

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We DUNSFOLD PARK LTD

(Insert name(s) of applicant)

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description DUNSFOLD PARK CRANLEIGH SURREY GU6 8TB			
Post town	CRANLEIGH	Post code	GU6 8TB
Telephone number at premises (if any)		01483 200 900	
Non-domestic rateable value of premises		£0	

Part 2 - Applicant Details

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

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

Current postal address if different from premises address			
Post Town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

(B) OTHER APPLICANTS

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

Name DUNSFOLD PARK LTD
Address UNIT 56 DUNSFOLD PARK CRANLEIGH SURREY GU6 8TB
Registered number (where applicable) 04482670
Description of applicant (for example, partnership, company, unincorporated association etc.) LIMITED COMPANY
Telephone number (if any) 01483 200 900
E-mail address (optional) nancy.edwards@rutland.co.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

Day			Month			Year		
2	9	0	8	2	0	1	0	

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

Day			Month			Year		
3	1	0	8	2	0	1	0	

Please give a general description of the premises (please read guidance note1)
WINGS AND WHEELS 2010

AN APPLICATION IS MADE TO PERMIT THE RETAIL SALE OF ALCOHOL FOR TWO DAYS ON 29TH & 30TH AUGUST 2010. THE PREMISES COMPRISE AN OPEN AREA OF 165M X 75M TO ACCOMMODATE MOBILE BARS, HOSPITALITY UNITS AND CATERING UNITS. THE PREMISES ARE SHOWN ON THE ATTACHED PLAN "A" . THE PREMISES HAS NO PERMANENT STRUCTURES AND HAS LARGE OPEN AREAS TO FACILITATE ENTRY AND EGRESS.

THE PREMISES ARE LOCATED WITHIN THE WIDER EVENT SHOWGROUND AND ARE ALSO SHOWN ON THE ATTACHED PLAN "B" FOR REFERENCE. THE EVENT SHOWGROUND PROVIDES AREAS FOR CONSUMPTION OFF THE PREMISES.

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

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

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

Provision of regulated entertainment

Please tick yes

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

Provision of entertainment facilities:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

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

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

In all cases complete boxes N, O and P

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	10:00	21:00			
Tue					
Wed					
Thur					
Fri					
Sat					
Sun	10:00	21:00			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5) THE APPLICATION IS MADE TO PERMIT THE RETAIL SALE OF ALCOHOL FOR ONE DAY ONLY ON 29 th & 30 th AUGUST 2010.		

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

Name RICHARD BENJAMIN MILLWARD	
Address 45 HIGH STREET PUCKERIDGE HERTS	
Postcode	SG11 1RX
Personal Licence number (if known) PA0712	
Issuing licensing authority (if known) DISTRICT OF EAST HERTFORDSHIRE	

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)

THERE WILL BE NO ADULT ENTERTAINMENT OR SERVICES ON THE PREMISES OR WITHIN THE SHOWGROUND.

THE WINGS AND WHEELS EVENT IS DEvised AS PURELY FAMILY ENTERTAINMENT AND IS UNLIKELY TO CAUSE HARM, DISTRESS OR INSULT TO ANY MEMBER OF THE PUBLIC.

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	09:00	20:00	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 (please read guidance note 5) FOR TWO DAYS ONLY ON 29 TH & 30 TH AUGUST 2010.
Tue			
Wed			
Thur			
Fri			
Sat			
Sun	09:00	20:00	

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)

THE EVENT PROMOTER AND THE PREMISES SUPERVISOR ARE NOMINATED TO ENSURE COMPLIANCE WITH THE LICENSING OBJECTIVES AND HEALTH AND SAFETY AT WORK LEGISLATION.

THE WRITTEN EVENT SAFETY PLAN WILL PROMOTE EACH OF THE LICENSING OBJECTIVES AND WILL EVALUATE AND MITIGATE RISKS ARISING FROM DISORDER, SAFETY, NUISANCE AND HARM.

b) The prevention of crime and disorder

- THE PREMISES SUPERVISOR WILL BE PRESENT THROUGHOUT THE DAY.
- LICENSED SIA SECURITY STAFF WILL BE PRESENT WITH DIRECT RESPONSIBILITY FOR THE LICENSING OBJECTIVES.
- POSITIVE MEASURES TO ENSURE A SAFE ENVIRONMENT WILL BE ADOPTED.
- THE PREMISES WILL BENEFIT FROM THE PRESENCE OF POLICE OFFICERS WITHIN THE SHOWGROUND.
- THE PREMISES WILL BENEFIT FROM CCTV COVERAGE OF THE SHOWGROUND.
- 3 PERSONAL LICENSE HOLDERS WILL BE IN ATTENDANCE AT ALL TIMES.

c) Public safety

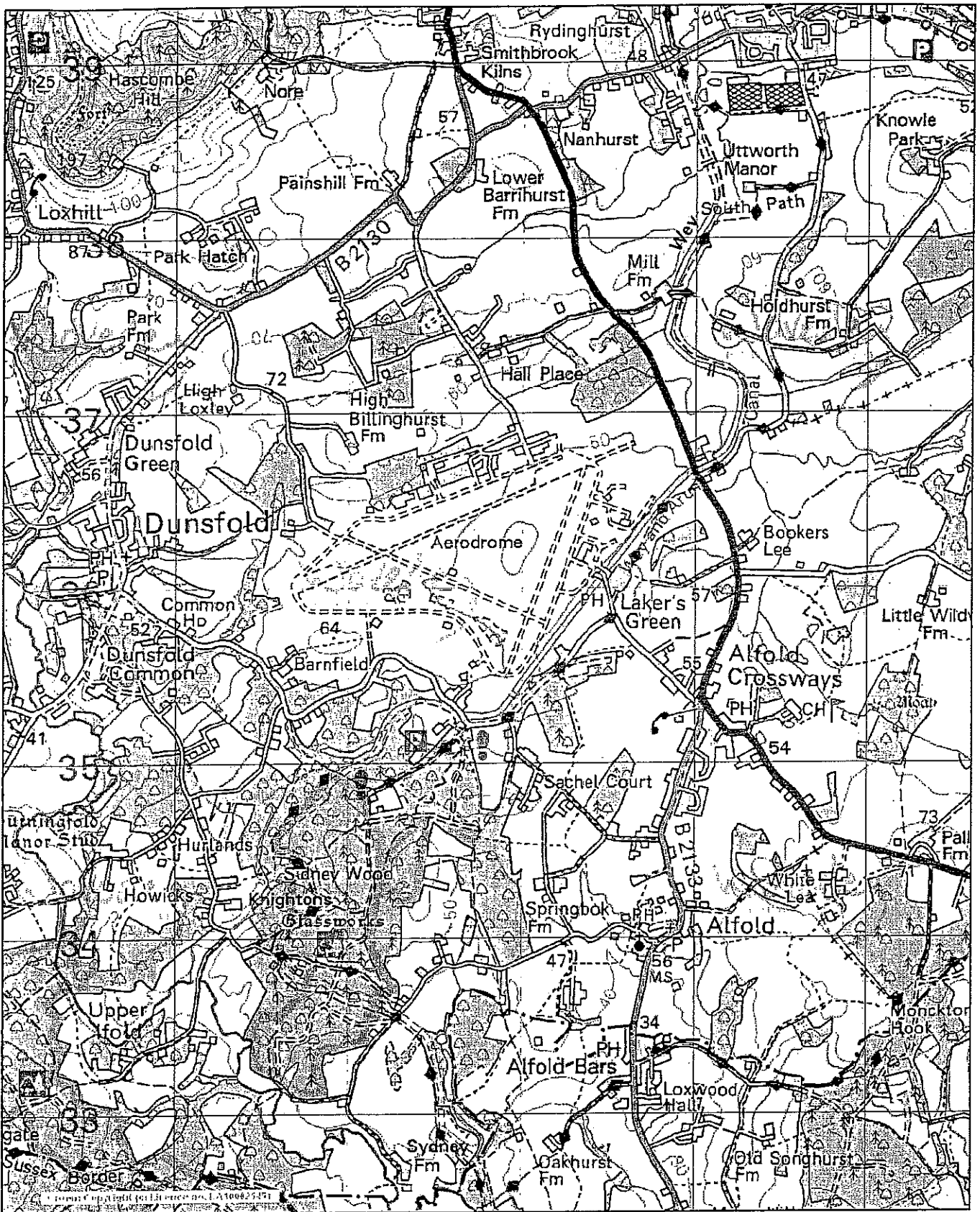
- THE PREMISES SUPERVISOR WILL CONDUCT A RISK ASSESSMENT AND EVALUATION.
- THE PREMISES WILL HAVE FIRE EXTINGUISHER UNITS.
- THE PREMISES WILL BENEFIT FROM THE EVENT SAFETY PLAN PREPARED IN CONSULTATION WITH THE SAFETY ADVISORY GROUP.
- THE PREMISES WILL BENEFIT FROM THE PRESENCE OF FIRE SERVICE UNITS AND MEDICAL UNITS WITHIN THE SHOWGROUND.

d) The prevention of public nuisance

- THE PREMISES WILL BE OPEN FOR TWO DAY ONLY FROM 09:00 TO 20:00
 - THE PUBLIC BARS WILL CLOSE AT 21:00 ON THE 29TH AUGUST
 - THE PREMISES WILL NOT INVOLVE THE PUBLIC ARRIVING OR - DEPARTING BETWEEN 22:00 AND 07:00.
- THE PREMISES WILL BENEFIT FROM TRAFFIC MANAGEMENT AND CAR PARKING WITHIN THE SHOWGROUND.
- LITTER BINS WILL BE AVAILABLE ON THE PREMISES, WITH ARRANGEMENTS FOR COLLECTION AND CLEARANCE.

e) The protection of children from harm

- THE PREMISES WILL NOT INVOLVE ANY ADULT ENTERTAINMENT OR SERVICES.
- THE EVENT WILL NOT BE EXCLUSIVELY OR PRIMARILY BE FOR THE SUPPLY OF ALCOHOL.
- THE PREMISES WILL HAVE CHALLENGE 21 POLICIES AND TRAINING ON AGE RESTRICTED PRODUCTS.
- THE PREMISES WILL BENEFIT FROM THE EVENT POLICY AND ARRANGEMENTS FOR LOST CHILDREN AND THEIR CARE.



Waverley Borough Council
 The Bury, Godalming, Surrey
 GU7 1HR
 Telephone: 01483 523333
 Fax No: 01483 523118



Area surrounding Dunfold Aerodrome

Scale 1/29474 Date 25/3/2010

Centre = 502816 E 135869 N

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Fw: Premises Licence - Wings and Wheels
Paul Hughes to: Kate Halsall

19/05/2010 12:06

Paul Hughes
Licensing Manager
Waverley Borough Council
Tel; 01483 523189
Fax; 01483 523475

----- Forwarded by Paul Hughes/WBC on 19/05/2010 12:06 -----

From: "James Hodgson" <james@rel-event.com>
To: "Hathaway, Pete 10378" <Hathaway10378@surrey.pnn.police.uk>, <paul.hughes@waverley.gov.uk>
Date: 19/05/2010 09:19
Subject: Re: Premises Licence - Wings and Wheels

Dear Pete and Paul

Please find below the conditions that should be attached to the licence for wings and wheels 2010. I can confirm that I will ensure that these conditions are adhered to at all times.

Regards

James Hodgson

Relevant Ltd
Unit 7 Denvers Yard
Barwick, Ware
Herts

SG11 1AL
Tel: 01279 844022
Fax: 01279 842527
Mob: 07768 825587
www.rel-event.com
james@rel-event.com

Please consider the environment - do you really need to print this email?

----- Original Message -----

From: Hathaway, Pete 10378

To: 'James@rel-event.com'

Sent: Wednesday, May 19, 2010 9:12 AM

Subject: Premises Licence - Wings and Wheels

Hi James,

Further to our recent telephone conversation, please find attached conditions that we would like added to the operating schedule.

1. Staff shall be trained in the basic law relating to the sale/supply of alcohol and written



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Subject: Premises Licence - Wings and Wheels

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1. Staff shall be trained in the basic law relating to the sale/supply of alcohol and written

records will be kept for inspection. This will include the law relating to both the sale and the consumption of alcohol to persons under 18 and the refusal of sale of alcohol to persons who are drunk. There will be an ongoing training regime.

2. 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.

3. No drinks shall be served in glass containers at any time

4. Security staff shall be retained on duty until the end of permitted hours and any such latertime as may be necessary to monitor the safe dispersal of customers away from the area of the venue

5. The bars will be closed to the public at 1800 and will re open at 1900 for staff and traders only

If you are in agreement please could you confirm to me and Waverley Borough Council Licensing. (licensing@waverley.gov.uk)

Thanks a lot

Regards

Pete

Pete Hathaway (Fin 10378)

Waverley Licensing Officer
Cranleigh Police Station
Horsham Road
Cranleigh
Surrey
GU6 8DR
Tel: 01483 639512
Fax: 01483 634853
e-mail: 10378@surrey.police.uk

Information about this E-mail

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Alfold Parish Council considered this application at a public council meeting on May 11th 2010. They have also taken account of representations made to them by local residents. . It was particularly noted that the plans for this event have been extended to cover 2 days We do therefore have concerns and reservations about this application:

1. A major impact of this 2 day event will be excessive traffic generation which the local roads can not support. The two entrances to the site are on unclassified, rural residential roads. Local residents have made the following statement. 'When there is a large event over a weekend residents find it very difficult or impossible to leave/access their properties because of the traffic generated and gridlock on these 2 rural unclassified roads' Potentially this could be a cause of public nuisance and would extend over 2 days
2. The cumulative impact of licensed weekend events on the site over the summer months is creating a public nuisance.

I am concerned about the number of traffic movements expected from the proposed 2 day Wings and Wheel event at Dunsfold Park on the 29th and 30th August.

I understand that there used to be a traffic limitation of 2730 vehicles for events at Dunsfold Park but that this has been disregarded for this event with no valid explanation to residents like myself. I understand that there could be up to 10,000 people attending this event, so this would easily exceed the previous traffic limitation. There is no proposed public transport to this event so the only method of arriving would be by car..

Stovolds Hill is an unclassified rural road and is NOT able to take this number of vehicle movements.

I have not had any reassurance from Waverley about how the noise and number of vehicle movements will be monitored from this event.

I feel completely failed by Waverley in protecting both mine and other local residents living conditions.

I am objecting to this event on the grounds that Waverley have not put any valid procedures in place to monitor and control the numbers of vehicles and the noise for the 29th and 30th August.

I expect a reply to this email.

- 9.12 The Secretary of State recommends that in borderline cases, the benefit of the doubt should be given to the interested party making the representation. The subsequent hearing would then provide an opportunity for the person or body making the representation to amplify and clarify it. If it then emerged, for example, that the representation should not be supported, the licensing authority could decide not to take any action in respect of the application.
- 9.13 Licensing authorities should consider providing advice on their websites about how any interested party can make representations to them.

DISCLOSURE OF PERSONAL DETAILS OF INTERESTED PARTIES

- 9.14 Where a notice of a hearing is given to an applicant, the licensing authority is required under the Licensing Act 2003 (Hearings) Regulations 2005 to provide to the applicant with the notice and copies of the relevant representations that have been made.
- 9.15 In some exceptional and isolated circumstances interested parties may be reluctant to make representations because of fears of intimidation or violence if their personal details, such as name and address, are divulged to the applicant.
- 9.16 Where licensing authorities consider that the interested party has a genuine and well-founded fear of intimidation and may be deterred from making a representation because of this, they may wish to consider alternative approaches.

- 9.17 For instance, they could advise interested parties to provide the relevant responsible authority with details of how they consider that the licensing objectives are being undermined so that the responsible authority can make representations if appropriate and justified.
- 9.18 The licensing authority may also decide to withhold some or all of the interested party's personal details from the applicant, giving only enough details (such as street name or general location within a street) which would allow an applicant to be satisfied that the interested party is within the vicinity of the premises. However, withholding such detail should only be considered where the circumstances justify such action and the licensing authority is satisfied that the complaints are not frivolous or vexatious.

HEARINGS

- 9.19 Regulations governing hearings may be viewed on the DCMS website. If the licensing authority decides that representations are relevant, it must hold a hearing to consider them. The need for a hearing can only be dispensed with by the agreement of the licensing authority, the applicant and all of the parties who made relevant representations. In cases where only 'positive' representations are received, without qualifications, the licensing authority should consider whether a hearing is necessary. To this end it may wish to notify the interested parties concerned and give them the opportunity to withdraw their representations. This would need to be done in sufficient time before the hearing to ensure that parties were not put to unnecessary inconvenience.

- 9.20 Responsible authorities should try to conclude any discussions with the applicant in good time before the hearing. If the application is amended at the last moment, the licensing committee should consider giving interested parties time to address the revised application before the hearing commences.
- 9.21 The Regulations require that representations must be withdrawn 24 hours before the first day of any hearing. If they are withdrawn after this time, the hearing must proceed. However, where discussions between an applicant and those making representations are taking place and it is likely that all parties are on the point of reaching agreement, the licensing authority may wish to use the power given within the hearings regulations to extend time limits, if it considers this to be in the public interest.
- 9.22 Applicants should be encouraged to contact responsible authorities before formulating their applications so that the mediation process may begin before the statutory time limits come into effect after submission of an application. The hearing process must meet the requirements of Regulations made by the Secretary of State. Where matters arise which are not covered by the Regulations, licensing authorities may make arrangements as they see fit as long as they are lawful.
- 9.23 There is no requirement in the Act for responsible authorities that have made representations to attend, but it is generally good practice and assists committees to reach more informed decisions. Where several responsible authorities within a local authority have made representations on an application, a single local authority officer may represent them at the hearing if the responsible authorities and the licensing authority agree. However, an officer of the licensing authority may not perform this role which would compromise the licensing authority's independence.
- 9.24 As a matter of practice, licensing authorities should seek to focus the hearing on the steps needed to promote the particular licensing objective which has given rise to the specific representation and avoid straying into undisputed areas. A responsible authority or interested party may choose to rely on their written representation. They may not add further representations to those disclosed to the applicant prior to the hearing, but they may expand on their existing representation.
- 9.25 In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the licensing authority must give appropriate weight to:
- the steps that are necessary to promote the licensing objectives;
 - the representations (including supporting information) presented by all the parties;
 - this Guidance;
 - its own statement of licensing policy.
- 9.26 The licensing authority should give its decision at once, unless the Act itself states otherwise and provide reasons to support it. This will be important if there is an appeal by any of the parties. Notification of a decision must be accompanied by information on the right of the party to appeal. After considering all the relevant issues, the licensing authority may grant the application subject to such conditions that are consistent with the

operating schedule. Any conditions imposed must be necessary for the promotion of the licensing objectives; there is no power for the licensing authority to attach a condition which is merely aspirational. For example, conditions may not be attached which relate solely to the health of customers rather than their direct physical safety.

- 9.27 Alternatively, the licensing authority may refuse the application on the grounds that this is necessary for the promotion of the licensing objectives. It may also refuse to specify a designated premises supervisor and/or only allow certain requested licensable activities. In the interests of transparency, the licensing authority should publish hearings procedures in full on its website to ensure that interested parties and others have the most current information.
- 9.28 In the context of variations, which may involve structural alteration to or change of use of the building, the decision of the licensing authority will not exempt an applicant from the need to apply for building control or planning consent where appropriate.