



CHARTERHOUSE ENTERPRISES LTD
CHARTERHOUSE
GODALMING
SURREY GU7 2DF

Tel : 01483 239600
Fax: 01483 239610
nb@charterhouse.org.uk

21st January, 2009

Mrs Rosemary Hughes
Premises Licensing
Waverley Borough Council
The Burys
Godalming
Surrey GU7 1HR

Dear Mrs Hughes,

Permanent licence for Open Air Concerts

Following the success of the Jools Holland open air concert in 2008 Charterhouse is applying for a permanent licence to host concerts with an audience of up to 6000 people. I enclose the application for the event licence.

As agreed with Mr T Ostle we have used a 1:1250 scale site map.

We have sent copies to the other licensing authorities and will be liaising with them in the next 28 days.

I enclose a cheque for the licensing fee of £1,635 as requested.

Yours sincerely,

Nicola Bonner



WAVERLEY BOROUGH COUNCIL

Licensing Team, Chief Executive's Dept, Waverley Borough Council, The Burys, Godalming, Surrey GU7 1HR

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description <u>HURTMORE RD</u> <u>GODALMING</u> <u>SURREY</u>	
Post town <u>GODALMING</u>	Post code <u>GU7 2DF</u>

Telephone number at premises (if any)

01483 239621

Non domestic rateable value of premises

£ < £125,001

Part 2 – Applicant Details

Please state whether you are applying for a Premises Licence as:

a) an individual or individuals*

Please tick ✓

please complete section (A)

b) a person other than an individual*

i. as a limited company

please complete section (B)

ii. as a partnership

please complete section (B)

- iii. as an unincorporated association or please complete section (B)
- iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) The proprietor of an educational establishment please complete section (B)
- f) A health service body please complete section (B)
- g) A person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital please complete section (B)
- h) The chief officer of police of a police force in England and Wales please complete section (B)

Please tick ✓

*If you are applying as a person described in (a) or (b) please confirm:

- 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 Mrs Miss Ms Other title (for example, Rev)

Surname First names

Please tick ✓

I am 18 years old or over

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr

Mrs

Miss

Ms

Other title
(for example, Rev)

Surname

First names

Please tick ✓

I am 18 years old or over

Current postal address
if different from
premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

(B) OTHER APPLICANTS

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

Name	CHARTERHOUSE
Address	HURTMORE RD GODALMING GU7 2DF
Registered number (where applicable)	312054 <i>charity no</i>
Description of applicant (for example, partnership, company, unincorporated association etc.)	SCHOOL, EDUCATIONAL CHARITY
Telephone number (if any)	01483 239621
E-mail address (optional)	nb@charterhouse.org.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
01	07	2009

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

Day	Month	Year

If 5000 or more people are expected to attend the premises at any one time, please state the number expected to attend

6000

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

The site is a boarding school set in 240 acres on the edge of Godalming. The concerts will take place on fields adjacent to the main school buildings and car parking will be on playing fields to the west and north.

In 2009 the licence should run from 1st July to 31st Oct, thereafter between 1st April and 31st Oct as applied for.

What licensable activities do you intend to carry on from the premises?
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick ✓

- | | |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input type="checkbox"/> |
| g) performance of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

Provision of entertainment facilities:

- | | |
|---|--------------------------|
| i) making music (if ticking yes, fill in box I) | <input type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J) | <input type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K) | <input type="checkbox"/> |

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

Sale by retail of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors	✓	
Mon			Please give further details here (please read guidance note 3) <i>Concert of live music by orchestra, band or soloist. Probable amplification</i>	Both		
Tue						
Wed				State any seasonal variations for the performance of live music (please read guidance note 4) <i>There will be no more than 3 dates each year between 1st April and 31st Oct</i>		
Thur						
Fri				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 5)		
Sat	14.00	24.00				
Sun	14.00	24.00				
Sun	14.00	23.00				

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tue						
Wed				State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur						
Fri				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. (please read guidance note 5)		
Sat						
Sun						
Sun						

M

Sale of alcohol Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption on or off the premises or both – please tick (✓) (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish	Both		
Mon			State any seasonal variations for the sale of alcohol (please read guidance note 4)		
Tue					
Wed					
Thur			Non standard timings. Where you intend to use the premises for the sale of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Fri					
	12.00	23.30			
Sat					
	12.00	23.30			
Sun					
	12.00	22.30			

22.30

State the name and details of the individual whom you wish to specify on the licence as premises supervisor	
Name	TIMOTHY JAMES OSTLE
Address	JESSAMINE COTTAGE 12 George Rd MILFORD Surrey
Postcode	GU8 5HA
Personal licence number (if known)	WAV 2005 PER / 0006
Issuing licensing authority (if known)	WANDERLEY BOROUGH COUNCIL

N

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 8)

Please see separate notes.

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon			Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list. (please read guidance note 5)
	12.00		
Tue			
Wed			
Thur			
Fri			
	12.00	24.00	
Sat	00.01	01.00	
	12.00	24.00	
Sun	00.01	01.00	
	12.00	23.00	

P

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

a) General – all four licensing objectives (b, c, d, e) (please read guidance note 9)

Please see separate notes.

b) The prevention of crime and disorder

please see separate notes

c) Public safety

please see separate notes

d) The prevention of public nuisance

please see separate notes

e) The protection of children from harm

Please see separate notes.

Please tick ✓

- I have made or enclosed payment of the fee
- I have enclosed a 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 proposed 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

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 11). If signing on behalf of the applicant please state in what capacity.

Signature 

Date 21 January 2009

Capacity ~~Commonwealth~~ Manager

For joint applications signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (please read guidance note 12). If signing on behalf of the applicant please state in what capacity.

Signature

Date

Capacity

CHARTERHOUSE OPEN AIR CONCERTS

This document sets out the means by which concerts at Charterhouse will be managed in order to meet the Licensing Objectives of:

- ◆ The prevention of crime and disorder
- ◆ Public safety
- ◆ The protection of children from harm
- ◆ The prevention of public nuisance

In General

An event run under the license will be run to comply with the guidance in the Approved Code of Practice HSG 195 'Event Safety Guide' published by the HSE.

Risk assessments covering the four sections below will be reviewed (in conjunction with the event promoter if one is employed) at least 4 weeks before the event to include any additional learning points from earlier events. This will allow sufficient time to enable remedies and preventative measures to be put in place.

The events are open-air concerts, probably picnic style and the targetted age profile for the concerts is age 30-60 yrs. The events will be ticketed and will be limited to a maximum 6,000 audience. The audience is expected to be pulled from Woking, Farnham, Godalming, Cranleigh and Haslemere.

The car parking will be on two school fields with separate access/egress from Hurtmore Rd to limit the disruption of traffic approaching the site from the two directions and the local police force will be employed to manage the traffic on the public highways.

The following documents will be provided to the Safety Advisory Group (SAG) meeting which will take place before the event. Charterhouse will give the members of the (SAG) 5 months advance warning of any concert. These documents provide substantially more detail concerning the procedures to be carried out to meet the four licensing objectives:

- Noise Management Strategy
- Site Risk Assessment and Operations Schedule
- Car Parking and Traffic Management Plan
- Car Parking – Fire Precautions
- Alcohol Policy.

The Prevention of Crime and Disorder

The Operation Schedule puts the responsibility for preventing crime and disorder onto the event organiser which may be Charterhouse, but is more likely to be a professional outdoor concert organiser. Trained first aid provision, stewards, security and gate staff will be provided. The security staff will be SIA licensed door supervisors and all staff numbers will be guided by the 'Events Safety Guide'.

The School's security team will be responsible for preventing crime within the School buildings. Both teams will be operating on a 24hour basis in the run up to, during and after the concert. Anyone who is causing general disorder will be removed from the event.

Alcohol: It is understood that alcohol can be a cause of disruption.

1. The licence does not include off sales

2. Each concession selling alcohol will be controlled by a least one person, in addition to the Designated Premises Supervisor, holding a personal licence.
3. Staff involved in the sale of alcohol shall be trained in the law regarding the sale of alcohol to persons under 18 and to persons who are drunk.
4. The premises will operate a Challenge 21 policy and will only accept passport, photo driving licence or ID cards bearing the PASS hologram as forms of identification.
5. Staff shall monitor the site in an effort to prevent any person under the age of 18 from consuming alcohol on the premises.
6. Alcohol will only be sold in plastic glasses.

Public Safety

The two key risks to public safety at an open air concert are: i) traffic and ii) fire. Both risks are judged to be no greater than 'normal'

- i) The risk from traffic comes from lack of segregation of pedestrians and vehicles:

The two car parks will have separate traffic and pedestrian access/egress points. The access into the picnic and concert area from one car park will be via Queen's Drive and from the other the will be alongside and down 'Princes Avenue'.

The ticket checkpoint will be set up in the Founders Court/Concert Hall area as shown on the site map.

No traffic access will be allowed onto the site from Peperharow Rd (prevented by a swipe card barrier).

Disabled access and taxi drop-offs will be directed into the School via Twycross Rd and Sellars Hill, with disabled parking at the Chapel and separate entry point onto the picnic area. The taxi drop-off area will be in the region of The Hall. Taxis will exit via the same route.

- ii) The risk of fire comes from:

Diesel generators for the stage lighting and sound systems, cigarettes, arson, grass fires from catalytic converters, fireworks. To combat these risks we aim to:

- a) Position generators at adequate distances from buildings and temporary structures for the distance to provide a fire break.

- b) Provide extinguisher banks at key points such as the generator, sound control box, stage side, and temporary structures such as portable toilets and marquees.

- c) Follow the HSE Approved Code of Practice HSG 123 "Working Together on Firework Displays". Set up the fireworks display in an area which is not likely to create an ignition source and which is not expected to cause harm to the audience or any buildings, given the wind direction on the day.

- d) Keep the grass short on the playing fields being used for the car parking and the picnic areas.

- e) Not permit barbecues or garden flares.

- f) Not permit the audience to bring in their own windbreaks, gazebos or tents.

- g) Site any permitted temporary structures reasonably apart and at the edge of the site in order not to not impede emergency access or egress.

- h) Site extra waste bins around the site and in areas which will not provide an easy source of ignition of a building, temporary or permanent, in the case of arson.

- i) In the Charterhouse Operations Schedule it is expected that the manager of the sound system will announce the situation to the audience and give them directions. In the event the sound system is unworkable, the event stewards will take over and direct people.

- j) In an emergency, evacuation will be possible in any direction, there will be limited perimeter fencing to manage the ticket checking on arrival and this will have easy emergency

egress onto the roads in the Founders Court area.

k) In the event the emergency services need to access the site the audience will be directed to return to their cars using the playing field route leaving the roadways for the emergency service vehicles. Should the emergency vehicles need to access the car parks, there will be suitably wide access tracks kept open. This will be determined at the SAG meeting prior to each event. The width and layout of access tracks is largely determined by the length of the fire engine hose. For a 60m hose a 9m gap between dual rows with a bi-sector every 45m is usual.

A First Aid point will be set up near to the Chapel entrance at a site which is clearly signed.

A sign-off certificate for every stage structure signed by the person responsible for overseeing the build will be obtained. The certificate will include the name of the client, name of crew chief, time and date of completion, the venue, the type of structure and a clear statement that the structure has been erected properly and is safe for normal use.

The Protection of Children from Harm

The two elements of this, besides the traffic and fire risks above are alcohol abuse and nuisance caused by another person.

The staff manning the bar will be operating a "Challenge 21" policy to counter under-18's purchasing alcohol (see the Prevention of Crime and Disorder section above)

Should any young person seem to be upset by another audience member then it is intended that a member of the security team will intervene to try to find out what the problem is and whether the other person is causing a nuisance. The 1st Aid tent will provide the refuge for lost children.

The Prevention of Public Nuisance

The residential neighbours who may be inconvenienced by an event are:

- i) The Hurtmore Rd and Mark Way residents may be affected by the traffic arriving and leaving the site.
- ii) The Frith Hill and Twycross Rd residents whose houses face the School behind the Chapel and across Charterhouse Hill may be affected by music and firework noise if the concert is sited on the cricket pitch next to the Chapel and the wind has any westerly in it.
- iii) The Chapel Fields and Peperharow Rd residents who, although in a valley, might hear some of the music and the fireworks.

To manage these possible disturbances the following will take place:

- i. The car park will be manned by experienced stewards to guide drivers through the site and onto the car parks.
- ii. The local police will be employed to direct traffic onto and off the public highways and to restrict the impact of high numbers of cars.
- iii. Please see the separate Noise Operating Schedule
- iv. A noise consultant will be employed by Charterhouse to create a Noise Management Strategy which will be presented to the Licensing Authority and any other relevant authorities at least 28 days prior to the event.

CHARTERHOUSE SCHOOL

Noise Operating Schedule

NOISE MANAGEMENT

1. A competent and suitably experienced Noise Control Consultant (NCC) and Noise Control Team (NCT) will be appointed for events where tickets sales are likely to be 5,000 or more.
2. The role of the Noise Control Consultant will be to produce a Noise Management Strategy (NMS). The NMS will be used and implemented for each relevant event.
3. The NMS will be submitted to the Licensing Authority and other relevant agencies at least 28 days prior to the proposed event.
4. A competent and suitably experienced Production Manager will be appointed for each event. The Production Manager will work closely with the Noise Control Consultant to ensure that any venue is managed in accordance with the NMS.
5. Noise levels from the operation of any licensed event during the hours of 09:00 – 23:00 shall not exceed 65dB $L_{Aeq(15 \text{ minutes})}$ when measured 1 metre from the façade of noise sensitive properties.
6. Noise levels from the operation of any licensed event during the hours of 23:00 – 09:00 shall not exceed 45dB $L_{Aeq(15 \text{ minutes})}$ when measured 1 metre away from the façade of noise sensitive properties.
7. Noise levels will be monitored at noise sensitive locations. The noise sensitive locations will be agreed with Waverley Borough Council before the event and included in the NMS.
8. There will be continual off-site monitoring conducted for the duration of the event where ticket sales are likely to be 5,000 or more. Off site environmental music levels will be continually reported back to enable prompt regulation of the stage levels as necessary.

