

<b>To:</b>	<b>Licensing and Gambling Acts Sub-Committee</b>
<b>Date:</b>	<b>4<sup>th</sup> March 2025</b>
<b>Report of:</b>	<b>Deputy Chief Executive for City and Citizens' Services</b>
<b>Title of Report:</b>	<b>Six Star Events – Application for a New Premises Licence – Totally 90's Festival, Cutteslowe Park, Oxford, OX2 8ES</b>
<b>Application Ref:</b>	<b>25/00298/PREM</b>
<b>Summary and recommendations</b>	
<b>Decision being taken:</b>	To inform the determination of Six Star Events application for a New Premises Licence
<b>Corporate Priority:</b>	Strong, fair economy & thriving communities
<b>Policy Framework:</b>	Statement of Licensing Policy – Licensing Act 2003

<b>Recommendation(s):</b> The Licensing and Gambling Acts Sub-Committee resolves to:
1. Determine Six Star Events application taking into account the details in this report and any representations made at this Sub-Committee meeting.

<b>Appendix No.</b>	<b>Appendix Title</b>	<b>Exempt from Publication</b>
<b>Appendix 1</b>	Application Form	No
<b>Appendix 2</b>	Noise Risk Assessment	No
<b>Appendix 3</b>	Thames Valley Police Agreed Conditions	No
<b>Appendix 4</b>	Environmental Health Agreed Conditions	No
<b>Appendix 5</b>	Interested Parties Representations	No
<b>Appendix 6</b>	Location Map	No

## Introduction and background

1. This report is made to the Licensing and Gambling Acts Sub-Committee so it may determine in accordance with its powers and the Licensing Act 2003 whether to **grant** a Premises Licence to Six Star Events.

## Application Summary

2. An application for a new Premises Licence has been submitted by Six Star Events. A summary of the licensable activities applied for, and the time proposed for these activities can be found detailed below:

**Supply of Alcohol (on sales only):**

Saturday: 13:00 hours to 22:30 hours

**Recorded Music (outdoors):**

Saturday: 13:00 hours to 22:00 hours

**Live Music (outdoors):**

Saturday: 14:00 hours to 22:30 hours

3. The Applicant's description of the premises as detailed in the application form is:

*"A festival called Totally 90's for one day, held annually on the last Saturday of May / 1<sup>st</sup> Saturday of June weekend. For 2025 the event will be held on Saturday 31<sup>st</sup> May"*

4. The application, plan and the steps the applicant intends to take to promote the licensing objectives (as set out in the operating schedule) can be found at **Appendix One**.
5. The Applicant has also submitted a noise risk assessment to accompany the premises licence application, this can be found at **Appendix Two**.

## Relevant Representations

6. Responses were received from the Responsible Authorities as detailed in the table below.

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

NHS - Public Health	No representation	
Trading Standards	No representation	
Home Office	No representation	

Copies of these representations can be found at **Appendix Three & Four**.

7. Valid representations have been received from Six Interested Parties as detailed in the table below.

<b>Name</b>	<b>Address</b>	<b>Licensing Objective(s)</b>
Mrs C Hall	Hayward Road, Oxford	Public Safety, Public Nuisance
Mr T Green	Cotteslowe Park, Harbord Road, Oxford	Public Nuisance
Mrs H Fletcher	Hayward Road, Oxford	Public Nuisance
Mr I Sheppard	Cotteslowe Park, Harbord Road, Oxford	Public Safety
Mr T Del Nevo	Harbord Road, Oxford	Public Nuisance
Harbord Road Area Residents' Association	Harbord Road, Oxford	Public Nuisance, Crime & Disorder, Public Safety

Copies of these representations can be found at **Appendix Five**.

### **Location**

8. A map can be found at **Appendix Six** which shows the general location of the applicant's premises, and the proximity to the premises to residential areas.

### **Statement of Licensing Policy**

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

<b>Relevant Policy Matters</b>	<b>Section</b>	<b>Policy</b>
Live Music, Dancing and Theatre	4.2.1 to 4.2.3	GN23
Prevention of Public Nuisance	7.3.1 to 7.3.6, and 7.3.8	LA2, LA3
Addressing local concerns	7.3.10	LA4, LA5
Sanitary Accommodation	7.3.13 to 7.3.15	LA7

Safe Drinking-Vessels	7.5.22 to 7.5.24	PP12
Large Scale and Outdoor Events	7.5.25 to 7.5.27	PP14
Public Nuisance Noise	8	OS12

10. 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/download/307/download-the-statement-oflicensing-policy>.

### Home Office Statutory Guidance

11. 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 and Disorder	2.1 to 2.7
Public Safety	2.8 to 2.15
Ensuring Safe Departure of Those Using the Premises	2.16
Public Nuisance	2.21 to 2.27
Large Scale Time-Limited Events Requiring Premises Licences	5.25 to 5.26

12. A copy of the Home Office Statutory Guidance may be found online at:

<https://www.gov.uk/government/publications/explanatory-memorandum-revisedguidance-issued-under-s-182-of-licensing-act-2003>.

### Other Relevant Considerations

13. The Sub-Committee is reminded of its responsibilities under the Crime and Disorder Act 1988 (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.
14. 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.
15. 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.

16. 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.
17. 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.

18. 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.
19. 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.
20. Members should note that the applicant or persons making representations have the right of appeal against the decision made by the Sub-Committee.

<b>Report author</b>	Katie Thorp
Job title	Supervising Senior Licensing Officer
Service area or department	Community Safety
Telephone	01865 252565
e-mail	<a href="mailto:licensing@oxford.gov.uk">licensing@oxford.gov.uk</a>

**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.

<b>I/ W e</b>	<b>Sarah Ward on behalf of Six Star Events</b>
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*(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**

Cutteslowe Park playing field, near the pavilion			
<b>Post town</b>	Oxford	<b>Postcode</b>	OX2 8ES

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£

**Part 2 - Applicant details**

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

a)	an individual or individuals *		please complete section (A)
b)	a person other than an individual *		
	i as a limited company/limited liability partnership	X	please complete section (B)

	i i	as a partnership (other than limited liability)		please complete section (B)
	iii	as an unincorporated association or		please complete section (B)
	iv	other (for example a statutory corporation)		please complete section (B)

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c)		a recognised club		please complete section (B)
d)		a charity		please complete section (B)
e)		the proprietor of an educational establishment		please complete section (B)
f)		a health service body		please complete section (B)
g) ga)		a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B) 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)

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

2

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**Second individual applicant (if applicable)**

<u>Mr</u>	<u>Mrs</u>		<u>Miss</u>		<u>Ms</u>	Other Title (for example, Rev)	
<b>Surname</b>					<b>First names</b>		
<b>Date of birth</b> I am 18 years old or over Please tick yes							
<b>Nationality</b>							



Current residential address if different from premises address			
Post town		Postcode	
<b>Daytime contact telephone number</b>			
<b>E-mail address (optional)</b>			
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)			

**(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 Six Star Events
Address 7 Serin Mead Leighton Buzzard Beds LU7 4DU

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Registered number (where applicable) 15950173
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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?	<u>31052025</u>
If you wish the licence to be valid only for a limited period, when do you want it to end?	<u>DD MM YYYY</u>

<p>Please give a general description of the premises (please read guidance note 1)</p> <p>We are running a festival called Totally 90s on the 31st May for one day, held annually on the 'last Saturday of May/ 1<sup>st</sup> Saturday of June' weekend. The event will serve alcohol. For 2025 the event will be held on Saturday 31<sup>st</sup> May.</p>
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If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.	No more than 1500
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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
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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)	

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e)	live music (if ticking yes, fill in box E)	Yes
f)	recorded music (if ticking yes, fill in box F)	Yes
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)	
<b><u>Provision of late night refreshment</u></b> (if ticking yes, fill in box I)		Until 10.30pm
<b><u>Supply of alcohol</u></b> (if ticking yes, fill in box J)		Yes

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

**A**

(please read guidance note 3)

**Plays**  
Standard days and timings (please read

**Will the performance of a play take place indoors or outdoors or both – please tick**      Indoors

	nce (7)			Outdoors	
Day Start Finis h				Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
Thur					
Fri			<b><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></b> (please read guidance note 6)		
Sat					
Sun					

**B**

timings (please read

**Films**  
Standard days and

**Will the exhibition of films take place indoors or outdoors or both –** please tick (please read Indoors guidance note 3)

	nce 7)			Outdoors	
Day Start Finis h				Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

**C**

**Indoor sporting events**

7

Standard days and timings (please read guidance note 7)

**Please give further details** (please read guidance note 4)

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

8

**D**

**outdoors or both – please tick** (please

**Boxing or wrestling entertainments**

**Will the boxing or wrestling entertainment take place indoors or**

Indoors

Standard days and

	ys (please read guidance note 7)		read guidance note 3)	Outdoors	
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Day Start Finis h			Both	
Mon			<b>Please give further details here</b> (please read guidance note 4)	
Tue				
Wed			<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 5)	
Thur				
Fri			<b>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</b> (please read guidance note 6)	
Sat				
Sun				

9

**E**

(please read guidance note 3)

**Live music**  
Standard days and timings (please read

**Will the performance of live music take place indoors or outdoors or both – please tick**

Indoors

	nce (7)			Outdoors	y
Day Start Finis h				Both	

Mon			<p><b><u>Please give further details here</u></b> (please read guidance note 4)</p> <p>We have several bands playing throughout the day</p>
Tue			
Wed			<p><b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)</p>
Thur			
Fri			<p><b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)</p>
Sat	14.00	22.30	
Sun			

10

**F**

**please tick** (please read guidance note 3)

**Recorded music**  
Standard days and timings (please read

**Will the playing of recorded music take place indoors or outdoors or both –**

Indoors

	nce (7)			Outdoors	y
Day Start Finis h				Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance		



			note 4)
Tue			Backing tracks will be played by some performers and music played in between bands
Wed			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)
Thur			
Fri			<b><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></b> (please read guidance note 6)
Sat	13.00	22.00	
Sun			

11

**G**

(please read guidance note 3)

**Performances of dance** **Will the performance of dance take place indoors or outdoors or both – please tick**

Standard days and

Indoors

	Days (please read guidance note 7)			Outdoors	
	Day	Start	Finish	Both	
Mon				<b><u>Please give further details here</u></b> (please read guidance note 4)	

Tue			<p><b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)</p> <p><b><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></b> (please read guidance note 6)</p>
Wed			
Thur			
Fri			
Sat			
Sun			

12

**H**

<p><b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)</p> <p>Please give a description of the type of entertainment you will be providing</p>			
Day Start Finis h	<b><u>Will this entertainment take place indoors or outdoors or both – please</u></b>		Indoors
Mon		<b><u>tick</u></b> (please read guidance note 3)	Outdoors
			Both
Tue	<b><u>Please give further details here</u></b> (please read guidance		

			note 4)
Wed			<p><b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)</b></p> <p><b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)</b></p>
Thur			
Fri			
Sat			
Sun			

13

I

please tick (please

**Late night refreshment**

Standard days and

**Will the provision of late night refreshment take**

**place indoors or outdoors or both –**

Indoors N

	gs (please guidance 7)		<b>There will be no late night refreshments. Site to be cleared by 11pm</b>	Outdoors	
Day Start Finis h				Both	
Mon			<b>Please give further details here</b> (please read guidance note 4)		

Tue			<p><b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)</p> <p><b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)</p>
Wed			
Thur			
Fri			
Sat			
Sun			

14

**J**

**tick** (please read guidance note 8)

**Supply of alcohol**  
Standard days and timings (please read

**Will the supply of alcohol be for consumption – please** On the premises

	ce note		<b>On premises only, no alcohol to be brought into or out of the event. Security to enforce this with bag checks.</b>	Off the premises	N O
Day Start Finis h				Both	N O
Mon			<p><b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 5)</p>		
Tue					

			<p><b><u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)</p>
Wed			
Thur			
Fri			
Sat	13.00	22.30	
Sun			

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

<b>Name</b> Ryan Withers
<b>Date of birth</b> [REDACTED]
<b>Address</b> [REDACTED]
<b>Postcode</b> [REDACTED]
<b>Personal licence number (if known)</b> [REDACTED]
<b>Issuing licensing authority (if known)</b> [REDACTED]

**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).

N/A its a family friendly event

**L**

**State any seasonal variations** (please read guidance note 5)

**Hours premises are open to the public**  
Standard days and timings (please read guidance note 7)

Day		Start	Finish	
Mon				
Tue				
Wed				
				<p><b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6)</p>
Thur				
Fri				

Sat	13.00	22.30	
Sun			

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## M

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

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

The Licensee to ensure that at all times when the premises are for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder.

The Premises Licence Holder shall ensure that all staff employed at the premises 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:

- 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 25 years old

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 fluorescent yellow jackets/ vests which clearly identify them as members of 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.

The event organiser will submit an event management plan (EMP) to the Oxford Safety Advisory Group (SAG) no later than 3 months before the date of the event that year.

Staff shall sign to confirm they have received and understood this training. Written copies of this training shall be retained by the premises licence holder for 3 months after the event and shall provide copies to the Police or the Licensing Authority upon request.

The event organiser shall agree with the safety advisory group an event control area where the operation will run and where the authorities may liaise with the event team during the event.

There shall be throughout the event a dedicated phone number as a means of communication for the authorities to contact the event management. The phone number shall be circulated to the Oxford SAG no later than one week before the event.

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

The event control will maintain a Premises Register throughout the event. This Register shall be retained by the licence holder for a minimum period of 3 months after the event for subsequent referral by the authorities if requested. A copy of the finalised register shall be given to Thames Valley Police after the event for their records and for referral regarding future events.

The log will detail:

- 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
- 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.

**c) Public safety**

The premises shall implement written policies and procedural statements and/or management action plans. Such documents shall include, but not be limited to, the following:



- 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
- Queue Management
- Responsible Service of Alcohol
- Security 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 )

(Finalised) Copies of these policies will be provided to the Oxford SAG no later the 4 weeks before the event.

Where subsequent issues are brought to the premises licence holder's attention by one or more of the authorities within the SAG, the premises licence holder will make amendments as directed by that authority(s).

Staff will received training on those polices relevant to their duties prior to commencing work.

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.

The Premises Licence holder shall ensure that a dedicated area is provided for first aid and vulnerable patrons (i.e. through alcohol, drugs isolation, underage, lost children 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.

This area shall be staffed with persons that are properly trained and full enhanced DBS checks.

This area will be clearly signposted around the site for the public to readily find.

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

The total customer capacity for the event shall be limited to 1500 persons.

The Security staff on duty will operate a real time means of accurately documenting those

entering and leaving the site to ensure the capacity the capacity limit is not exceeded at any point

The foot print of the overall event space will be ringed with heras fencing or similar fencing, as agreed with the SAG to prevent access other than through the approved entry/exit/ blue light points of agrees.

All SIA security and event management shall be capable of communicating instantly with one another by way of radio or other simultaneous system of communication

As part of the written 'security measures' policy condition, the premises licence holder shall carry out and implement a written risk assessment regarding the requirements for SIA licenced security.

The risk assessment shall be made available to the Safety Advisory Group prior to the event taking place. Where subsequent issues or concerns related to the security risk assessment are brought to the premises licence holder's attention by the police, the premises licence holder shall make amendments as directed.

All emergency exits shall be kept free from obstruction at all times.

All food vendors to have provided evidence of PLI, 5 star rating, hygiene certificates and risk assessment

All generators to be positioned away from public access

#### **d) The prevention of public nuisance**

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.

Prominent, clear notices shall be displayed at all exit points to advise customers to respect the needs of the local community and of acceptable behaviour in public spaces.

Prominent, clear notices shall be displayed at all points of sale for alcohol that the premises operates a challenge 25 policy and customers may be required to provide age variation.

All customers will be asked to leave promptly and quietly when music finishes.

Noise to be limited and noise monitors will check the noise levels periodically to ensure they are not breached

Site to be cleared by 11pm, security to usher guests toards the exit.

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

All members of staff, marshals and security at the premises shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25 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.

Prominent, clear notices shall be displayed at all points of sale for alcohol and customer toilets that it is a criminal offence to buy alcohol on behalf of someone that is under 18

All staff will be trained for underage sales prevention.

No discounted drinks, irresponsible promotions or fliers to be used. Festival attendees to be encouraged to drink responsibly.

All drinks to be dispensed into paper or plastic cups

### Checklist:

**Please tick to indicate agreement**

	I have made or enclosed payment of the fee.	y
	I have enclosed the plan of the premises.	y
	I have sent copies of this application and the plan to responsible authorities and others where applicable.	y
	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	y
	I understand that I must now advertise my application.	y
	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).	y

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.


It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

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

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

<b>Declaration</b>	<ul style="list-style-type: none"> <li>[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I 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</li> </ul>
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	<p>the UK (please read guidance note 15).</p> <ul style="list-style-type: none"> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, 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)</li> </ul>
<b>Signature</b>	
<b>Date</b>	January 16th 2025
<b>Capacity</b>	Director

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

<b>Signature</b>	
------------------	--

Date	
Capacity	

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

**Notes for Guidance**

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1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - o a performance of unamplified live music between 08.00 and

23.00 on any day, on any premises.

- a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
- a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
- a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.

• Recorded Music: no licence permission is required for:

- any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption

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on those premises, provided that the audience does not exceed 500.

- any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

• Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.

• Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:

- any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
- any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;

- any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
  8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect

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of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.

10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.
15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

- A licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:
  - does not have the right to live and work in the UK; or
  - is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

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

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

They do this in one of two ways:

- 1) by providing with this application, copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **Home Office online right to work checking service.**

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

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

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

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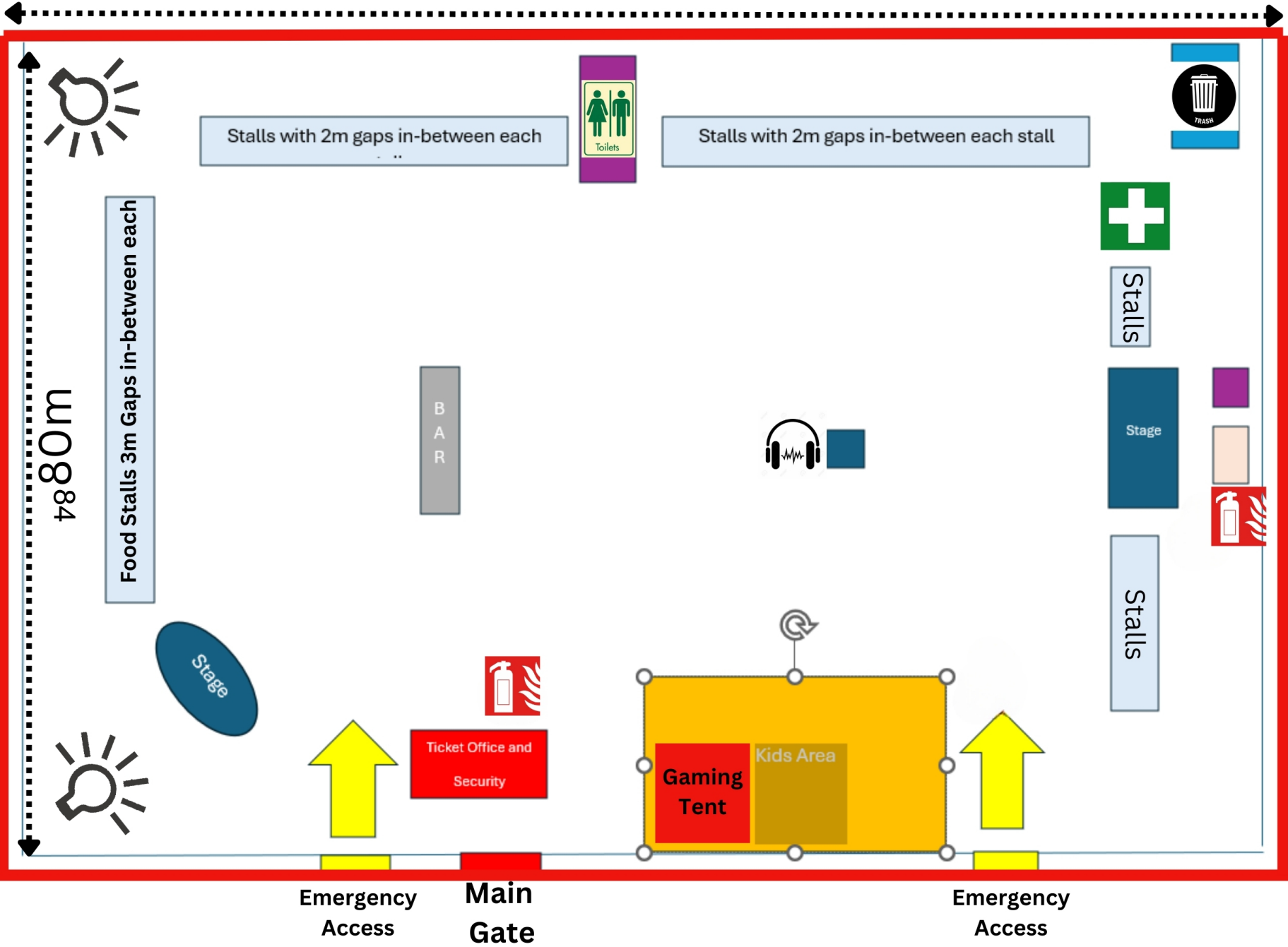
An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service.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

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





120m



80m

Stalls with 2m gaps in-between each

Stalls with 2m gaps in-between each stall

Food Stalls 3m Gaps in-between each

B  
A  
R

Stalls

Stalls

Stage

Ticket Office and  
Security

Gaming  
Tent

Kids Area

Emergency  
Access

Main  
Gate

Emergency  
Access

**Application for an Event  
(Information Required by Environmental Health)**

1. Name and Address of premises/site  
 Cutteslowe Park, Elsfeld Way, OX2  
 8NP.....  
 .....
2. Date of the Event: ...May 31<sup>st</sup> 2025 Maximum Numbers:...1500.....
3. Start Time:.....12pm.....Finish Time:.....11pm (music by 10.30pm)
4. Names, Duties and Telephone Numbers of the Premises Licence Holder/Organiser.

Name	Duties	Tel Number
[REDACTED]	Event and Site Manager, premises license holder	[REDACTED]
[REDACTED]	Site Manager	[REDACTED]
[REDACTED]	Running stage and sound throughout the event	[REDACTED]

(ensure that the person responsible for the control of noise during the event is identified)

5. Name : Premises Licence Holder/Organisers in charge of the event.  
 Sarah Ward.....
6. Plan of the premises/site to a scale of 1:500 attached:        Yes  
 (plan to show the locations of all music areas/fairground rides and dimensions of marquees and other temporary structures to be used during the event)
7. Details of the Sound Engineer or Production Company to be Employed  
 Name: [REDACTED]  
 [REDACTED].....  
 Address:.. [REDACTED].....  
 .....  
 ..... Tel Number:..... [REDACTED] .....
8. Has the attached Noise Risk Assessment form been completed:    Yes

9. Will Fairground Rides and Similar Attractions be Provided: Yes

If Yes Give the Details of the Company Supplying the Attractions

Name:..... [Redacted]

Address:..... [Redacted]

[Redacted] .....

..... Tel Number: [Redacted]

10. Have you contacted the Food Safety section of Environmental Health regarding catering and food traders for the event: Not yet

11. Details of the electrician who will be checking the electrical installations at the event.

Name:..... [Redacted] .....

Address:..... [Redacted] .....

..... Tel Number: [Redacted] .....

(NB All electrical installations, generators and equipment used as part of the event including those traders should comply with the current edition of the Regulations for Electrical Installations issued by the Institute of Electrical Engineers, and any other relevant British Standards and HSE guidance where applicable)

1. Signed:.. [Redacted] .....

Print Name:..... [Redacted]  
(Premises Licence holder  
as named in 5 above)

Date:.....20/1/25.....

2. Signed:..... [Redacted] .....

Print Name: ... [Redacted]  
(Organiser of Event  
as named 5 above)

Date:.....20/1/25.....

The completed application form should be sent to:

**Responsible Authority – Environmental Protection**

**Environmental Development**

**St Aldates Chamber  
109 St Aldates  
Oxford  
OX1 1DS**

Please make sure the following are enclosed:

- Itinerary of bands and music (required as soon as possible before the event)
- Completed Noise Risk Assessment form
- Scale plan showing the premises/site to be used.

## Noise Risk Assessment Form

(Separate form to be completed for each noise source)

Name of premises/site.....Cutteslowe Park.....

Location of the Sound System(s):.....Backing onto the Pavillion for the football club.....

Expected Audience Capacity:.....1500  
max.....

Entertainment to be provided e.g. band or sound system:.....Bands and DJs through PA system (Attach a full itinerary including times)

Our stage line up consists of 2 full live bands on stage between 1430 and 1800

These are tributes to the red hot chili peppers and oasis.

The remainder of the day will be solo artists performing to backing tracks

These artists will be tributes to alanis Morissette, Eminem, jamiroquai and 90s club classics.

Our final performance between 9 and 10 is a dj set – a tribute to the chemical brothers

1445 -1545 - Red Hot Chili Deppers

1545 – 1630 – Tribute to Alanis Morissette

1645 – 1745 – Oasis

1800 – 1845 - Jamirrorquai

1845 – 1930 – The Eminem Show

1930 – 2015 – Jennah

2100 – 2200 – Chemical Dance

On our smaller DJ stage we will have 2 DJs performing playing 90s dance and pop music between 1530 and 2100 This will generally be kept at a reasonable level in the eating and bar area, so as not to interfere with the main stage. Again this will be facing into open fields.

Noise sensitive premises that may be affected

Address	Distance from Source (m)


(Continue on separate sheet if necessary)

Type and size of the sound system (include details of how calculated):

HK Audio Linear 5 LTS Consisting of 8 top speakers hanging in a cluster from the stage wings, and 8 x 18 inch subwoofers. Max Power is 9600w Calculated at RMS power of 8 top speakers at 700w each and 8 x subwoofers at 500w each. Note that this is max power this system will safely operate at and will not be running at full power for the entire day. On the stage there will be 5 x HK audio stage monitors at 300w each.....  
 .....

Our smaller DJ stage will have a small sound system consisting of 1 subwoofer at 500w and a pair of dj speakers on stands 300w each.....  
 .....

Sound system set up (e.g. number and position of delay / circuit speakers, compressors / limiters etc.):

8 top speakers hanging from the stage wings in a cluster of 4 either side of the stage. Attached with 3 heavy duty chains and locks fenced off from access to anyone other than stage crew. 8 subwoofers positioned spaced out on the floor along the front of the stage, fenced off with crowd barriers. All speakers Water Resistant/covered

There will be no repeater/delay speakers in the arena.

Mixing console is behringer x32 with limiters set at 0db so no noise can exceed the max spec of the system  
 .....  
 .....  
 .....  
 .....

Please provide any additional information on the measures to be taken to minimise the noise at noise sensitive premises around the premise/site:

Using sound DB readers we will take measurements of the surrounding background noise from the nearest nearby roads/buildings. During sound checks we will measure the level from PA system at a distance of half way across the arena, from the fencing at the back of the arena, and again from the nearby buildings and set limiters on mixing console accordingly to maintain a sensible music level.

All measurements will be documented with time stamp and kept with sound engineer.

The DB max we will stay under from the boundary closest to the local businesses and residential area TBC by the noise team for oxford. The maximum our system will produce

is approx. 95db at the site boundary. Calculated on 137db being produced at 1m.

Stage and speakers will be faced away from any buildings and into open fields so that no noise is directed straight at any buildings

Stage crew and event management will continue to measure noise with DB readers through out the day and adjust sound accordingly such as dropping the bass or lowering levels if required.

Emergency Telephone Number [REDACTED] for event manager and site manager will be available to call on the day should we receive any complaints from any nearby residents. Stage and sound crew are on the same radio frequencies as site manager and staff.

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Open Fields  
Site Location

Business  
Distance 100m

Direction  
Of Sound

Open  
Fields

Residential  
Distance 300m ->



Cutteslowe and  
Sunnymead Park  
Large park  
for a range of play...

Wolvercote Cricket Club

Cutteslowe Park  
Miniature Railway

Summerdown Stars AFC

Cutteslowe Park  
Playground

Oxford Beach  
Volleyball Courts

Cutteslowe  
Community Centre

Google

Wolvercote Hawks  
Key Club

Hayward Rd

Templar Rd

Templar Rd

Templar Rd

90

Bourne Cl

Kendall Cres

Harefields

David Walter Cl

Sparsey Pl

Holt Weer Cl

A40

Hawksmoor Rd

Jackson Rd

Wyatt Rd

PCM Oxford -  
Presbitery/Plebania

Carlton Rd

Wolsey Rd

A40

ayers



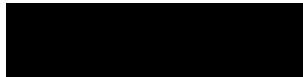
From: Bloomfield, Alex (C0714)
To: [redacted] Licensing
Subject: RE: FW: Totally 90s Festival May 31st Cutteslowe Park
Date: 11 February 2025 18:41:55
Attachments: image006.png, image016.png, image017.png, image018.png, image020.png, image021.png, image023.png, image025.png, image026.png

To the Licensing Authority- Oxford City Council

Regarding the recent application to hold licensable actives on Cutteslowe Park for the Totally 90s Festival, whilst it is exceptionally difficult to gauge quite what the impact on a new event will be, the police have been able to agree with the applicant a set of conditions to safeguard the four licensing objectives. The conditions and consent can be found below.

On the basis that these points are included within the grant as conditions, the immediate concerns of the police are mitigated and as such we have no objections.

Yours Sincerely



C0714 Alex Bloomfield
Licensing Officer
Policing Strategy Unit

licensing@thamesvalley.police.uk
www.thamesvalley.police.uk

Want to know more about Licensing or the Night Time Economy?

Read our Licensing Op Guidance:

Licensing & NTE Operational Guidance

Test Purchasing Operational Guidance

Op Makesafe Operational Guidance

Want to submit a licensing incident or a licensing check whilst you are out on patrol- you can now submit a GEN 40/Licensing Check from your force mobile- simply click the link to our Licensing Forms:

GEN 40

Licensed Premises Checklist

Unless otherwise stated, the content of this email is graded as OFFICIAL under the GSC. This communication contains information which is confidential and may also be privileged. Any views or opinions expressed are those of the originator and not necessarily those of Thames Valley Police.

From: [redacted]
Sent: 11 February 2025 14:18
To: Bloomfield, Alex (C0714) [redacted]
Subject: RE: FW: Totally 90s Festival May 31st Cutteslowe Park

Caution: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe - If unsure email ICTSecurityTeam@thamesvalley.police.uk to report this message.

Hi

Yes that is all fine thank you. Happy with the conditions laid out.

Kind regards

Sarah Ward
BA (Hons) Business, PgDip Events Management
Director of
Strawberry Fieldz Ltd &
Six Star Events Ltd



From: Bloomfield, Alex (C0714) [redacted]
Sent: 11 February 2025 10:58
To: sarah [redacted]
Subject: RE: FW: Totally 90s Festival May 31st Cutteslowe Park

Hi Sarah,

Sorry for the delay its been manic here.

Insp Ball has expressed some reservations about the event and how it may impact on the policing plan, however I have explained that it is for the event to run in such a way that it does not do that and that the conditions I put to you would ensure proper mechanisms were in place so if run properly the event would not.

Provided that the conditions I put forward to you, which I think were in a subsequent copy of the application that was resubmitted, were indeed accepted by the event and went on the licence, the position of the police would be to look to the conditions and the SAG this year and then revisit the licence if needed should there be issues.

To recap the conditions were:

- 1. The Premises Licence Holder shall ensure that all staff employed at the premises 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:
• The need to ensure the responsible sale and supply of alcohol

	<ul style="list-style-type: none"> <li>• The need to refuse the sale and supply of alcohol to persons who are intoxicated or underage</li> <li>• The need to seek credible age verification from persons seeking to be sold or supplied alcohol who may appear under the age of 25 years old</li> </ul> <p>Staff shall sign to confirm they have received and understood this training. Written copies of this training shall be retained by the premises licence holder for 3 months after the event and shall provide copies to the Police or the Licensing Authority upon request.</p>
2.	<p>The event control will maintain a Premises Register throughout the event This Register shall be retained by the licence holder for a minimum period of 3 months after the event for subsequent referral by the authorities if requested. A copy of the finalised register shall be given to Thames Valley Police after the event for their records and for referral regarding future events.</p> <p>The log will detail:</p> <ul style="list-style-type: none"> <li>• The name of the person responsible for the premises on each given day of the event.</li> <li>• The name(s) of the person(s) authorising the sale of alcohol each day of the event.</li> <li>• 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.</li> <li>• 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)</li> <li>• Any items seized by security staff employed at the premises</li> <li>• The name, SIA number, start and finish time of anyone employed in a security role for that day</li> <li>• 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)</li> <li>• Any calls to or visits by Thames Valley Police in relation to any crime and disorder or like related matter.</li> </ul>
3.	<p>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 yellow jackets/ vests which clearly identify them as members of in that role.</p>
4.	<p>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>
5.	<p>The event organiser will submit an event management plan (EMP) to the Oxford Safety Advisory Group (SAG) no later the 3 months before the date of the event that year.</p>
6.	<p>The premises shall implement written policies and procedural statements and/or management action plans. Such documents shall include, but not be limited to, the following:</p> <ul style="list-style-type: none"> <li>• Road Traffic Management Plan (RTMP)</li> <li>• 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 )</li> <li>• Crowd Dispersal at the end of the event</li> <li>• Emergency and evacuation procedures</li> <li>• Safeguarding Children &amp; Vulnerable Adults</li> <li>• Noise</li> <li>• Queue Management</li> <li>• Responsible Service of Alcohol</li> <li>• Security 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 )</li> <li>• Underage Sales &amp; False Identification</li> <li>• Zero Tolerance Drugs(including the link to the Condition of Entry policy above the provision of drugs amnesty bins etc )</li> </ul> <p>(Finalised) Copies of these policies will be provided to the Oxford SAG no later the 4 weeks before the event.</p> <p>Where subsequent issues are brought to the premises licence holder's attention by one or more of the authorities within the SAG, the premises licence holder will make amendments as directed by that authority(s).</p> <p>Staff 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>
7.	<p>The Premises Licence holder shall ensure that a dedicated area is provided for first aid and vulnerable patrons (i.e. through alcohol, drugs isolation, underage, lost children 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>This area shall be staffed with persons that are properly trained and full enhanced DBS checks.</p> <p>This area will be clearly signposted around the site for the public to readily find.</p>

8.	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
9.	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.
10.	The total customer capacity for the event shall be limited to 1500 persons.
11.	The Security staff on duty will operate a real time means of accurately documenting those entering and leaving the site to ensure the capacity the capacity limit is not exceeded at any point
12.	The foot print of the overall event space will be ringed with heras fencing or similar fencing, as agreed with the SAG to prevent access other than through the approved entry/exit/ blue light points of agrees.
13.	All members of staff, marshals and security at the premises shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25 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.
14.	All SIA security and event management shall be capable of communicating instantly with one another by way of radio or other simultaneous system of communication
15.	The event organiser shall agree with the safety advisory group an event control area where the operation will run and where the authorities may liaise with the event team during the event.
16.	There shall be throughout the event a dedicated phone number as a means of communication for the authorities to contact the event management. The phone number shall be circulated to the Oxford SAG no later than one week before the event.
17.	Prominent, clear notices shall be displayed at all exit points to advise customers to respect the needs of the local community and of acceptable behaviour in public spaces.
18.	Prominent, clear notices shall be displayed at all points of sale for alcohol that the premises operates a challenge 25 policy and customers may be required to provide age variation.
19.	Prominent, clear notices shall be displayed at all points of sale for alcohol and customer toilets that it is a criminal offence to buy alcohol on behalf of someone that is under 18
20.	The licence shall only be for one day held annually on the 'last Saturday of May/ 1 <sup>st</sup> Saturday of June' weekend.
21.	As part of the written 'security measures' policy condition, the premises licence holder shall carry out and implement a written risk assessment regarding the requirements for SIA licenced security.  The risk assessment shall be made available to the Safety Advisory Group prior to the event taking place. Where subsequent issues or concerns related to the security risk assessment are brought to the premises licence holder's attention by the police, the premises licence holder shall make amendments as directed.

If you would confirm that you consent to this I can send a response to the licensing authority saying the police have no objections.

Kind regards

Alex



**C0714 Alex Bloomfield**  
Licensing Officer  
Policing Strategy Unit

[licensing@thamesvalley.police.uk](mailto:licensing@thamesvalley.police.uk)  
[www.thamesvalley.police.uk](http://www.thamesvalley.police.uk)

Want to know more about Licensing or the Night Time Economy?

Read our **Licensing Op Guidance**:

[Licensing & NTE Operational Guidance](#)

[Test Purchasing Operational Guidance](#)

[Op Makesafe Operational Guidance](#)

Want to submit a licensing incident or a licensing check whilst you are out on patrol- you can now submit a GEN 40/Licensing Check from your force mobile- simply click the link to our **Licensing Forms**:

**From:** [DAVIS Edward](#)  
**To:** [THORP Katie](#)  
**Cc:** [licensing@oxford.gov.uk](mailto:licensing@oxford.gov.uk); [COX Nicholas](#)  
**Subject:** 25/00298/PREM New Premises Licence application: Totally 90"s Festival, Cutteslowe Park playing field, near the pavilion, Oxford, OX2 8ES  
**Date:** 18 February 2025 14:46:11  
**Attachments:** [image001.png](#)

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Hello all,

I have reviewed the application

I refer to my memo dated **14<sup>th</sup> February 2025** regarding a representation in response to an application made under the Licensing Act 2003 for the above mentioned premises.

In light of the acceptance of the condition(s) I have proposed, I am happy to withdraw my representation, if the condition(s) I have proposed are included in the license for the premises.


Accepted conditions:

- *A detailed music noise risk assessment shall be submitted to the Responsible Authority for Environmental Health. This should be completed a a competent person with acoustic experience.*
- *Noise control limits shall be set (at the mixer position) with a view to ensuring that the Music Noise Level does not exceed 65dB(A) over a fifteen minute period at a point 1 m from the facade any noise sensitive premises throughout the duration of the regulated entertainment."*
- *Noise control limits shall be set (at the mixer position) with a view to ensuring that the Music Noise Level does not exceed 75 dB over a fifteen minute period in the 63Hz and 125Hz octave frequency bands at a point 1 m from the facade any noise sensitive premises throughout the duration of the regulated entertainment.*
- *The Event Organiser shall have full control over the sound amplification equipment and the volume shall be adjusted according to the reasonable requirements of the Responsible Authority for Environmental Health and to ensure that the noise control limits are met.*
- *The Event Organiser 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*
- *Unrestricted access to the front of house position and backstage areas shall be allowed at all times to the Responsible Authority for Environmental Health for the purpose of sound level measurements, communications with the nominated noise consultant / sound engineer and monitoring licence conditions*
- *All complaints about noise received by the site office / event organiser shall be logged, and shall at their request be notified to the Responsible Authority for Environmental Health.*

- *The Premise Licence Holder or a member of the organisers or a designated person shall be responsible for monitoring the noise level/and any noise complaints received regarding the event to a programme approved by the Responsible Authority for Environmental Health*
- *All results of noise monitoring are to be made available to the Responsible Authority for Environmental Health*

If you would like to discuss these proposed conditions, please do not hesitate to contact me.

**Edward Davis**  
**Business Regulation Team Environmental Health Officer | Planning & Regulatory Services**

**01865 335883** |   
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Oxford Town Hall, St Aldate's, Oxford, OX1 1BX  
Working days: Mondays, Tuesdays, Wednesdays and Fridays



**From:** [Planning](#)  
**To:** [licensing](#)  
**Subject:** Comments for Licensing Application 25/00298/PREM  
**Date:** 22 January 2025 15:36:56

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## Comments summary

Dear Sir/Madam,

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

Comments were submitted at 22/01/2025 3:36 PM from Mrs [REDACTED] Hall.

### Application Summary

Address: Cutteslowe Park Harbord Road Oxford Oxfordshire OX2 8ES

Proposal: Premises Licence

Case Officer: Richard Masters

[Click for further information](#)

### Customer Details

Name: Mrs [REDACTED] Hall

Email: [REDACTED]

Address: [REDACTED] Hayward Road Oxford

### Comments Details

Commenter Type: Neighbours

Stance: Customer objects to the Licensing Application

Reasons for comment: - Public Nuisance  
- Public Safety

Comments: 22/01/2025 3:36 PM This event will attract a large number of cars. Having alcohol available at the event will enable drunken driving, and is to be totally deplored. In addition, the noise nuisance from music for that whole afternoon and evening will have a significant and unacceptable impact on the quiet enjoyment of their gardens for all the neighbouring properties.

Kind regards

---

**From:** Planning <planning@oxford.gov.uk>  
**Sent:** Monday, February 3, 2025 11:48 AM  
**To:** licensing <licensing@oxford.gov.uk>  
**Subject:** Comments for Licensing Application 25/00298/PREM

## Comments summary

Dear Sir/Madam,  
Licensing Application comments have been made. A summary of the comments is provided below.  
Comments were submitted at 03/02/2025 11:47 AM from Mr [REDACTED] Green.

### Application Summary

Address:	Cutteslowe Park Harbord Road Oxford Oxfordshire OX2 8ES
Proposal:	Premises Licence
Case Officer:	Richard Masters

[Click for further information](#)

### Customer Details

Name:	Mr [REDACTED] Green
Email:	[REDACTED]
Address:	[REDACTED] Cutteslowe Park Oxford

**From:** [REDACTED]  
**To:** [THORP Katie: licensing@oxford.gov.uk](mailto:THORP.Katie@licensing@oxford.gov.uk)  
**Subject:** Re: Comments for Licensing Application 25/00298/PREM - Totally 90's Festival  
**Date:** 03 February 2025 17:38:51  
**Attachments:** [image001.png](#)

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Dear Ms Thorp

RE: New Premises License: Totally 90's Festival, Cutteslowe Park, Oxford.

I acknowledge receipt of your letter rejecting my complaint about the above license application.

I will amplify the issues according to the Criteria laid out in your Advice Note.

As a very near neighbour living within the vicinity of the premises, and including my family, I state that I am an INTERESTED PARTY and thus enabled to make representations on the License application.

1. **The promotion of public safety:** T

The application states that they intend to allow 1500 people to enter the enclosure detailed in the application. The size of this enclosure (between the trestle tables) is about 800 Sq M. TO ALLOW PUBLIC SAFETY, each individual must have adequate space to stand and/or sit, and this is generally accepted to be between 2 and 4 sq M, otherwise a crush situation can occur causing panic and confusion. Putting 1500 people into 800 Sq M provides about 0.5 Sq M per person which is UNSAFE and therefore contrary to the express requirement that the license promotes public safety.

"For an outdoor festival, a recommended area per person is generally between 2 to 4 square meters (22 to 44 square feet), depending on the desired crowd density and the layout of the festival grounds; a more tightly packed crowd might require closer to 2 square meters per person, while a looser crowd could need closer to 4 square meters per person". According to that, the crowd should be limited to 400 people MAXIMUM in order to allow PUBLIC SAFETY. (Source Google Search).

I would also expect there to be a comprehensive RISK ASSESSMENT undertaken before this license could be considered.

2. **The Prevention of Public Nuisance:**

The proposed License is for the playing of music in a public park which is used extensively by the public of Oxford for recreational uses such as sports and peaceful activities such as dog-walking etc Also, there are four houses within the park, and the nearest to the proposed Licensed site is about 180 M away and these properties will obviously be seriously affected by noise during the Festival period. Thus those living in the houses, and those of the general public who are using the park for its intended purpose ie: general leisure activities would be subject to a Public Nuisance.

Yours sincerely

[REDACTED] Green  
AssocRICS



**From:** [Planning](#)  
**To:** [licensing](#)  
**Subject:** Comments for Licensing Application 25/00298/PREM  
**Date:** 16 February 2025 13:34:46

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## Comments summary

Dear Sir/Madam,

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

Comments were submitted at 16/02/2025 1:34 PM from Mrs [REDACTED] fletcher.

### Application Summary

Address: Cutteslowe Park Harbord Road Oxford Oxfordshire OX2 8ES

Proposal: Premises Licence

Case Officer: Richard Masters

[Click for further information](#)

### Customer Details

Name: Mrs [REDACTED] fletcher

Email: [REDACTED]

Address: [REDACTED] Hayward Rd Oxford

### Comments Details

Commenter Type: Neighbours

Stance: Customer objects to the Licensing Application

Reasons for comment:

Comments: 16/02/2025 1:34 PM 1. Parking and access along hardboard ready and a very busy often congested junction with Banbury Road  
2. Public safety with cars converging on a restricted regular park users often older generation with and without dogs and young families.  
3. Noise from inside assumed tented and external music.  
4. Noise from this leaving the venue after music and alcohol sales have finished.  
5. The event organiser is non local and therefore has no knowledge of impact on the community of Cutteslowe. A quiet , wholly residential and recreational , sport and outdoor activity/wellbeing area

Kind regards

**From:** [Planning](#)  
**To:** [licensing](#)  
**Subject:** Comments for Licensing Application 25/00298/PREM  
**Date:** 17 February 2025 19:52:50

---

## Comments summary

Dear Sir/Madam,

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

Comments were submitted at 17/02/2025 7:52 PM from Mr [REDACTED] Sheppard.

### Application Summary

Address: Cutteslowe Park Harbord Road Oxford Oxfordshire OX2 8ES

Proposal: Premises Licence

Case Officer: Richard Masters

[Click for further information](#)

### Customer Details

Name: Mr [REDACTED] Sheppard

Email: [REDACTED]

Address: [REDACTED] CUTTESLOWE PARK Oxford

### Comments Details

Commenter Type: Neighbours

Stance: Customer objects to the Licensing Application

Reasons for comment:

- Other objection
- Public Nuisance
- Public Safety

Comments: 17/02/2025 7:52 PM I object to the giving of a licence for this event for the following reasons.  
As we live in the park we have had a lot of experience from events in the park and when alcohol has been available there are anti soical issues with attendees are leaving the park.  
Any security staff controlling the event do not take any responsibility in the surrounding area or show a presence to control the behaviour of people leaving the park.

This may be outside this licence remit, but there seems to be no information about the event parking or access to the event, which may increase the attendance

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Kind regards

# Comments for Licensing Application 25/00298/PREM

## Application Summary

Application Number: 25/00298/PREM

Address: Cutteslowe Park Harbord Road Oxford Oxfordshire OX2 8ES

Proposal: Premises Licence

Case Officer: Richard Masters

## Customer Details

Name: Mr [REDACTED] del Nevo

Address: [REDACTED] Harbord Road Oxford

## Comment Details

Commenter Type: Neighbours

Stance: Customer objects to the Licensing Application

Comment Reasons:

- Public Nuisance
- Public Safety

Comment: 17/02/2025 5:26 PM I do not believe that Cutteslowe Park is a suitable place in which to hold an event such is planned. I very much object to the sale of alcohol.

The music to be played will cause disturbance to people living in the houses nearby some of which are quite close. Access would have to be via Harbord Road with the considerable disturbance that would cause.

People attending will be leaving after dark with a number of hazards being present on site such as the duck pond.

Many years ago a drinks licence was granted for one event and it was clear the next morning that people had been relieving themselves in Harbord Road and in more than one case against householders fences.

My belief is that this event should not go ahead so as to prevent a public nuisance.

To: [licensing@oxford.gov.uk](mailto:licensing@oxford.gov.uk)

From: Harbord Road Area Residents' Association

**Applicant's description of the premises:** Cutteslowe Park playing field, near the pavilion, OX2 8ES (referred to below as 'the application site')

**Application reference:** 25/00298/PREM

**Date:** 18 February 2025

Dear Sir/Madam,

We wish to object to this application on the following grounds:

### **PUBLIC SAFETY**

The application site is in a rural area of the park which is completely unlit. Sunset will be shortly after 21:00 i.e. well before the event ends. The walk from the application site to either of the two car parks, and the various park exits (of which there are several), is in excess of 400m. The terrain is largely grass with some hoggin paths and eventually tarmac. There are various potential hazards, not least the duck pond. The application form suggests that the applicant has not considered how it will ensure that attendees can leave the event safely in the dark.

The emergency exits from the application site lead onto a narrow tarmac road which turns into an uneven gravel path at the Bottom Pavilion. One of the emergency exits also has a bank with trees and fence very close behind it, making it almost restricted. Behind the tarmac road lies a fairly steep grassy slope which is known by residents to be a wet area (waterlogged at the time of writing), even in late spring. The area is completely unlit and the ground is uneven. It is difficult to see how 1,500 people could exit safely and quickly out of the two emergency exits, into an unlit, uneven, wet area, up a slope.

It is not clear how many public toilets are to be provided. The park's public toilets are some distance away and closed in the evening. The number of public toilets needs to be specified and to be sufficient for 1,500 people.

Please also see comments below under **Public Nuisance** regarding access for emergency vehicles in previous events where the traffic management was inadequate.

### **PREVENTION OF PUBLIC NUISANCE**

- Bands will play throughout the day (page 11) and, between bands, music will be played (page 12).

There are residential properties within the park, one less than 150m from the premises, others less than 250m away, and many within 350m. Loud music playing all day on a Saturday, with no break for nine and a half hours, will disturb local residents, especially during the late spring period when windows and doors are open. This is likely to cause a **Public Nuisance** depending on the volume of the music which has not yet been specified.

- The supply of alcohol will be for consumption on the premises only with no alcohol to be brought into or out of the event (page 15).

However, it will be possible for anyone to: take alcohol into the park; seat themselves just outside the premises licence area; listen to the music; and consume alcohol over a long period of time. These people would not have access to the toilets on the application site, and as mentioned previously the park toilets are some distance away and closed in the evening. There is potential for people to congregate outside the site on a large scale, yet there are no measures in place to prevent this from causing a **Public Nuisance**, or causing **Harm to Children** by inappropriate behaviour, or engaging in anti-social or possibly criminal behaviour and creating **Public Safety issues**. These comments are also relevant to **Prevention of Crime and Disorder**.

- We have past experience of events serving alcohol in the park. These led to significant levels of anti-social behaviour as attendees left via Harbord Road. This included noise and disturbance in this quiet residential area, damage to front gardens; and using front gardens as toilets. These comments are also relevant to **Prevention of Crime and Disorder**.

The applicant intends to ask people to leave quietly and promptly when the music ends and to display notices about acceptable behaviour. However, in our view these measures are insufficient to prevent **Public Nuisance**. The walk from the licence application area to the car parks and exits is in excess of 400m. Pedestrians will then travel through residential areas, such as Harbord Road, with reminders of being quiet and acceptable behaviour long forgotten.

In our opinion it would be necessary to have stewards at the Harbord Road Car Park exit and in Harbord Road, to remind attendees to be quiet and respectful and to monitor behaviour.

- Poor traffic management has been a cause of concern in relation to **Public Nuisance** and **Public Safety** arising at many previous events held in the park. The main access route to the park is a narrow residential road where cars can park on both sides. The amount of parking within the park is limited and insufficient for 1,500 people. In late May there will already be many park-users in the car park which gets very busy anyway. The combination of a narrow access and no available parking spaces has led to gridlock in the past because: cars are arriving; cars which can't park because the car park is full are trying to leave; and Harbord Road, with cars parked either side is not wide enough for two way traffic. During periods of gridlock it would not have been possible for emergency vehicles to access the area, and this was a risk to **Public Safety**. In the past, residents have had to assist in clearing gridlock by helping to manage the traffic by diverting it through Park Close (a private road).

We notice the requirement for:

- an Event Management Plan to be submitted to the Oxford Safety Advisory Group 3 months in advance of the event and
- a finalised road traffic management plan to be submitted not less than 4 weeks before the event

As a stakeholder consultee for events held in Cutteslowe and Sunnymead Park we request sight of the RTMP well in advance of the 4 week deadline when it must be finalised. This is so that we, who know the area much better than an event organiser from outside the area, are able to have a meaningful input before the RTMP is finalised. We would encourage the applicant to contact us in relation to this.

## **PROTECTION OF CHILDREN FROM HARM**

- In Section K on page 15, which is for the applicant to highlight anything that might give cause for concern in respect of children, the response is simply: “*The event is noted to be a family friendly event.*” Further information is required to demonstrate precisely how the applicant will make the event family friendly and also what measures are in place to avoid excessive consumption of alcohol leading to potentially harmful behaviour from adults within a restricted space.

## **PREVENTION OF CRIME & DISORDER**

Please see comments under **Public Nuisance** above which are also relevant to **Prevention of Crime and Disorder**.

We note that the application site is located very close to a hedgerow (to the north), and the trees behind Oxford City Council’s depot (to the west). The proposed event date is at the height of the nesting season and the location is in an area of the park which is managed for biodiversity. The lighting, noise and increased level of vehicles and footfall is likely to disturb nesting birds, and fledglings which may be on the ground at that time. The application site should be reconsidered to reduce the potential for disruption/injury to nesting birds and fledglings.

## **OTHER MATTERS**

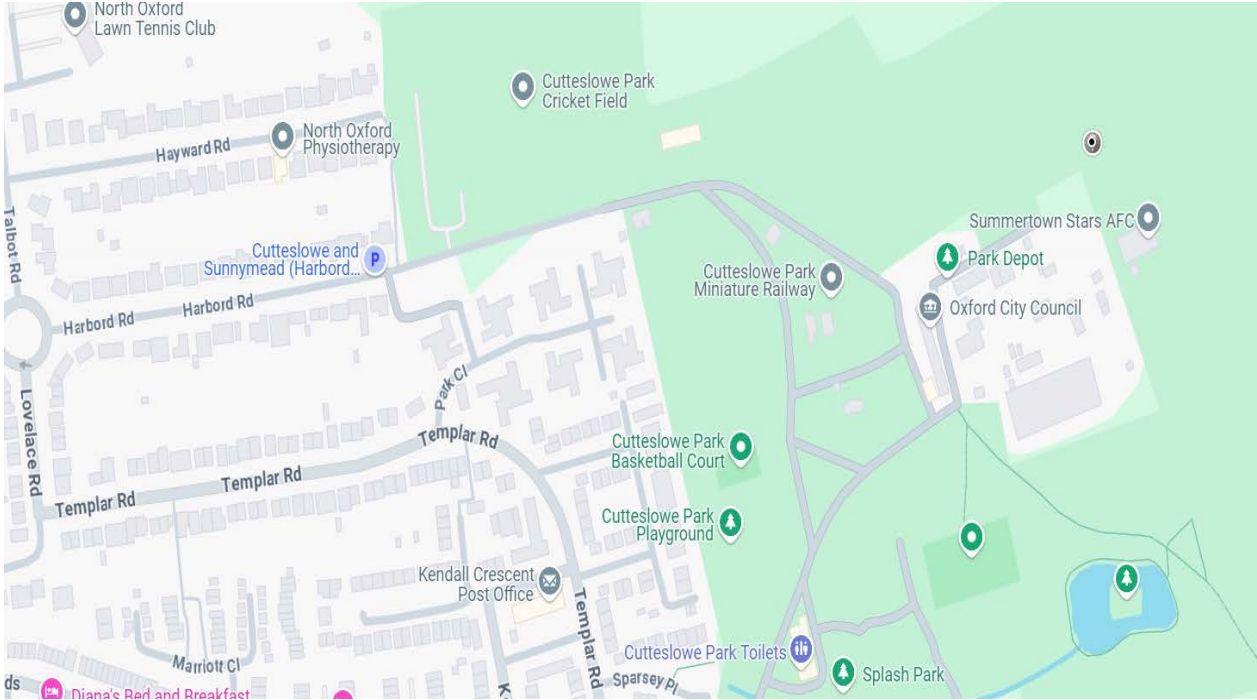
Please also note that the premises licence application gives the times during which music will be played as 13:00 to 22:30. However, the application form (page 11) gives the times as 14:00 to 22:30. Clarification is required.

Previous protocols for events included leafleting of the roads in the vicinity of the park to inform them of events. Our experience has shown that residents appreciate advance notice and are more willing to co-operate if the traffic management plans are made clear in advance. An example of this co-operation is that residents keep Harbord Road free of parked cars to allow two way movement of traffic for some events.

Yours faithfully

 Johnson

*Chair, Harbord Road Area Residents’ Association*



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