.

Improvements to Cotteslowe and Sunnymead Park in the last ten years have included:

- Creation of three high standard play areas for children of different ages
- New welcome signs installed at the main entrances
- Introduction of a standard design for bins and benches
- Refurbishment of the community room
- New toilet block built which includes disabled and baby changing facilities
- Creation of an outdoor gym at Sunnymead
- Refurbishment of the Parks office and yard facilities
- Creation of a community woodland
- Full tree survey undertaken (to be repeated on a three year rolling programme)
- Hedge management plan introduced
- Refurbishment of the Top Pavilion
- Refurbishment of miniature golf facility
- Large investment in the kiosk
- Installation of beach volley ball court
- Extension of the miniature railway
- Composting toilet in Allotments
- New water splash facility to replace old paddling pool
- Refurbishment of Lower Pavilion
- Designation of Areas of Valuable Open Space

The park has seen an investment and upgrade of its infrastructure, toilets, pavilions and play areas that has ensured that it is well on the way to becoming a world class park.

In the light of the very successful programme to improve and expand the play and sports provision in Cotteslowe, it is appreciated that there is a need to ensure the park does not become over developed and that the remaining open spaces are valued as a facility in their own right. Some of these open spaces such as the sports pitches and Rest Harrow Meadow are already protected, but to ensure other less formal grass areas are preserved they have been designated as Areas of Valuable Open Space. This designation reflects a strong desire that they remain open areas for informal recreation, exercise and picnics etc, but also to maintain the park's wider setting. The map below illustrates the areas designated.

Valued Open Space



1. The Games field
2. The Picnic green
3. American Football Field

A main priority in the future is to undertake a more systematic and scientific study of the park's biodiversity so that a more detailed conservation strategy can be created; and arrangements are currently being made with the University and volunteers to undertake surveys of its wildlife and habitats.

A detailed list of aims and Five Year Action Plan is provided in Section 5.

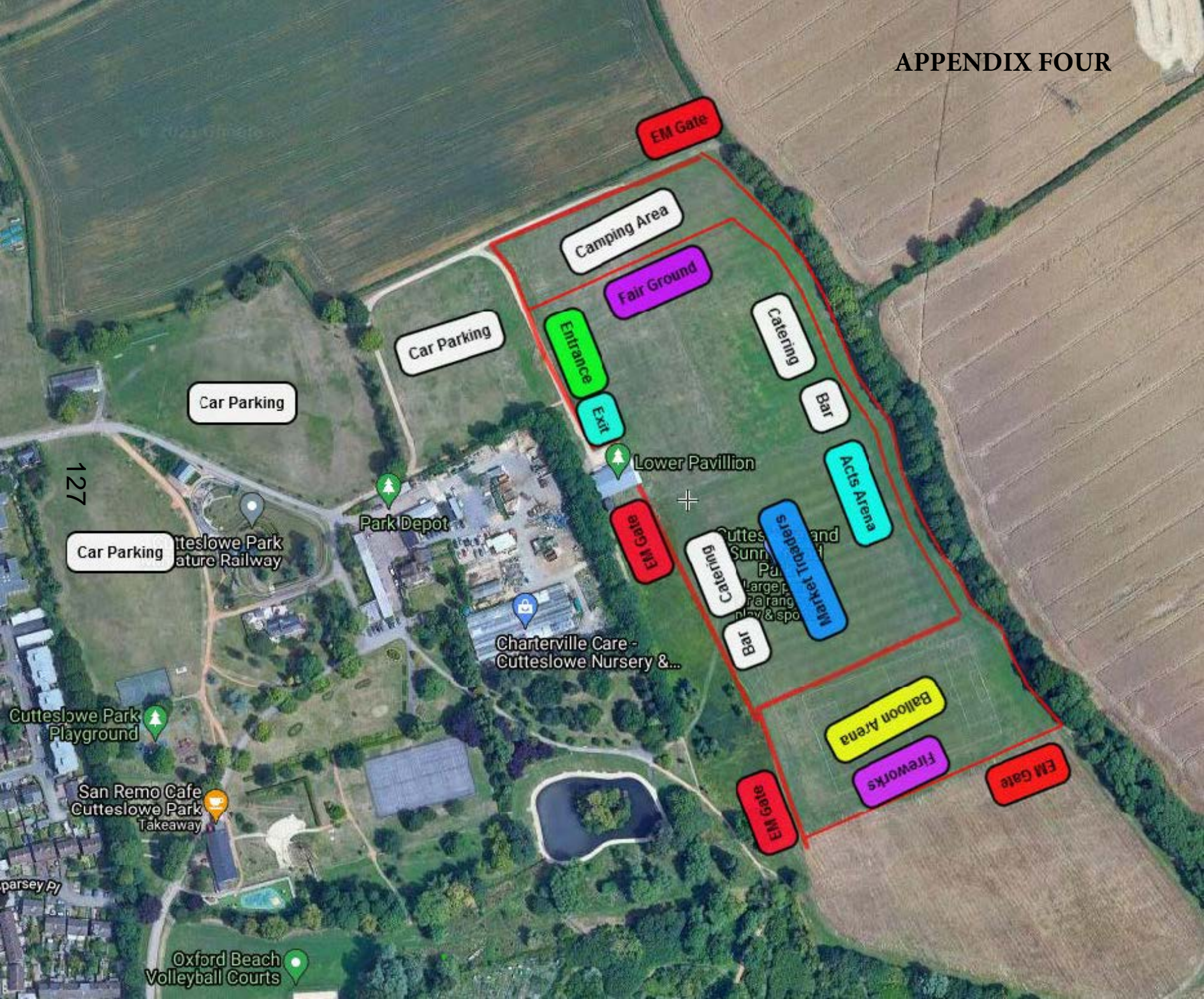
4.2 Well Maintained and Clean

In 2010 (revised 2016) a full grounds maintenance specification and standards was written and applied to Cotteslowe & Sunnymead Park, see Appendix 3.

Two skilled gardeners are based in Cotteslowe & Sunnymead three days a week to ensure it is kept in prime condition throughout the year. The gardeners are pro-active and have a can do approach, having been given autonomy and responsibility. In addition, mobile Green Space Field Officers visit daily to patrol the park, and specialist teams look after the facilities, countryside areas, trees and infrastructure.

The service has been accredited with IOS9001:2008 and ISO14001 and monitors the quality of its horticulture.





APPENDIX FIVE

The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005 Regulation 33, 34 and Schedule 12 Part A

Premises Licence *Oxford City Council*

Premises Licence Number

06/00145/PREM

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

Cuttesslowe Park
Harbord Road
Oxford
OX2

Telephone number -

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

Plays
Films
Live music
Recorded music
Dance
Other entertainment similar to music or dance

Times the licence authorises the carrying out of licensable activities

Plays, films, live and recorded music, dance, other entertainment similar to music or dance:

Monday to Sunday: 09:00 hours to 23:30 hours

Provided outdoors only

The opening hours of the premises

At the discretion of the licence holder

Where the licence authorises supplies of alcohol whether these are on and/or off supplies

Not applicable

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Oxford City Council

2nd Floor

Northway Centre

Maltfield Road

Oxford

OX3 9RG

Tel.: 01865 467255

Email: events@oxford.gov.uk

Registered number of holder, for example company number, charity number (where applicable)

Not applicable

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Not applicable

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Not applicable

Annex 1 – Mandatory conditions

1. Where a programme includes a film in the 12A, 15 or 18 category no person appearing to be under the age of 12 (and unaccompanied in that case), 15 or 18 as appropriate shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position a notice in the following terms

-PERSONS UNDER THE AGE OF [INSERT APPROPRIATE AGE] CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME.

Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction. This condition does not apply to members of staff under the relevant age while on duty provided that the prior written consent of the person's parents or legal guardian has first been obtained.

Annex 2 – Conditions consistent with the Operating Schedule

2. All complaints about noise received by the site office/event organiser shall be logged, and shall be notified to the Responsible Authority for Environmental Health (Environmental Protection) within [five]_ minutes of the complaint being received.

(* - to be determined by the Responsible Authority for Environmental Health for each event in accordance with the noise risk assessment.)
3.
 - a) The Premises License Holder shall have full control over the sound amplification equipment and the volume shall be adjusted according to the requirements of the Responsible Authority for Environmental Health.
 - b) The Premises License Holder shall ensure that all persons (including individual sound engineers) involved with the sound system are informed of the sound control limits and that any instructions from the Responsible Authority for Environmental Health regarding noise levels are complied with.
 - c) Unrestricted access to the front of house position and backstage areas shall be allowed at all times to the Responsible Authority for Environmental Health (Environmental Protection) for the purposes of sound level measurements, communications with the nominated noise consultant/sound engineer and monitoring licence conditions.
4. The Premises Licence Holder shall notify the Licensing Authority and Responsible Authority for Environmental Health of the selected date for the concert or event at least three months in advance of the event.
5. At least one month before the concert or event the Premises Licence Holder will invite licensing officers and representatives of the relevant responsible authorities to discuss the concert or event.
6. The Responsible Authority for Environmental Health (Environmental Protection) shall decide which conditions shall apply, and the hours and noise levels to be set based on the noise risk assessment for the concert or event.
7.
 - a) All amplified music in an outside marquee or in the open air shall finish no later than (*) hours.
 - b) Rehearsals and sound checks are permitted only between the following hours: (*)hrs to (*)hrs.
 - c) Music from the concert or event is permitted only between the following hours: (*)hrs to (*)hrs.
 - d) Music from other sources (e.g. food traders, fairground rides) is permitted only between the following hours: (*)hrs to (*)hrs.
(* - to be determined by the Responsible Authority for Environmental Health for each event in accordance with the noise risk assessment.)
8.
 - a) The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed (*)dB(A) over a fifteen minute period / the background noise level by 15dB(A) over a fifteen minute period throughout the duration of the concert or event.
 - b) The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed (*)dB(A) over a fifteen minute period / the background noise level by 15dB(A) over a fifteen minute period throughout the duration of the concert or event.
 - c) The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed (*)dB(A) over a fifteen minute period / the background noise level by 15dB(A) over a fifteen minute period throughout the duration of any rehearsal or sound check for the concert or event.
 - d) The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed (*)dB over a fifteen minute period / the background noise level by (*)dB over a fifteen minute period in the 63Hz and 125Hz octave frequency bands throughout the duration of the concert or event.
 - e) The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed (*)dB over a fifteen minute period / the background

noise level by (*)dB over a fifteen minute period in the 63Hz and 125Hz octave frequency bands throughout the duration of any rehearsal or sound check for the concert or event.

(* - to be determined by the Responsible Authority for Environmental Health for each event in accordance with the noise risk assessment.)

9. No fireworks or other pyrotechnics shall be used other than with the prior written consent of the Licensing Authority no later than one month in advance of the event.
10. Each concert or event shall be subject to an individual noise risk assessment in accordance with the current and relevant Oxford City Council Code of Practice and Guidance on Noise Control at concerts and similar events. The assessment shall be submitted to the Responsible Authority for Environmental Health three months in advance of the event.
11. Each concert or event shall be in accordance with the current Leisure and Cultural Services Terms and Conditions for use of Parks and Open Spaces. Any amendments to these terms and conditions shall be notified to the Licensing Authority.

Annex 3 – Conditions attached after a hearing by the licensing authority

12. Where the proposed capacity for an event exceeds 499 people and the event involves a licensable activity, the following conditions shall apply:
 - a. There shall be a maximum of 6 such events per annum. No more than 4 of these events shall take place between the months of May - July inclusive.
 - b. The North Area Committee and a representative of The Harbord Road Residents Association shall be advised by the Premises Licence Holder, where practicable in the Christmas before, of the events to take place in the Calendar Year ahead.
 - c. Not less than 8 weeks before the event a Traffic Management Plan specific to each event shall be prepared and submitted to the Safety Advisory Group for consideration. A copy of the agreed Traffic Management Plan shall be sent to a representative of the Harbord Road Residents Association, where practicable not less than 4 weeks before the event.
 - d. The hours for licensable activities shall be limited to 09.00 - 23.30 Monday - Sunday inclusive.
 - e. Reasonable steps shall be taken by the Premises Licence Holder to encourage persons attending an event to leave quietly at the conclusion of the event.
13. Licensable events shall not take place without the approval of Oxfordshire Fire & Rescue as to the implementation of measures necessary to promote public safety - such approval to be in writing.
14. Residents living in the immediate vicinity of the Premises shall be notified of licensable events four weeks in advance by means of a written notice delivered to each dwelling.
15. The relevant Area Committee of Oxford City Council shall be given four weeks notice of licensable events taking place at the premises.
16. The Premises Licence shall be limited to a capacity of 4999 people
17. The Premises Licence Holder shall submit a plan of the premises (such plan to be compliant with paragraph 23 of the Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005) to the Licensing Authority and Oxfordshire Fire & Rescue not later than 28 working days before the start of each licensable event.

Annex 4 – Plans

See attached sheet (1 x A4 plan)