



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 THE BISHOP'S MEADOWS TRUST (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	
BISHOP'S MEADOWS OFF OROS BY WAY FARNHAM	
Post town	Post code
FARNHAM	

Telephone number at premises (if any)

NONE

Non domestic rateable value of premises

£ NONE

Part 2 – Applicant Details

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

- | | |
|---|---|
| | Please tick ✓ |
| 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 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 in wales please complete section (B)
- ga) A person who is registered under Chapter 2 or Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England 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	THE BISHOP'S MEADOW TRUST
Address	17 SOUTH STREET FARNHAM SURREY GU9 7QU
Registered number (where applicable)	0787967 (Company) 1138417 (Charity)
Description of applicant (for example, partnership, company, unincorporated association etc.)	Company limited by guarantee, not for profit, and registered charity
Telephone number (if any)	01252 713242 (J. Aylwin)
E-mail address (optional)	jaylwin@kiddrapinet.co.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			

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

Day		Month		Year			

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

Bishop's Meadows are fields lying between the A31 Farnham By-Pass and the Town. They are approximately 34 acres of mostly rough pasture. There are three public footpaths crossing the land. There is vehicle access via Crosby Way. The fields are in private ownership, belonging to Sir Ray Tindle and The Tindle Group, and most of the land is let to the Bishop's Meadow Trust. There are no buildings or services on the land. Please see attached plan.

If 5000 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 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 checked="" 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 checked="" type="checkbox"/> |
| g) | performance of dance (if ticking yes, fill in box G) | <input checked="" type="checkbox"/> |
| h) | anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input checked="" type="checkbox"/> |

Provision of entertainment facilities:

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

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>	
Mon	9.00	23.00	Please give further details here (please read guidance note 3) <i>General provision to allow live theatre either in open or under canvass</i>	Both		
Tue	9.00	23.00				
Wed	9.00	23.00		State any seasonal variations for performing plays (please read guidance note 4) <i>more likely to be May-October because of weather - up to 12 events between these months</i>		
Thur	9.00	23.00				
Fri	9.00	23.00		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 (please read guidance note 5) <i>No</i>		
Sat	9.00	23.00				
Sun	9.00	23.00				

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>	
Mon	9.00	23.00	Please give further details here (please read guidance note 3) <i>General provision to allow screening of film either in open or under canvass</i>	Both		
Tue	9.00	23.00				
Wed	9.00	23.00		State any seasonal variations for the exhibition of films (please read guidance note 4) <i>more likely to be May-October because of weather - up to 12 events</i>		
Thur	9.00	23.00				
Fri	9.00	23.00		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 (please read guidance note 5) <i>No</i>		
Sat	9.00	23.00				
Sun	9.00	23.00				

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	<input checked="" type="checkbox"/>	
Mon	9.00	23.00	Please give further details here (please read guidance note 3) <i>General provision to allow performance of live music either outside or under canvas</i>	Both		
Tue	9.00	23.00				
Wed	9.00	23.00		State any seasonal variations for the performance of live music (please read guidance note 4) <i>May - October due to weather ^{up to} 12 events including hazy Bishop Festival and KidsFest.</i>		
Thur	9.00	23.00				
Fri	9.00	23.00		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) <i>No</i>		
Sat	9.00	23.00				
Sun	9.00	23.00				

Please see plan of proposed festival location.

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	<input checked="" type="checkbox"/>	
Mon	9.00	23.00	Please give further details here (please read guidance note 3) <i>General provision to allow playing of recorded music either outside or under canvas</i>	Both		
Tue	9.00	23.00				
Wed	9.00	23.00		State any seasonal variations for the playing of recorded music (please read guidance note 4) <i>May - October due to weather ^{up to} 12 events including hazy Bishop Festival & KidsFest</i>		
Thur	9.00	23.00				
Fri	9.00	23.00		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	9.00	23.00				
Sun	9.00	23.00				

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
Mon	9.00	23.00	Please give further details here (please read guidance note 3) <i>General provision for performance of live dance either outdoors or under canvas</i>	Both	
Tue	9.00	23.00			
Wed	9.00	23.00	State any seasonal variations for the performance of dance (please read guidance note 4) <i>May - October due to weather ^{up to} -12 events including Loozy Bishops Festival + Kids Fest</i>		
Thur	9.00	23.00			
Fri	9.00	23.00	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. (please read guidance note 5)		
Sat	9.00	23.00			
Sun	9.00 9.00	23.00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing	Will this entertainment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	
Day	Start	Finish		Indoors	
Mon			Please give further details here (please read guidance note 3)	Outdoors	
Tue					
Wed			State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)	Both	
Thur					
Fri			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 5)		
Sat					
Sun					

Provision of facilities for making music Standard day and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing <i>General provision to allow people to make live music outdoors or under canvas</i>								
			Will the facilities for making music be indoors or outdoors or both – please tick (✓) (please read guidance note 2)		<table border="1"> <tr><td>Indoors</td><td></td></tr> <tr><td>Outdoors</td><td>✓</td></tr> <tr><td>Both</td><td></td></tr> </table>	Indoors		Outdoors	✓	Both	
Indoors											
Outdoors	✓										
Both											
Day	Start	Finish									
Mon	9.00	23.00	Please give further details here (please read guidance note 3) <i>Up to 12 events between May - October including Holy Bishops Festival and Kids Fest</i>								
Tue	9.00	23.00									
Wed	9.00	23.00	State any seasonal variations for the provision of facilities for making music (please read guidance note 4) <i>May - October due to weather</i>								
Thur	9.00	23.00									
Fri	9.00	23.00	Non standard timings. Where you intend to use the premises for the provision of facilities for making music at different times to those listed in the column on the left, please list. (please read guidance note 5)								
Sat	9.00	23.00	<i>No</i>								
Sun	9.00	23.00									

J

Provision of facilities for dancing Standard days & timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick (✓) (please read guidance note 2)		<table border="1"> <tr><td>Indoors</td><td></td></tr> <tr><td>Outdoors</td><td>✓</td></tr> <tr><td>Both</td><td></td></tr> </table>	Indoors		Outdoors	✓	Both	
Indoors											
Outdoors	✓										
Both											
Day	Start	Finish									
Mon	9.00	23.00	Please give a description of the facilities for dancing you will be providing <i>outdoors or under canvas</i>								
Tue	9.00	23.00	Please give further details here (please read guidance note 3) <i>General provisions to allow</i>								
Wed	9.00	23.00	State any seasonal variations for providing dancing facilities (please read guidance note 4)								
Thur	9.00	23.00	<i>May - October due to weather - up to 12 events including Holy Bishops Festival and Kids Fest</i>								
Fri	9.00	23.00									
Sat	9.00	23.00									
Sun	9.00	23.00	Non standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list. (please read guidance note 5)								
			<i>No</i>								

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)

None. We only intend to run family and child orientated events

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			<p><i>The fields have public access 24 hrs. a day, 7 days a week</i></p> <p>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)</p>
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

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 typed pages attached

b) The prevention of crime and disorder

Please see typed pages attached

c) Public safety

Please see typed pages attached

d) The prevention of public nuisance

Please see typed pages attached

e) The protection of children from harm

Please see typed pages attached

Please tick ✓

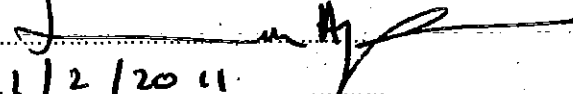
- I have made or enclosed payment of the fee
- I have enclosed a plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the proposed premises supervisor, if applicable
- I understand 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 21/2/2011
 Capacity DIRECTOR

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

Contact Name (where not previously given) and address for correspondence associated with this application (please read guidance note 19)	
JO AYLWIN KIDD RAMNET 17 SOUTH STREET	
Post town FAREHAM	Post code GU9 7QU
Telephone number (if any) 01252 713242 (ex 3)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) jaylwin@kiddrapinet.co.uk	

SECTION P DESCRIBES THE STEPS YOU INTEND TO TAKE TO PROMOTE THE FOUR LICENSING OBJECTIVE

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

- The licensee shall ensure that all activities are organised to ensure:-
 - That public safety is maintained at the highest level.
 - Public nuisance shall be minimised.
 - Crime and disorder shall be prevented, and
 - Children shall be protected from harm.
- All events shall be risk assessed and any requirements, such as staff, approved volunteers and first aid, shall be provided in accordance with the outcome of the risk assessment.
- Qualified security staff shall be employed for major events and all volunteers will receive training to promote the four licensing objectives.
- If any one under the age of eighteen brings alcohol into the licensed premises, they shall be requested to leave the premises and if trouble occurs the police shall be called.
- The police shall be informed of all events planned.
- Alcohol shall not be given as a tester nor sold to anyone under the age of eighteen.
- Events shall be held mainly in the spring and summer months and not every weekend.
- In the event that a separate event licence is obtained for the sale of alcohol, all volunteers and staff involved will receive training regarding the law of selling alcohol and written records shall be kept and a "challenge 21" policy shall be in operation and only accept passport, photo driving licence or ID cards bearing the PASS hologram will be accepted as forms of identification.

B. Prevention of crime and disorder

- Any refreshment sold shall be in non-breakable containers.
- All events shall be planned in consultation and notification with the local police force.
- Alls staff and volunteers shall receive training prior to taking part in the event.
- At larger events professional security staff will also be employed.
- If anyone under the age of eighteen brings alcohol into the licensed premises, they shall be requested to leave the premises and if trouble occurs the police shall be called.

C Public safety

- All events shall be "family orientated".

- All entertainment shall be fully risked assessed with stewards in attendance.
- All entertainment shall be aimed at providing an enjoyable civic environment encouraging people to use the town centre, giving rise to economic wealth.
- Any events taking place after dusk shall be suitably lit.
- The public footpaths crossing the site will not be obstructed by events and public access will be ensured across them.

D. The prevention of public nuisance

- Amplification of music shall be at a level that cannot be heard within a maximum of half a mile of its source.
- The positioning of events where possible will be away from housing.
- All events will be in open spaces of such a nature that queues are kept to a minimum.
- There is ample parking available within the town centre and on larger events hopper busses will be used to link car parks to the event.
- All entertainment after dusk will be suitably lit.
- No fly posting of events shall happen.
- Volunteers will all receive training prior to taking part in events.
- If any body under the age of eighteen brings alcohol into the licensed premises they shall be requested to leave the premises and if trouble occurs the police shall be called.
- The police shall be informed of all events.

E. Protection of children from harm

- Any event shall be for the whole family and shall be placed in an area where children cannot come to harm.
- All volunteers attending events shall receive training in child protection security.
- If anyone under the age of eighteen brings alcohol into the licensed premises they shall be requested to leave the premises and if trouble occurs the police shall be called.
- The police shall be informed of all events.

DARKIST AREA
MAYN. EVENTS
AREA

CROSSING
ROAD

SEANMURRY
EVENTS
AREA

A
THIS AREA
COULD ONLY
BE USED FOR
SMALL EVENTS
OR ACCESS
TO MAIN EVENTS.

NOT TO SCALE
THIS MAP SHOWS THE STATE OF THIS TRACT ON 23 DECEMBER 2010 AT 15:37:00. IT IS ADDED TO THE RECORD TO SHOW THE
GENERAL POSITION, OR THE BOUNDARY, OF THE TRACT. IT MAY BE SUBJECT TO MODIFICATION IN THE FUTURE BY THE
LAND REGISTRY, OR BY THE COURT.

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Farnham Kidsfest 2011
Event Manual & Welfare Plan
9th—10th September 2010

**Kidsfest 2011 event managed on behalf
of the Bishop's Meadows Trust**

Event Manual by: Alex Scrivens, Jim Munro and Tony Welch

1. Overview of event
2. Management of the event
3. Managing enquires
4. Safety / Security
5. Team Information
6. Event Control
7. Stewarding
8. Traffic Management
9. House Keeping
10. P.A and main stage
11. Childrens stalls and activities
12. Service stalls
13. Camping area
14. First Aid
15. Emergency Procedures and Major incidents
16. Incident Control
17. Key personnel
18. Cancellation / cessation of event
19. Emergency evacuation procedures / routes
20. Communications
21. Welfare Arrangements
22. Event Information
23. Refreshments and catering
24. Event catering staff
25. Toilet / Washroom / Changing Facilities
26. Bins
27. Car Parking
28. First Aid
29. Considerations for non-able bodied personnel
30. Lost Children
31. Hospital
32. Police
33. Fire
34. Health & Safety Documentation
35. Site Map
36. Off site parking
37. Event walk through
- 38.
39. Risk Assessments

INTRODUCTION

Overview of event

The Kidsfest 2011 Event is bringing together children from all over Farnham to help raise funds and awareness of the Bishop's Meadows campaign.

In the summer of 2010, a group of children created a list of events they would like to see in the meadows, and our task is to make their ideas come to fruition. The event is similar to a fete, with coconut-shy type activities, but with added stalls suggested by the children as well as artisans, food and soft drinks and a main stage area and big top for children's bands and a circus school. There will be no alcohol sold on site.

The event starts at 12 noon on 10th September and concludes at 10pm with a parade, reopens 12 noon on Sunday 11th and concludes 10pm. Strike down will take place on Monday 13th

A smaller event on the evening of the 9th September, with overnight campers organised and managed by the Farnham Air cadets will also take place.

Preparation

As soon as size, location and date of the event are agreed in principle, an **EVENT MANAGEMENT PLAN** and a **TRAFFIC MANAGEMENT PLAN** must be drawn up at least three months and ideally six months before the event takes place.

1.1.2 Within these PLANS an **EVENT SAFETY POLICY STATEMENT & NOISE MANAGEMENT PLAN**, together with a **DRAFT SITE LAYOUT** must be prepared

1.1.3 EVENT MANAGEMENT PLAN (EMP)

A **RISK ASSESSMENT** and the arrangements to be put into place as a result of the Risk Assessment provide the basis of the EMP, and will include the following as applicable:

DETAILS OF THE EVENT:

1. Visitor Profile, Capacity, Date & Duration of Event
2. Venue & site design/layout
3. Structures (ie Stages etc) & Barriers (ie perimeter security etc)
4. Pedestrian Access & Exits
5. Site Vehicle Movements & Transport
6. Site Security
7. Visitor Car Access & Parking
8. Camping
9. Waste Management
10. Toilets etc (ie showers & washing facilities if camping inc.)
11. Electricity Supply (ie generators) & Lighting (if camping or event runs after sundown)
12. Wet Weather Contingency
13. First Aid & Accident Plan
14. Safety & Welfare Plan

Noise Management Plan
Site Safety Plan & Coordinator
Crowd Management
Plan Emergency Plan

Preliminary draft of EVENT MANAGEMENT PLAN

2.1 VISITOR PROFILE & CAPACITY: To a certain extent there is an indirect correlation between the size of the event and the lead-in time to organise. For example, an event involving 500 people attending will require the recruitment of approx. 25 helpers including 5 stewards, whereas an event involving 5,000 people as proposed will require, apart from the say 50 helpers, the additional time to recruit & train at least 20 stewards under a rehearsed chain of command in order to control safety & security, and to ensure that the event is well managed. Secondly, the time required to clear a larger event through all the required statutory & safety procedures etc. apart from the advance publicity time required, is normally rated at approx. 3 months for a 500 people event, and a minimum of 6 months for 5,000 people event, to allow time for consultation with Waverley District Safety Advisory Group (SAG)

The SAG aims at events are:

- To promote high levels of safety control
- To promote the well being of the public
- To ensure minimum inconvenience is caused to local residents

This event is aimed at the children, so the visitor profile will be mainly families arriving by car or on foot.

TRAFFIC MANAGEMENT

CAR ACCESS & PARKING

2.2.2 Working on 5,000 people attending, 40 % will arrive by car each containing an average of 3 people, therefore requiring the management of parking arrangements for up to 700 cars inc. 50 disabled near to the event entrance

2.2.3 Each car will require approx 20m² parking space, allowing for access, totalling 14,000m² site area (1.4 Hectares = 3.46 acres) which is equivalent to the combined area of both Waitrose Car Parks. At this scale it will be necessary to consider park & ride arrangements.

2.2.4 In addition, the number of event vehicles requiring access & parking will require establishing, approx estimated at 75-100, plus separate access with emergency service access provided. If so organised, bussing points, coach access and parking will need to be allowed

2.2.5 Required formal notification of the event to the Police will identify where this number of cars can be parked, and how this will be managed and policed on the day. The Police may make a charge for this service, and it is strongly advised that informal discussions are held concerning traffic control as soon as possible and before event details are publicized.

2.2.6 Required initial informal discussions should also simultaneously be held with the other two emergency services, the Fire Brigade and Ambulance Services (St John's Ambulance).

Event area & Containment (Site Safety & Security)

2.3.1 An approx. rule of thumb calculation for the required event area is N (no. of people attending) X 10 m² (standing) up to 15 m² (sitting), therefore requiring between 50,000 m² (12 acres) & 75,000 m² (18 acres) for 5,000 people. A mainly standing event can work on a minimum of 10 acres for 5,000 attending, inclusive of event staging, sideshows and toilet areas etc

2.3.2 As an entry charge will be made the 10 acre event area requires secure 2 metre high fencing around the complete perimeter to prevent un-authorized entry, with a maximum of two fully manned entrances, one for visitors and one for performers & stallholders etc.

2.3.3 The ground to and within the event area must be leveled and grass cut sufficient to allow safe pedestrian and wheelchair movement

2.3.4 Wet weather contingency provision in the form of large marquees should be provided which can double up as undercover small events & stalls etc. However, should continuous heavy rain prevail the event must be cancelled due to potential irreversible damage to the Meadow.

Event Toilet facilities

2.4.1 As a guideline, a minimum provision of 1 portaloos (chemical toilet) for every 500 males and for every 200 females attending the event should be made, so for a 50/50 m&f breakdown of 5,000 people this would require 6 male and 12 female portaloos, suggested as located in 2 groups of 3 male and 6 female portaloos plus 1 disabled person special portaloos with ramp* by each entrance.

Disabled access portaloos are required at approx. 1 per 2,000 attending the event, which are usually equipped to double up as baby changing units and washing & shower facilities for camping

2.4.2 If camping is to be incorporated into the event, additional separate portaloos provision based on 2.1 is to be located adjacent to the campsite together with portable m & f shower cubicles based on 1 per 50 campers.

2.4.3 A limited number of campers immediately adjacent to the event area would potentially provide good overnight security if those campers are mainly involved with running the event. It is not recommended that casual camping for visitors is allowed unless as family tents

2.4.4 A number of reasonably reliable and competitive suppliers, who will deliver & deposit the clean units the day before and collect the used units the day after the event, are available in the Farnham area, the average rate being around £35 - £40 per portaloos hire.

Contact Loos for Do's 01420-588355 or Elliott Loohire 0800-591373.

WASTE MANAGEMENT

2.5.1 As with site toilet provision, it is necessary to place orders as soon as the event size is established for delivery and collection of Eurobins (1100 litre capacity holding approx 10 plastic binsacks) around the site.

2.5.2 As a guideline, 1 Eurobin is required for every 500 people attending plus 1 Eurobin for

every 10 sideshows, so for 5,000 people attending with say 100 sideshows then 20 Eurobins would

2.5.3 Eurobins hire, inc. delivery and collection averages approx. £35 each, although charity and quantity discounts can reduce this cost. Sita UK (Aldershot Depot) are a reliable and experienced (Surrey County Show & Dunsfold Airshow etc) local waste management handling company : contact ann.burdon@sika.co.uk

2.5.4 It is important to organise a location plan & layout before delivery to ensure access, and to mobilise say a local scout group to clear the site into the Eurobins immediately after the event before collection usually the next day.

EVENT LAYOUT, LICENCES & INSURANCE

As 2.5.4 above, as soon as possible an early draft layout of the event area covering

Procedure and Logistics
Event Management Plan
Details of the Event
Visitor Profile & Capacity

should be drawn up that can and will be updated and revised as the event details are added. This will assist with SAG consultations, clearing statutory procedures, complying with licencing requirements and arranging event public liability insurance cover.

Roles and responsibilities

Event Co-ordinator – overall management and control leading team of:-

- Planner – maintenance of overall plan and advice to team
- Traffic Manager – Council & Police liaison, Hopper bus and car parking and signage
- Stage and Systems Manager – Set up and striking of tents, assistance to performers, power and electrical supply
- Site Manager – site preparation and close down, Stall layout, set up and removal and arrangement and management of water and sanitation. Deals with local residents and complaints.
- Security manager – Site policing and customer liaison including managing team of volunteer stewards and campsite patrolling. Liaises with Police and council
- Health and Safety manager – provision of First Aid, Lost children tent, liaison with Council officials and Emergency services.

1.1 management of the event

The main control point for the entire event is based in “The Space Station” (. In addition to this, effective management of the event is achieved through radio and mobile phone communication and continual walking of the site linking with guests and Teams. Please make yourself known in a friendly, helpful and supportive way. Please remember that your role in delivering the event is fundamental to the success of Kidsfest 2011. Walking the site will also help familiarise yourself with it.

1.2 managing enquiries

If you are approached for assistance by a guest please seek to help them to the best of your abilities.

But remember you are not on your own and other team members will be willing to help if you are unsure how to answer any question. Try to seek out the accurate information before answering. Many of the practical details about the event are contained within this manual. A network of radio and mobile communications will be in force.

1.3 safety / security

Security management of the event is vital to ensure that the event runs smoothly. The most effective form of security is undertaken on a friendly pro-active basis. All staff should take special care to keep an overview of any changes in their area, people acting in a suspicious manner, packages left or vehicles in unauthorised areas. In the event of any major incident occurring or having the potential to occur, staff should immediately contact the nearest person with a radio and ask that the message be transferred immediately to the Event Manager. The Event Manager will delegate the incident.

2.1 Event control/coordinator

Based at the control point in “The Space Centre” near the main stage , responsibilities include overall Event and Administration control as follows:

Overall event management

General vehicular and visitor management
Major incident management
Directing of programme and Information
Liaison with Guests
Ensuring safe event delivery
Layout of site
Staff management

2.2 stewarding

Stewards on arrival at the site should make themselves familiar with the site and especially with the location of and use of all safety equipment. They should ensure all gangways and exits are kept clear at all times. In the event of a major incident they should ensure that people evacuate the tent by their nearest exit in an orderly manner. They should take special care to keep an overview of any changes in their area, people acting in suspicious manner or any packages left. They should also be willing to help the house keeping team as required with setup for the next event.

Traffic management stewards should ensure the safe passage of all vehicles on and off the site. This should be done as far as possible using the vehicle access roads on the site ensuring the minimum of wear to grass areas. All vehicles must be parked in the designated area.

Other duties include:

Child safety training
CRB checks, if necessary
ID
Commitment
regulation of t-shirts for both days
Wrist bands
ticket management

management of security personnel, if any
management of marshalls, definitely there.

Training for volunteers

2.4 House Keeping

House keeping are responsible to make sure that the main tent is set up ready for each event over the weekend in a manner which is safe, ensuring that all exits and gangways are kept clear. They should also ensure the site is kept generally clean and tidy, bins are emptied and new liners installed as necessary and that toilets are equipped with toilet paper, soap and clean towels before each event.

Other duties:

Organise toilet rental and management
organise security fencing
ground support
water-electricity supply

rubbish

Site preparation and clear out
levelling or cutting grass
liaison with main stage area staff.

2.5 P.A and main stage

The Stage teams should arrive in time to make sure that the system is switched on and setup ready for a sound check for the incoming event. They should seek to make themselves aware of the PA requirements of those leading each event and be ready to fulfil them in a manner which ensures the safety of both those taking part and any members of the public. They are also to ensure that sound levels are kept within acceptable levels remembering excessive levels although enjoyed by the younger can ruin an event for older people.

They should ensure they are on stage ready for sound check at the set time for each event. They should discuss any requirements they have with the PA team before the weekend as on the day of the event it might be too late to provide any equipment that is required.

2.6 Children's stalls and activities

It is the primary responsibility of the children's workers to ensure the safety of the children at this event. It's also important to remember that we want the children to enjoy themselves and to have a positive experience while attending.

How do we deal with 130 stalls, their equipment and staffing
Each stall to be "subbed" to volunteer teams in charge of them
Spacing
Schools liaison
Banners
facades

locating, training and ensuring the volunteer teams tun up and deliver.
It's a big ask, one of the toughest, but thus one of the most rewarding roles

2.7 Service stalls

The visitors need feeding and watering, and we need high quality food and drinks that are suitable for our discerning children's palates.
At the moment, I'm trying to get hold of Mudita Karnasuta 07786 216463 from the Mudita trust, who organise the Thai Festivals, so that we can use their skills to help us along.
If this is unsuccessful, we need enough catering support for 5000 people per day.

2.8 Camping Area

2.9 Emergency procedures and major incidents

All staff will have a responsibility for ensuring the safety of all involved in the event. A co-ordinated procedure allowing a multi-disciplinary approach is essential, with clear demonstration of duties and responsibilities. The following services must play an active part in any emergency plan:

Project Manager
Fire
Police
On-site First Aid / Ambulance and Hospital
Press / Media liaison

In the event of any incident occurring or having the potential to occur, staff should immediately contact Event Control

Give short but precise details on the location and nature of the incident
Ensure that you identify yourself and your position on-site.

3.0 incident control

Incident Control will be managed from the control point in "The Memorial Hall" and will be serviced by mobile phones, two-way radios and P.A systems.

3.1 key personnel

Responsible for overall management of the event.

Will attend to the client and local authority needs:

- responsible for the health, safety, security management and entertainment at the Event.
 - To liaise with Venue to determine amendments / cessation of the programme.
 - To provide an event safety overview and will manage site crew.
-

3.2 cancellation / cessation of service

This will be the final decision of the Event Manager, who will liaise with Stewarding , Traffic Control on this matter.

3.3 emergency evacuation procedures/ routes

The emergency evacuation will be by the emergency exists, under the control of the event stewarding team. All people being evacuated to an area to the east side of the site (area nearest zone3) away from the tents and parking areas.

3.4 communications

A communications network will be achieved through two-way radios, mobile phones, 'in house' PA systems.

Radios will be allocated to key event management personnel.

4.0 welfare arrangements

4.1 event information

The control point in "The Space Centre" will be the one main point of distribution for event information.

Communication via two-way radios and mobile phones will also allow early management of any situation that may arise.

4.2 refreshments and catering

All contract caterers will work within the terms of Health, Safety and Hygiene Regulations and the Food Safety Act 1990. No other unauthorised catering concessionaires will be permitted on to the site.

4.3 event catering staff

Staff and volunteers expected to supply their own snacks or purchase from concessions

4.4 changing facilities

35 single unit toilets positioned near to.....
Changing facilities will be available in "The Dapper Diaper"

4.5 large wheelie bins will be located next to the toilets.

Staff parking will be in the designated area at the Memorial Hall adjacent to the tent and under the control of the traffic management team. There is also parking available in the car parks marked on the traffic management plan, all within walking distance of the site. Kidsfest 2011 is liasing with

Stagecoach 0845 121 0190
Hoppa buses 0845 121 0190
Fleet buzz
01252 851009

4.6 First Aid

Over the weekend there will be a registered first aider on site during all events. They will be responsible to only carry out first aid within their level of training and to call for appropriate assistance for anything beyond this.

Frimley Park Hospital is the Accident and Emergency department that any walking wounded will be directed to.

The first aider will also be responsible to make an entry into the first aid log held at the control point in "The Memorial Hall" after giving any first aid so they should be familiar with the details required to this correctly. They should also immediately after giving any assistance, make the event controller aware of any safety issues highlighted by the incident.

Both days the first aiders will remain in constant touch with the control point in "The Coach" via two-way radios.

.8 considerations for non-able bodied p

All venues are fully accessible to wheelchairs. Any specific needs of participants or spectators will be catered for individually.

4.9 Lost children

The lost child procedure must be strictly adhered to in order to ensure safety of any lost child and to reduce the anguish to parent/guardian and children alike.

A lost child should be reported immediately to the Control Point in "The Lost My Parents tent" and taken there which will be manned at all times.

Once in "The Lost My Parents Tent", an attempt to obtain information from the child will be made. Where this is not possible a detailed description of the child should be taken.

A public announcement will then be made, under NO circumstance should any of the information provided by child be brought to the general public's attention.

'ATTENTION, we have a lost child who has been separated from their party. If anyone has lost a child could they please report to site manager outside "The Lost Parents tent".'

Should someone contact the Site Manager, pertinent questions should be asked to ascertain that they are indeed the legal guardians. Again no information should be given to the enquirer re name/sex/description or location.

On being satisfied they are the legal guardians, contact should be made with the Event Manager informing them of this. The child's reaction to the guardian will be monitored and staff must be absolutely sure that they respond correctly. If there are any doubts the site manager will inform the police.

Guardians who have lost a Child

If a member of staff is informed that a guardian has lost a child and no child is in "The Lost Parents Tent", the following procedure should be adopted.

The member of staff should immediately contact the Event Manager and the control point. It is important not to leave the guardian alone at any time. Should they insist on searching for their child themselves, ensure you have a phone number or ask them to return to the Control point at regular intervals.

A description of the lost child should be distributed to Head of Stewards. All staff available should then adopt a search and rescue procedure, under the supervision of the Event Manager and Site Manager

When a child matching the description is found, the child should be reunited with the guardian. It is again important to monitor the reaction to each other. The use of pertinent questioning is advised. If a sufficient search has been conducted and the child has not been found the emergency services

will be contacted.

The following hospital will service casualties:

FRIMLEY PARK HOSPITAL

Portsmouth Road

Frimley

Camberley

Surrey

GU16 5UJ

Tel: 01276 604604

FARNHAM POLICE STATION

HANTS FIRE and RESCUE SERVICE

8 Lynchford Road

Farnborough

Hants

Tel: 02380 644000 (Eastleigh Headquarters)

4..7 health & safety documentation

The Health and Safety Manager will be responsible for the completion of RA forms and forwarding them to the Venue Management.

Accident / Incident Forms with an Accident Log are managed by the venue. Accident/ Incident reports will also be made at the Control Point in "The Coach".

All First Aiders will also complete an accident log as necessary.

In any case, all incidents are to be reported to the Event Management.

Discipline on Site Policy

Kidzfest 2011

This policy is provided by The Bishop's Meadow Trust ("the Trust") as part of the Kidzfest 2011 (Kidzfest") to be run by the Trust on The Bishop's Meadow in Farnham to clarify the responsibilities of the Trust which is running the event and parents/guardians of children attending the event.

1 The Trust's responsibilities

- a. The Trust shall be responsible for all health and safety during the course of Kidzfest and a copy of the health and safety policy is available for public inspection
- b. The Trust has in place a child protection policy and has carried out child protection training for all adults assisting in the delivery of Kidzfest and a copy of the policy is available for public inspection. Part of the child protection policy is that no adults are permitted onto the Kidzfest site unless they accompany children or are assisting in the delivery of Kidsfest.
- c. The Trust operates a zero tolerance policy to alcohol or drugs. Parents/Guardians of children may bring small quantities of alcohol to designated picnic sites for their personal consumption but this must not be sold or given to children. No drugs (other than those medically prescribed which must be taken) shall be permitted at Kidzfest.
- d. The Trust shall ensure that all people or organizations providing events or stalls or participating in any way in Kidzfest shall comply with the Trust's health and safety and child protection requirements and shall be properly insured and where necessary all personnel shall be CRB checked
- e. The Trust shall appoint stewards to be available on the site of Kidzfest to ensure that the policies of the Trust are complied
- f. If any duly appointed steward, believes that anyone, child or adult, is acting or behaving in such a way as to be a danger or nuisance to other people attending Kidzfest then the steward shall have the full authority of the Trust to ask such person or persons to leave Kidzfest. All members of the party accompanying the person or persons asked to leave may be requested to leave the site at the same time.

2. The Parent/Guardian's obligations

- a. The Parent/Guardian is responsible for all children whom they accompany to Kidzfest at all times that they are on the Kidzfest site. The Trust shall not be responsible for the care or supervision of any children on the Kidzfest site.
- b. The Parent/Guardian must at all times he/she is on the Kidzfest site wear the Kidzfest wrist band which shall be issued by the Trust and shall show this to any duly appointed steward or adult assisting in the delivery of Kidzfest on demand. The Parent/Guardian accepts that if such a wrist band cannot be show the Parent/Guardian will leave the Kidzfest site if requested to do so and shall take with him/her all children who accompanied him/her

- c. The Parent/Guardian are responsible for ensuring that no child in their care and control takes part in any activity which may aggravate or be harmful to them due to any medical conditions, disabilities, dietary requirements or other special needs or requirements
- d. The Parent/Guardian is responsible for obtaining parental consent from all parents or guardians or other person or body responsible for any of the child who accompanies them to Kidzfest and the Trust shall be entitled to assume that any Parent/Guardian has such consent without having to see this in writing
- e. The Parent/Guardian is responsible for the good and safe behaviour of all children they accompany to Kidzfest and will, if so required by a duly appointed steward, remove any or all children that they accompany
- f. The Parent/Guardian is responsible for ensuring that no child that they accompany consumes alcohol or takes any drugs (other than drugs that are medically prescribed and must be taken for medical reasons) while on the Kidzfest site
- g. The Parent/Guardian is responsible for any child or children who the Parent/Guardian has accompanied who leaves the Kidzfest site



Ms K Halsall
Licensing Team
Chief Executive's Department
Waverley Borough Council
The Burys
Godalming
Surrey GU7 1HR

22 March 2011

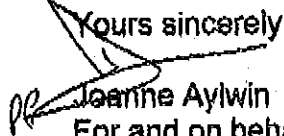
BY FAX: 01483 523 267

Dear Kate

RE: Premises Licence Application for Bishop's Meadows, Farnham

Further to consultation with the police I attach a revised Section P which please place with the application. I have been informed by the Waverly Licensing Officer that this revised Section P is satisfactory so far as the police are concerned.

Yours sincerely


Joanne Aylwin
For and on behalf of
The Bishop's Meadow Trust

**SECTION P DESCRIBES THE STEPS YOU INTEND TO TAKE TO PROMOTE
THE FOUR LICENSING OBJECTIVE**

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

- The licensee shall ensure that all activities are organised to ensure:-
 - That public safety is maintained at the highest level.
 - Public nuisance shall be minimised.
 - Crime and disorder shall be prevented, and
 - Children shall be protected from harm.
- All events where the anticipated attendance exceeds 500 shall be run in accordance with event management plans previously agreed with the police, Waverley Borough Council's Safety Advisory Group and any other relevant authority.
- No events for more than 5000 (including those running, performing or assisting at such events) will be held
- All events shall be risk assessed and any requirements, such as staff, approved volunteers and first aid, shall be provided in accordance with the outcome of the risk assessment.
- Qualified and registered security staff shall be employed for major events and all volunteers will receive training to promote the four licensing objectives.
- If any one under the age of eighteen brings alcohol into the licensed premises, they shall be requested to leave the premises and if trouble occurs the police shall be called.
- The police shall be informed of all events planned.
- Alcohol shall not be given as a tester nor sold to anyone under the age of eighteen.
- Events shall be held mainly in the spring and summer months and not every weekend and no more than 18 days of events (including setting up and taking down) will be run in any one calendar year
- In the event that a separate temporary events licence is obtained for the sale of alcohol, all volunteers and staff involved will receive training regarding the law of selling alcohol and written records shall be kept and a "challenge 21" policy shall be in operation and only accept passport, photo driving licence or ID cards bearing the PASS hologram will be accepted as forms of identification.

B. Prevention of crime and disorder

- All events where the anticipated attendance exceeds 500 shall be run in accordance with event management plans previously agreed with the police, Waverley Borough Council's Safety Advisory Group and any other relevant authority.
- No events for more than 5000 (including those running, performing or assisting at such events) will be held

- Any refreshment sold shall be in non-breakable containers.
- All events shall be planned in consultation and notification with the local police force.
- All staff and volunteers shall receive training prior to taking part in the event.
- At larger events professional and registered security staff will also be employed.
- If anyone under the age of eighteen brings alcohol into the licensed premises, they shall be requested to leave the premises and if trouble occurs the police shall be called.
- In the event that a separate temporary events licence is obtained for the sale of alcohol, all volunteers and staff involved will receive training regarding the law of selling alcohol and written records shall be kept and a "challenge 21" policy shall be in operation and only accept passport, photo driving licence or ID cards bearing the PASS hologram will be accepted as forms of identification.

C Public safety

- All events where the anticipated attendance exceeds 500 shall be run in accordance with event management plans previously agreed with the police, Waverley Borough Council's Safety Advisory Group and any other relevant authority.
- No events for more than 5000 (including those running, performing or assisting at such events) will be held
- All events shall be "family orientated".
- All entertainment shall be fully risked assessed with stewards in attendance.
- At larger events professional and registered security staff will also be employed.
- All entertainment shall be aimed at providing an enjoyable civic environment encouraging people to use the town centre, giving rise to economic wealth.
- Any events taking place after dusk shall be suitably lit.
- The public footpaths crossing the site will not be obstructed by events and public access will be ensured across them.
- At all events steps shall be taken to ensure that vehicles and pedestrians are kept apart and all vehicle access shall be marshalled to ensure that pedestrians are not put at risk

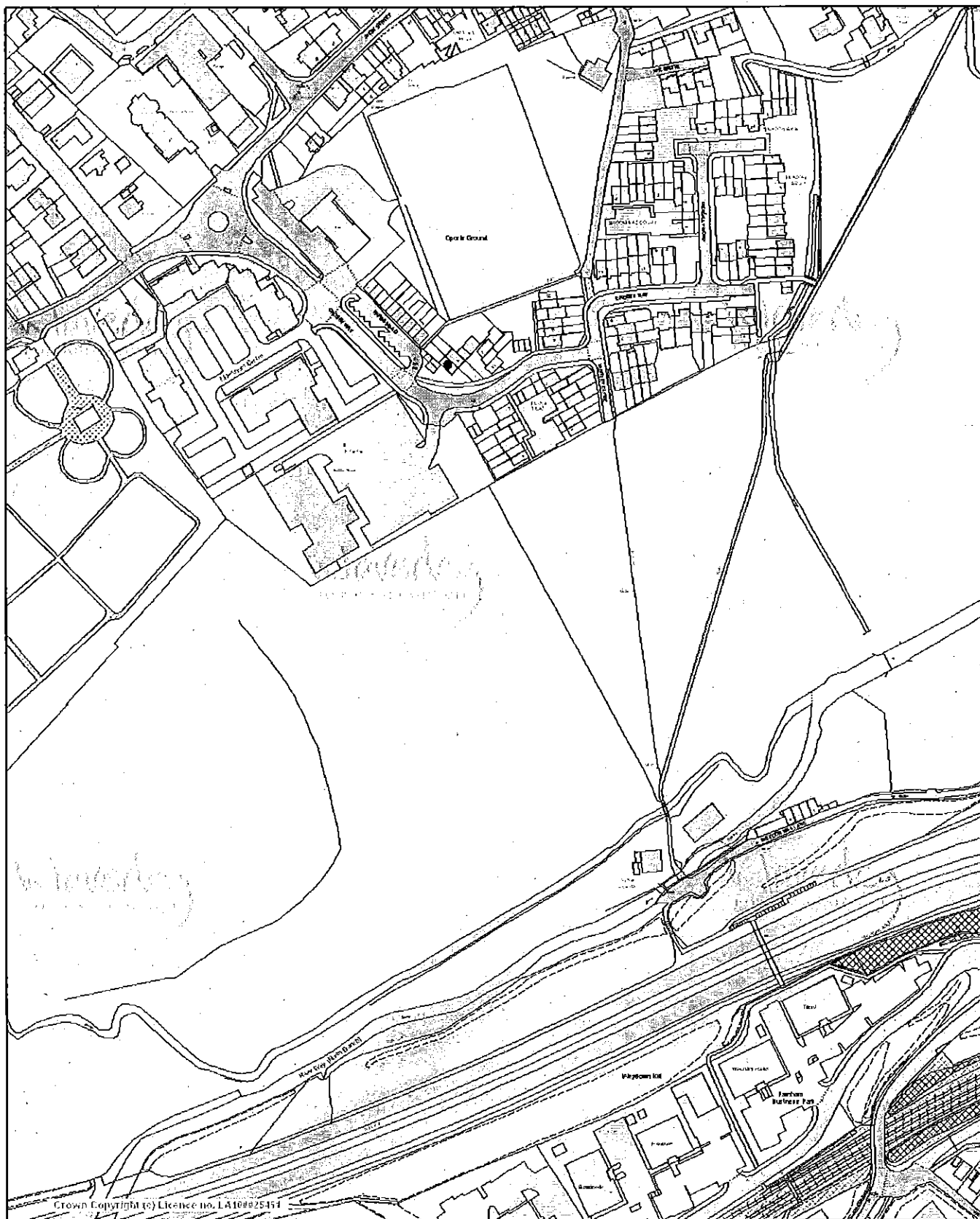
D. The prevention of public nuisance

- All events where the anticipated attendance exceeds 500 shall be run in accordance with event management plans previously agreed with the police, Waverley Borough Council's Safety Advisory Group and any other relevant authority.
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- At larger events professional and registered security staff will also be employed.
- Amplification of music shall be at a level that cannot be heard within a maximum of half a mile of its source. Steps will always be taken to position any music or other performances in such a way as to minimise noise for neighbouring residential properties
- The positioning of events where possible will be away from housing.
- All events will be in open spaces of such a nature that queues are kept to a minimum.
- There is ample parking available within the town centre and on larger events hopper buses will be used to link car parks to the event.
- All entertainment after dusk will be suitably lit.
- No fly posting of events shall happen.
- Volunteers will all receive training prior to taking part in events.
- If any body under the age of eighteen brings alcohol into the licensed premises they shall be requested to leave the premises and if trouble occurs the police shall be called.
- The police shall be informed of all events.

E. Protection of children from harm

- All events where the anticipated attendance exceeds 500 shall be run in accordance with event management plans previously agreed with the police, Waverley Borough Council's Safety Advisory Group and any other relevant authority.
- No events for more than 5000 (including those running, performing or assisting at such events) will be held
- Any event shall be for the whole family and shall be placed in an area where children cannot come to harm.
- All volunteers attending events shall receive training in child protection security.
- If anyone under the age of eighteen brings alcohol into the licensed premises they shall be requested to leave the premises and if trouble occurs the police shall be called.
- The police shall be informed of all events.



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



Bishops Meadow, Farnham

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Scale 1/2500 Date 31/3/2011

Centre = 483484 E 146285 N



LICENSING APPLICATION (no reference)
BISHOPS MEADOW off CROSBY WAY

I object most strongly to the application as submitted.

The land in question is agricultural land, not a playground. This unrestricted application with its attendant "environmental pollution" (noise, lighting, the presence of hundreds, potentially thousands, of people, litter etc) will have a detrimental effect on the remaining wildlife and nature of the meadows.

The application is not for a specific event, but instead seeks a blanket approval for virtually unlimited usage, seven days a week.

There is no specification or qualification of either the location in the meadows, or on the size or scale or frequency of events. The landowner/operator could, if this application was granted, hold pop concerts and other events every single day of the year, covering the whole of the meadows!

All of the proposed events imply some kind of staging (potentially of any size and scale), which again, with the broadbrush nature of the application, could cover the site and remain permanently.

There is no definition or qualification as to car parking, noise levels, access to and from the site etc.

There are already ample facilities and space available for truly "family" events (how's that for a vague definition) in the nearby Gostrey Meadows, Farnham Park, Farnham Maltings and the grounds of Farnham Library, with toilets and car parking provided.

In the short space of time since the acquisition of the Meadows by the Tindle Group, and the involvement of the Bishops Meadow Trust (which has an avowed intention to preserve the environment of the meadows) there has been a steady decline in the nature of, and on, the land.

Primarily because the land has been "advertised" by the Trust as being "open to all" there has been an influx of "dog walkers", creating new faeces-strewn pathways criss-crossing the meadows, with dramatic environmental consequences.

We have already lost the small herd of deer, which used to visit the meadows on a daily basis.

We have lost the two resident families of pheasants.

There is no sign of the hedgehogs

The kestrel family has gone.

We have yet to see the return of the ducks and moorhens in the small water-course at the western end of the meadows.

We cannot afford more.

Yours faithfully

R.E.Green (Mrs), Weydon Mill, Weydon Mill Lane , Farnham, Surrey GU9 7QL

**LICENSING APPLICATION (no reference)
BISHOPS MEADOW off CROSBY WAY**

②

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We cannot afford more.

Yours faithfully

V.C.Green, Weydon Mill, Weydon Mill Lane, Farnham, Surrey GU9 7QL

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BISHOPS MEADOW off CROSBY WAY

3

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We cannot afford more.

Yours faithfully

K. Goulding, 4 Weydon Mill Lane, Farnham Surrey

LICENSING APPLICATION (no reference)
BISHOPS MEADOW off CROSBY WAY

④

I object most strongly to the application as submitted.

The land in question is agricultural land, not a playground. This unrestricted application with its attendant "environmental pollution" (noise, lighting, the presence of hundreds, potentially thousands, of people, litter etc) will have a detrimental effect on the remaining wildlife and nature of the meadows.

The application is not for a specific event, but instead seeks a blanket approval for virtually unlimited usage, seven days a week.

There is no specification or qualification of either the location in the meadows, or on the size or scale or frequency of events. The landowner/operator could, if this application was granted, hold pop concerts and other events every single day of the year, covering the whole of the meadows!

All of the proposed events imply some kind of staging (potentially of any size and scale), which again, with the broadbrush nature of the application, could cover the site and remain permanently.

There is no definition or qualification as to car parking, noise levels, access to and from the site etc.

There are already ample facilities and space available for truly "family" events (how's that for a vague definition) in the nearby Gostrey Meadows, Farnham Park, Farnham Maltings and the grounds of Farnham Library, with toilets and car parking provided.

In the short space of time since the acquisition of the Meadows by the Tindle Group, and the involvement of the Bishops Meadow Trust (which has an avowed intention to preserve the environment of the meadows) there has been a steady decline in the nature of, and on, the land.

Primarily because the land has been "advertised" by the Trust as being "open to all" there has been an influx of "dog walkers", creating new faeces-strewn pathways criss-crossing the meadows, with dramatic environmental consequences.

We have already lost the small herd of deer, which used to visit the meadows on a daily basis.

We have lost the two resident families of pheasants.

There is no sign of the hedgehogs

The kestrel family has gone.

We have yet to see the return of the ducks and moorhens in the small water-course at the western end of the meadows.

We cannot afford more.

Yours faithfully

A. Goudling (Mrs), 4 Weydon Mill Lane, Farnham Surrey

LICENSING APPLICATION (no reference)
BISHOPS MEADOW off CROSBY WAY

5

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Tricia Gating (Mrs), 1 Weydon Mill Lane, Farnham Surrey

- 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.