

To: All Members of the LICENSING SUB-COMMITTEE B  
(Other Members for Information)

When calling please ask for:

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**Policy and Governance**

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Calls may be recorded for training or monitoring

Date: 27 April 2018

**Membership of the Licensing Sub-Committee B**

Cllr Bob Upton  
Cllr Robert Knowles

Cllr Libby Piper

Dear Councillors

A meeting of the LICENSING SUB-COMMITTEE B will be held as follows:

DATE: TUESDAY, 8 MAY 2018

TIME: 10.00 AM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,  
GODALMING

The Agenda for the meeting is set out below.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

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## NOTE FOR MEMBERS

Members are reminded that contact officers are shown at the end of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

### AGENDA

1. ELECTION OF CHAIRMAN

To elect a Chairman for the Sub-Committee B meeting.

2. MINUTES

To agree the Minutes of the Meeting held on 12 February 2018 which had been laid on the table half an hour before the start of the meeting.

3. DISCLOSURE OF INTERESTS

To receive from Members declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

4. LICENSING ACT 2003 - APPLICATION FOR A NEW PREMISES LICENCE - TREW FIELDS, THATCHED HOUSE FARM, DUNSFOLD ROAD, LOXHILL, GODALMING (Pages 5 - 48)

The purpose of the report is to enable the Sub-Committee to consider an application from William Herman for a new premises licence for Trew Fields, Thatched House Farm, Dunsfold Road, Loxhill, Godalming, Surrey GU8 4BW, where 1 relevant representation has been received from Environmental Health.

Recommendation

**The Sub-Committee is requested to consider the application for a premises licence on its merits.**

**Section 35(3) Licensing Act 2003 provides that the Sub-Committee, having regard to the relevant representations made, must take such of the following steps (if any) as it considers appropriate for the promotion of the licensing objectives:**

- **To grant the licence subject to such conditions as are consistent with the operating schedule modified to such extent as the Sub-Committee considers appropriate for the promotion of the licensing objectives, and any mandatory conditions;**
- **To exclude from the scope of the licence any of the licensable activities to which the application relates;**
- **To refuse to specify a person as the premises supervisor;**
- **To reject the application.**

5. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:-

Recommendation

That pursuant to Procedure Rule 20 and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the appropriate paragraph(s) of the revised Part 1 of Schedule 12A to the Act.

6. LEGAL ADVICE

To consider any legal advice relating to any applications in the agenda.

[Note: Reports relating to confidential or exempt information may be excluded from those copies of the agenda provided for inspection by members of the public if they relate to matters during which the meeting is likely not to be open to the public.]

**For further information or assistance, please telephone  
Ema Dearsley, Democratic Services officer, on 01483 523224 or by  
email at [ema.dearsley@waverley.gov.uk](mailto:ema.dearsley@waverley.gov.uk)**

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## WAVERLEY BOROUGH COUNCIL

### LICENSING SUB-COMMITTEE B – 08 MAY 2018

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#### Title:

**LICENSING ACT 2003 - APPLICATION FOR A NEW PREMISES LICENCE –  
TREW FIELDS, THATCHED HOUSE FARM, DUNSFOLD ROAD, LOXHILL,  
GODALMING, SURREY GU8 4BW**

**[Wards Affected: All Godalming Wards]**

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#### Summary and Purpose

1. The purpose of the report is to enable the Sub-Committee to consider an application from William Herman for a new premises licence for Trew Fields, Thatched House Farm, Dunsfold Road, Loxhill, Godalming, Surrey GU8 4BW, where 1 relevant representation has been received from Environmental Health.

#### Background

2. An application has been received for a new premises licence for a cancer health awareness event taking place across two fields for a maximum of four consecutive days between the months of May and September (a single multi-day event). The event, on a smaller scale, has previously been authorised under a Temporary Event Notice (TEN). In brief, the application proposes that the licence will authorise the two fields for Regulated Entertainment, Late Night Refreshment and the Sale of Alcohol for consumption on the premises only.

#### Activities Sought under this Licence Application

3. The applicant seeks to license the premises as shown below. An extract of the relevant pages from the application form is attached at Annexe 1. Also attached to this report at Annexe 2 is a plan showing the surrounding properties. The applicant has also submitted an Event Management Plan, a copy of which is attached at Annexe 3.

In summary, the applicant seeks the following activities in the new licence, if granted. Please see the application at Annexe 1 for full details of the proposed licensable activities.

- Regulated Entertainment (Films, Live and Recorded music)  
0900 to 0200 Friday and Saturday  
0900 to 0000 Sunday (following agreement with EH)
- Late Night Refreshment: (Indoors and outdoors)  
2300 to 0200 Friday to Sunday

- Sale of Alcohol: (on the premises only)  
0900 to 0200 Friday to Sunday
- Opening hours:  
Fri 0001 to 0200 Monday

### **Licensing Objectives**

4. The four Licensing Objectives of the Licensing Act 2003 are set out below. Any representations for consideration must relate to one or more of these objectives, and representations must be from the responsible authorities under this legislation and/or any other persons.
1. the prevention of crime and disorder
  2. public safety
  3. the prevention of public nuisance
  4. the protection of children from harm

### **Representations received**

#### Responsible Authorities

5. There has been one relevant representation received from Environmental Health acting as a Responsible Authority, (in two parts summarised as being in relation to availability of potable water and other environmental issues) a copy of the representation is attached at Annexe 4. Please note that only the availability of potable water remains in issue, and at the time of preparation and distribution of this report, enquiries are ongoing.

Environmental Health have also agreed a number of conditions with the applicant, a copy of these is attached at Annexe 5.

#### Other Persons

6. Besides Responsible Authorities, “other persons” may make representations. There have been no relevant representations from “other persons”.

### **What the Sub-Committee may do**

7. The Sub-Committee, after hearing from the applicant and those making representations, must take one or more of the steps listed below (if any) as it considers appropriate for the promotion of the Licensing Objectives. Reasons must be given by the Sub-Committee for any decision made, since there is an opportunity for any applicant or any objector to appeal to the Magistrates’ Court against the Licensing Sub-Committee’s decision. The steps are:
- Grant the licence subject to such conditions as are consistent with the operating schedule, modified to such extent as the Sub-Committee considers appropriate for the promotion of the licensing objectives, and any mandatory conditions;

- Exclude from the scope of the licence any of the licensable activities to which the application relates;
- Refuse to specify a person as the designated premises supervisor;
- Reject the application.

8. The Sub-Committee should consider the statement of licensing policy and revised Guidance issued under Section 182 of the Licensing Act 2003 (revised April 2018), available at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/702660/Revised\\_guidance\\_issued\\_under\\_section\\_182\\_of\\_the\\_Licensing\\_Act\\_2003\\_April\\_2018\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/702660/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_April_2018_.pdf)

The Guidance will be available for reference purposes at the meeting.\* Particular attention is drawn to:

- Conditions – paragraphs 1.16-1.17 and 10.1 to 10.66
- The Licensing Objectives – paragraphs 2.1–2.31
- Hearings - paragraphs 9.31 to 9.44
- Free potable water – paragraph 10.45 (extract below)

*10.45 The responsible person (see paragraph 10.39) must ensure that free potable water is provided on request to customers where it is reasonably available on the premises. What is meant by reasonably available is a question of fact; for example, it would not be reasonable to expect free tap water to be available in premises for which the water supply had temporarily been lost because of a broken mains water supply. However, it may be reasonable to expect bottled water to be provided in such circumstances.*

### **Recommendation**

The Sub-Committee is requested to consider the application for a premises licence on its merits.

Section 35(3) Licensing Act 2003 provides that the Sub-Committee, having regard to the relevant representations made, must take such of the following steps (if any) as it considers appropriate for the promotion of the licensing objectives:

- To grant the licence subject to such conditions as are consistent with the operating schedule modified to such extent as the Sub-Committee considers appropriate for the promotion of the licensing objectives, and any mandatory conditions;
- To exclude from the scope of the licence any of the licensable activities to which the application relates;
- To refuse to specify a person as the premises supervisor;
- To reject the application.

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### **Background Papers**

Application referred to above; representations referred to above.

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**CONTACT OFFICER:**

**Name:** Paul Hughes

**Telephone:** 01483 523189

**E-mail:** [paul.hughes@waverley.gov.uk](mailto:paul.hughes@waverley.gov.uk)

\*Those without access to the Internet should contact Paul Hughes in order to access the Guidance

wk/201711666

17/4/18



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 William Herman

(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			
Thatched House Farm, Loxhill, Dunsfold Road, Surrey			
Post town	Godalming	Postcode	GU8 4BW

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

Part 2 - Applicant details

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

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i as a limited company/limited liability partnership  please complete section (B)
  - ii as a partnership (other than limited liability)  please complete section (B)
  - iii as an unincorporated association or  please complete section (B)

- iv other (for example a statutory corporation)  please complete section (B)
- 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 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

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

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

I am making the application pursuant to a statutory function or

a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname Herman			First names William		
Date of birth over 25/06/1991		I am 18 years old or		<input checked="" type="checkbox"/>	Please tick yes
Nationality British					
Current residential address if different from premises address		Flat B, 8 Grove Lane Camberwell			
Post town	London			Postcode	SE5 8SY
Daytime contact telephone number			07534 267 491		
E-mail address (optional)		will@willherman.co.uk			

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth over		I am 18 years old or		<input type="checkbox"/> Please tick yes	
Nationality					
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
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
05	07	2018

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

DD	MM	YYYY
1	1	1

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

The application is for 'Trew Fields' a cancer awareness event that will take place across two fields at Thatched House Farm. There will be a number of gazebos and marquees hosting talks and workshops across two days. There will also be a bar and a small stage for live and recorded music to be performed.

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 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

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

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

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

**B**

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)  We are looking at the option of screening films in the talks tent or on an outdoor screen in the evening	Both	<input checked="" type="checkbox"/>
Tue					
Wed			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)  For a maximum of four consecutive days between the months of May and September inclusive between the hours of 0900-0200		
Thur					
Fri	0900	0200	<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	0900	0200			
Sun	0900	0200			

E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)		
Mon			There will be two stages within a tents/marquees hosting live bands at various times each day both amplified and acoustic. Music acts will be scheduled in between talks and workshops and therefore not be playing continuously throughout these hours.		
Tue					
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)		
Thur			For a maximum of four consecutive days between the months of May and September inclusive, between the hours of 0900-0200		
Fri	0900	0200	<b>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</b> (please read guidance note 6)		
Sat	0900	0200			
Sun	0900	0200			

F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)  There will be two stages within a tents/marquees which will play recorded music. Music will be scheduled in between talks and workshops and therefore not be playing continuously throughout these hours.		
Mon					
Tue			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)  For a maximum of four consecutive days between the months of May and September inclusive between the hours of 0900-0200		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri	0900	0200			
Sat	0900	0200			
Sun	0900	0200			

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)  There will be a number of food stalls serving hot and cold food throughout the event.		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)  For a maximum of four consecutive days between the months of May and September inclusive between the hours of 2300-0200		
Thur					
Fri	2300	0200	<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	2300	0200			
Sun	2300	0200			

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Mon			There will be a bar onsite within a gazebo/tent and managed by The Crafty Brewing Company who are located at Thatched House Farm.		
Tue					
Wed					
Thur			<b>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</b> (please read guidance note 6)		
Fri	0900	0200	For a maximum of four consecutive days between the months of May and September inclusive between the hours of 0900-0200		
Sat	0900	0200			
Sun	0900	0200			

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

Name		Luke Herman
Date of birth		29/08/1988
Address		Thatched House Farm, Dunsfold Road, Loxhill Surrey
Postcode	GU8 4BW	
Personal licence number (if known)		LN/000004641
Issuing licensing authority (if known)		WAVERLEY BOROUGH COUNCIL

K

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

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)  For a maximum of four consecutive days between the months of May and September inclusive between the hours of 0000-0000
Day	Start	Finish	
Mon			<b>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</b> (please read guidance note 6)
Tue			
Wed			
Thur			
Fri	0000	0000	
Sat	0000	0000	
Sun	0000	0000	

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

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

Please see appendix 1A

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

Please see appendix 1A

**c) Public safety**

Please see appendix 1A

**d) The prevention of public nuisance**

Please see appendix 1A

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

Please see appendix 1A

**Checklist:**

Please tick to indicate agreement

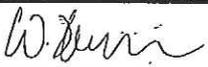
- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor,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

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

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

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

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

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li> </ul>
Signature	
Date	12th February 2018



WAVERLEY BOROUGH COUNCIL  
Licensing Team, Waverley Borough Council,  
The Burys, Godalming, Surrey GU7 1HR

Consent of individual to being specified as premises supervisor  
under the Licensing Act 2003

I Luke Herman ..... [full name of prospective premises supervisor]  
of Thatched House Farm, Loxhill, Dunsfold Road, Surrey GU8 4BW

.....  
.....  
.....  
*[home address of prospective premises supervisor]*

hereby confirm that I give my consent to be specified as the designated premises supervisor  
in relation to the application for Trew Fields, Premises License

.....[type of application]  
by Will Herman ..... [name of applicant]

relating to a premises licence NA ..... [number of existing licence, if any]  
for Thatched House Farm, Loxhill, Dunsfold Road, Surrey GU8 4BW

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

and any premises licence to be granted or varied in respect of this application made by  
Will Herman ..... [name of applicant]

concerning the supply of alcohol at .....  
Thatched House Farm, Loxhill, Dunsfold Road, Surrey GU8 4BW

.....  
.....  
(name and address of premises to which application relates).

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to  
apply for or currently hold a personal licence, details of which I set out below.

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number LN/000004641 *[insert personal licence number, if any]*

Personal licence issuing authority .....

WAVERLEY BOROUGH COUNCIL Licensing Team, Waverley  
Borough Council, The Burys, Godalming, Surrey GU7 1HR

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

.....signed

LUKE HERMAN......name (please print)

24/01/2018......dated

**TREW FIELDS**  
**Premises license application**

**Appendix 1A**

The steps we will take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e)**

- Strong management controls and effective training of all event staff so that they are aware of the premises licence and the requirements to meet the four licensing objectives with particular attention to:
  - a. no selling of alcohol to underage people
  - b. no drunk and disorderly behavior on the premises
  - c. vigilance in preventing the use and sale of illegal drugs
  - d. no violent and anti-social behaviour
  - e. no any harm to children
- SIA Security staff will be on duty to ensure the safety and wellbeing of the public and event staff.
- We will compile a detailed Event Management Plan (EMP) which will be distributed to relevant authorities, agencies and event staff to ensure the smooth running of the event and that effective protocols are in place
- Operating Schedule providing the hours of operation and licensable activities during those hours will be clearly displayed and readily available.
- Designated premises supervisor will be in control of the premises, will provide good training for staff on the Licensing Act and will make or authorize each sale of alcohol
- Clear "Challenge 25" information to prevent the supply of alcohol to under-age drinkers will be on show.

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

- Not selling of alcohol to drunk or intoxicated customers
- Glass will not be allowed onsite. This will be communicated via our website and also upon entry. SIA Security staff will be given the prerogative to search bags and dispose of any glass bottles.
- The campsites, car parks and event arena shall be patrolled by security and stewards throughout the event.
- Security staff will be given the prerogative to search for drugs, offensive weapons and other contraband goods/prohibited items.
- The Designated Premises Supervisor (DPS) shall be present on the licensed site when alcohol is being supplied under the Premises Licence.

### **c) Public safety**

- Risk Assessments by a suitably competent person will be compiled to identify medical, welfare and other public health concerns to ensure public safety. These will form part of the Event Management Plan (EMP) which will be distributed to relevant authorities, agencies and event staff to ensure the smooth running of the event and that effective protocols are in place.
- Farm animals shall be excluded from the any part of the entertainment areas and the campsite at least 14 days prior to the start of the event. This shall not extend to the area used for car parking.
- Any body piercing or tattooing shall not be permitted at the event.
- Food and drink vendors shall be monitored and managed to comply with food safety legislation, have in place a food safety management system.
- Toilet facilities shall be provided in sufficient numbers. They shall be emptied and cleaned on a regular basis.
- A ready supply of wholesome drinking water will be available, free of charge, at water points
- Adequate lighting will be provided to all access/exit routes to parts of the site including campsites and toilets.

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

- No music noise, such as vocals or instruments (live or recorded) will occur outside of the times applied for in the premises license application.
- Neighbouring residents will be consulted before the event to ensure that noise levels do not cause a nuisance.
- Litter bins shall be provided throughout the site and shall be regularly emptied by the event team to prevent a buildup of waste.

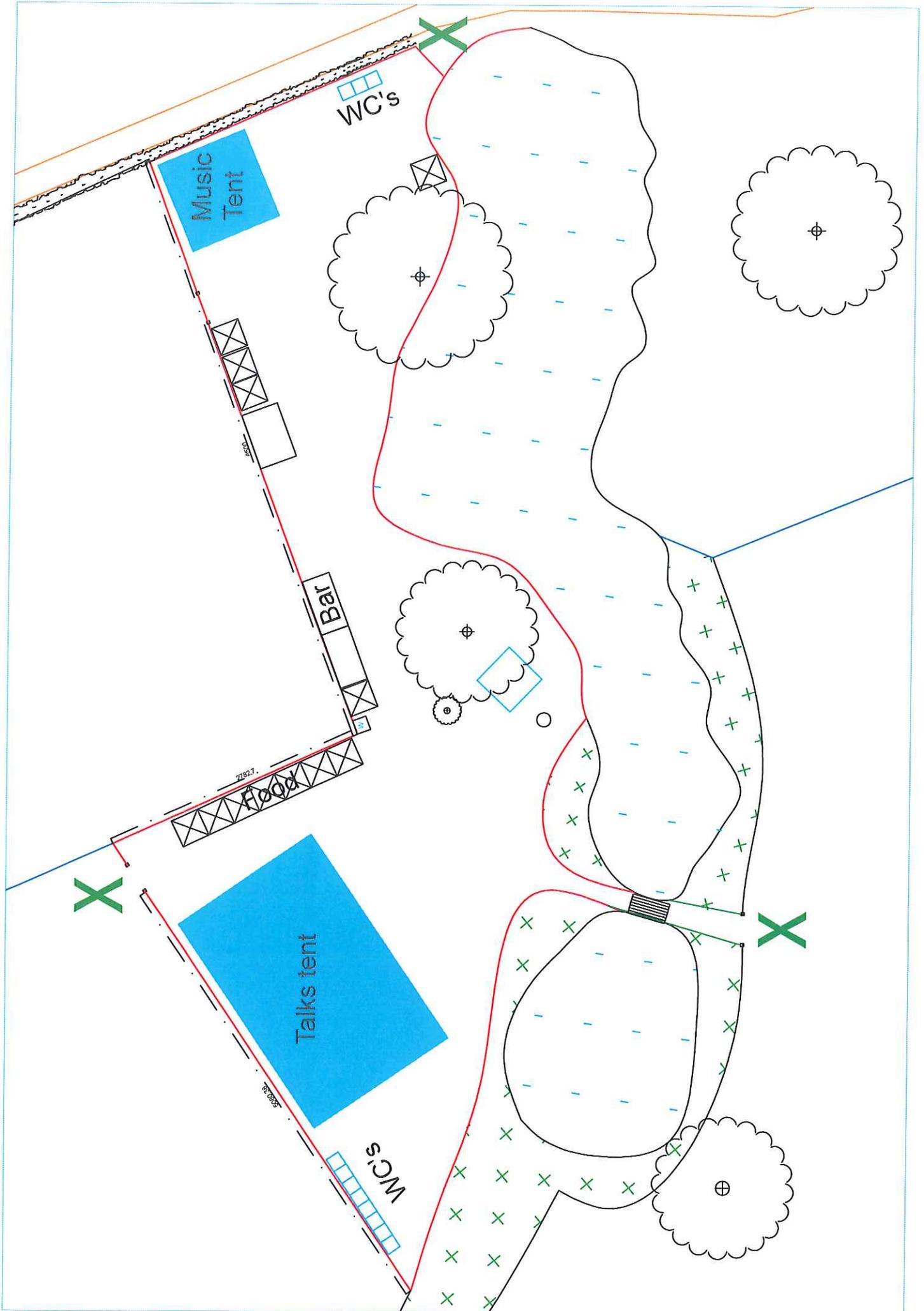
### **e) The protection of children from harm**

- A recognised 'Proof of Age' scheme shall be implemented to the satisfaction of the Licensing Authority and the Police with signage being displayed in all locations relevant to the sale of alcohol.
- Notices will be prominently displayed at the point of sale that state 'It is an offence to purchase or attempt to purchase alcohol if you are under the age of 18 – Section 149 Licensing Act 2003'
- The Designated Premises Supervisor (DPS), or a person on their behalf shall provide suitable training or instruction to all staff engaged in the sale of alcohol in relation to the prevention of sales to persons under the age of 18 years and to persons who are, or appear intoxicated with alcohol.
- No person under the age of 18 shall be permitted to serve alcohol.
- Soft drinks and free drinking water shall be available on site as an alternative to alcohol.

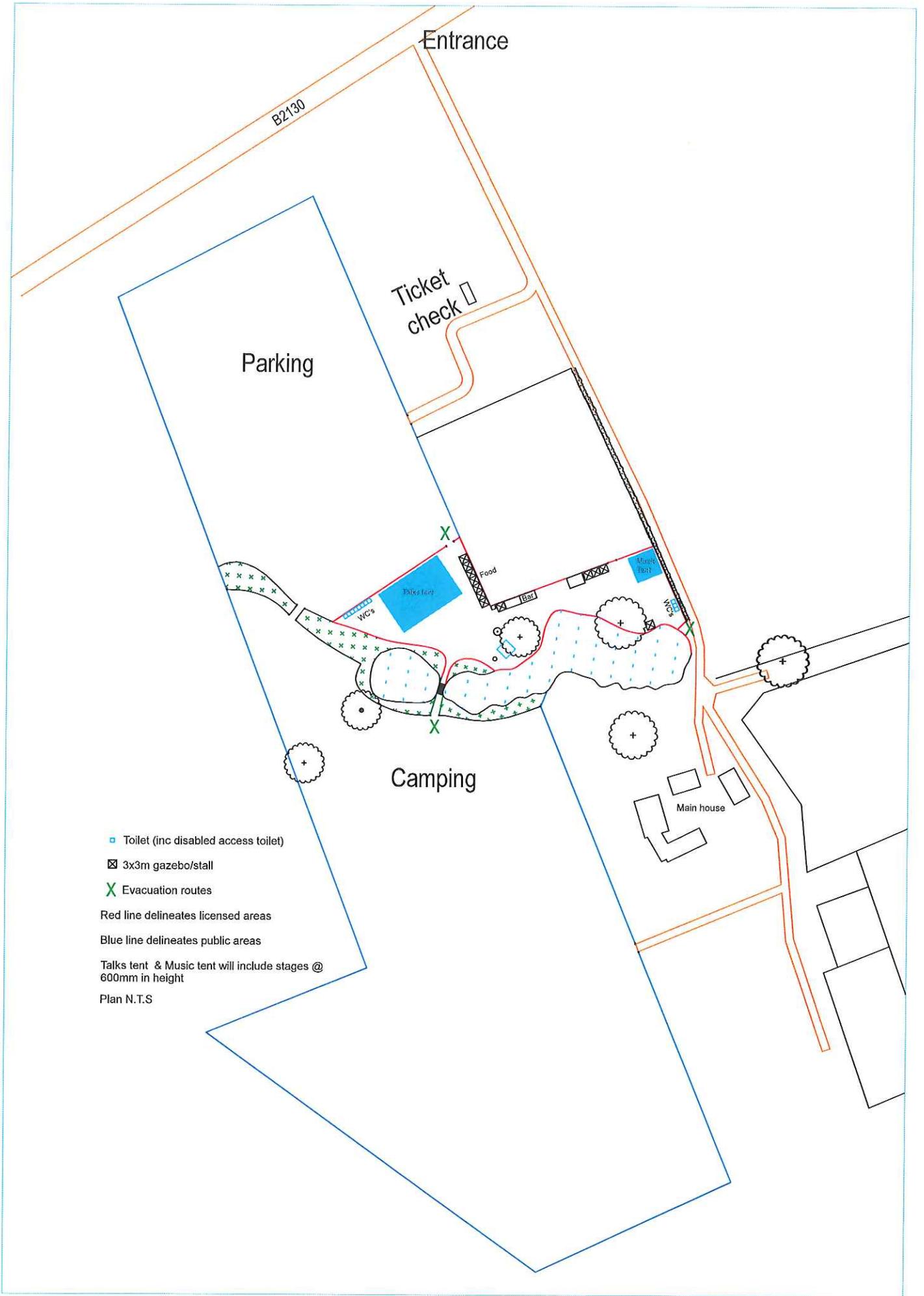
**e) The protection of children from harm, continued:**

- Parents will be made aware of their responsibility to ensure that their children are supervised at all times - this will be communicated on the info section on our website and event staff will be briefed to promote this policy during the event.
- A protocol will be in place for lost children which includes a clearly visible 'info point' and all thorough briefing of all event staff
- Any childrens activity stallholders will be advised to cordon off their stall where and if possible.
- No adult entertainment will be allowed at the event.
- All those with responsibility for children's activities will be DBS checked.









- Toilet (inc disabled access toilet)
  - ⊠ 3x3m gazebo/stall
  - X Evacuation routes
- Red line delineates licensed areas  
 Blue line delineates public areas  
 Talks tent & Music tent will include stages @ 600mm in height  
 Plan N.T.S





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**Trew Fields**



Waverley Borough Council  
 The Burys, Godalming  
 Surrey, GU7 1HR  
 Telephone: 01483 523333  
 Fax No: 01483 426337

**Thatched House Farm**

Printed: 27 April 2018

Scale at A4: 1:6000

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**EVENT MANAGEMENT PLAN**

**TREW FIELDS**

**6th, 7th, 8th July 2018**

Compiled by Will Herman, Co-founder

Version 1.6

Date: 12th February 2018

## CONTENTS

- Event description
- Location & Site
- Dates and Duration
- Audience Profile
- The Event Organisers
- Contacts
- Catering and Hospitality
- Litter
- Radio
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- Electricity Supply & Lighting
- Medical & First Aid
- Temporary Structures
- Toilets
- Water
- Insurance
- Event Evacuation Plan
- Health & Safety

## **EVENT DESCRIPTION**

Trew Fields is a groundbreaking cancer awareness and holistic health event, bringing together leading health professionals, researchers, wellbeing experts and those living with cancer, in an uplifting festival setting. There will be talks, workshops and live music across two days with onsite camping for those who wish to stay.

Our aim is to create a more progressive conversation around cancer and health, to re-frame the aggressive mainstream narrative surrounding the disease and to leave people feeling empowered, educated and uplifted.

Trew Fields first took place in July 2017 and was a huge success with 450 people attending. Due to popular demand we would like to increase our programme and capacity for 2018.

Trew Fields is the brainchild of Sophie Trew, who was diagnosed with cancer four years ago at the age of 23.

*"I believe everyone should have access to all health information. Currently this isn't readily available, Trew Fields is a space to explore this in an uplifting environment. When I was diagnosed, I knew nothing about health or cancer itself. It was a confusing and isolating time because, although there was a lot of information, much of it was contradictory and negative. Through research I came across a proactive health and cancer community. Trew Fields was born out of a dream to bring together the people who inspired me in my recovery and a like-minded community in a context where we can share stories, exchange wisdom and have fun. Above all, it's about hope, which is often lacking." Sophie Trew*

## **LOCATION & SITE**

The event will take place on land at Thatched House Farm, Loxhill, Dunsfold Road, Surrey.

There will be a main 'talks-tent' hosting headline speakers, various smaller tents and areas hosting workshops and classes such as yoga and Arts & Crafts and a music stage hosting live bands and music.

There will be a selection of hot and cold food stalls, coffees, smoothies and a bar managed by *The Crafty Brewing Company* which is located on the farm.

There will be a large parking field and a camping field.

PLEASE SEE ATTACHED SITE PLAN.

## **DATES AND DURATION**

### **Friday 6th July**

Gates open for early campers: 17:00

Gates Close: 22:00

### **Saturday 7th July**

Gates open: 09:00

Talks start: 10:00

Music starts: 10:00

Gates Close: 22:00

Music Stops: 02:00

### **Sunday 8th July**

Gates open: 09:00

Talks start: 10:00

Music starts: 10:00

Gates Close: 22:00

Music Stops: 01:00

### **Monday 9th July**

Site clear: 11:00

## **AUDIENCE PROFILE**

### **Estimated Attendance: A maximum of 1000 people**

A reasonably diverse demographic mix would be expected to attend the event. However the audience profile will be mainly adults ranging from 25-50. We also expect a number of families with children from 0-16. There will be much for a family audience to enjoy as well as for the older demographic.

## THE EVENT ORGANISERS

### **Sophie Trew - Co-founder / Festival Director**

Background managing events & workshops for large charity organisations.

### **Will Herman - Co-founder / Production Manager**

Extensive experience of large-scale production management across theatre and outdoor events.

### **Jack Cliffe - Event Management Advisor**

Taste Festivals - IMG Arts & Entertainment

### **Luke Herman - Designated Premises Supervisor**

Director of The Crafty Brewing Company Ltd.

## CONTACTS

<b>Will Herman</b> Production Manager	07534 267 491	will@trewfields.com
<b>Sophie Trew</b> Festival Director	07554 442 868	sophie@trewfields.com
<b>Luke Herman</b> DPS	07702 305 595	luke@craftybrewing.co.uk

## CATERING AND HOSPITALITY

There will be a number of Food concessions onsite (approx 7 vendors) offering a wide variety of hot and cold food and drinks.

All drinks will be sold in compostable or recyclable cups or containers. NO GLASS IS TO BE SOLD AT ANY BAR OR CONCESSION.

The Event Organiser will ensure that all catering operations comply fully with the current relevant food hygiene and fire legislation.

The event organiser will ensure that all food concessions on the site are registered with, and have been inspected by, the Local Authority where the business is based prior to the event.

The Event Organiser will ensure that clean water is available within close proximity to provide hygienic means of washing hands.

The Event Organiser will ensure that suitable and sufficient facilities for the storage and disposal of all solid and liquid waste are provided within close proximity to any food concession.

### **LITTER**

Our aim is to ensure that as much waste material is recycled and composted as possible.

A waste management company will be appointed to provide suitable number of bins which will be located around the site.

Litter picking will take place throughout the event.

Concessions will be encouraged to deal with waste products quickly to prevent an accumulation that could lead to either environmental issues or the gathering of cardboard etc.

### **RADIO**

Event staff will be issued with radios where required. Each department will be allocated a designated channel as well as the establishment of a chat channel and an emergency channel.

Loud hailers and the Stage PA systems will be available for emergency use.

### **SECURITY**

A company will be appointed to provide suitable number of SIA qualified security staff who will be on duty throughout the event.

These staff will be managed by a security chief who will be briefed by the festival organisers to ensure suitable cover across the site including at the gate, and around bar.

Radios will be used to communicate between the event team and security chief and amongst security staff.

### **SIGNAGE & PUBLIC INFORMATION**

An Information and Welfare point will be available where members of the public will be able to obtain advice and assistance.

This centre will also deal with lost children (using suitably vetted and qualified staff) and lost property.

Signage will be erected across the site to direct people to each area as well as temporary signage on nearby roadsides for people arriving by car.

## **ELECTRICITY SUPPLY AND LIGHTING**

Temporary electrical supplies, including all generators, distribution cabling and end connection for the arena will be installed by a competent contractor in accordance with the site plan and power specifications.

All temporary power supplies will be fitted with RCD protection, where necessary, and suitably earthed.

Heras fencing (2.5m high block and mesh fencing) will be used to segregate areas which are of danger to the public such as generators and equipment storage.

## **MEDICAL & FIRST AID COVER**

The event organisers will consult with an appropriate first aid provider prior to the event (i.e St Johns Ambulance). There will be a first aider on site during each day of the event who will be given a radio for communication with the event control team.

## **TEMPORARY STRUCTURES**

All temporary demountable structures will be erected and signed off by competent company / provider or persons.

## **TOILETS**

Toilets will be located across the site and numbers provided will exceed the minimum requirements. Toilets will be supplied by an independent provider and regularly emptied and maintained over the weekend.

## **WATER**

Clean drinking water will be available onsite via a standpipe in the main area. Cups will be available free of charge from the bar.

## **INSURANCE**

The event organisers will take out an insurance policy for the event which will include Public Liability Insurance up to £2,000,000 and Employers Liability Insurance up to £5,000,000.

## **EVENT EVACUATION PLAN**

Event control, Stewards and Security Team Leaders will attend a briefing before the event where all emergency procedures and responsibilities will be clarified.

If anything untoward happens during the event the control team will brief stewards and security team leader via radio. All stewards will have been briefed on the protocol regarding evacuation in the event of an emergency.

In case of an emergency The production Manager will make the decision to evacuate the public and also coordinate this evacuation.

There will be 3 emergency exits from the festival area which be clearly visible and signposted.

In case of any suspected packages the nearest stewards will contact the control team who will, if deemed necessary, call the police immediately.

### **Evacuation Procedure**

I. In the event of an emergency requiring evacuation of the festival area, The Production Manager will give the evacuation signal to the Security Officers on the radio. The control team will immediately make repeated announcements over the public address system for the public to calmly make their way to the emergency exits.

II. As soon as an evacuation signal is given, stewards and security will assume a station in the vicinity of the exit doors and guide the public out of the festival area.

III. When orders are given to evacuate, security team member will render assistance to those persons evacuating the area and shall begin an immediate check in all areas of the Festival Areas including toilets to make sure that everyone has left the Festival Area.

IV. If the emergency is located in a specific area, stewards will ensure that the immediate area of the emergency is cleared and will work to move the crowd towards the nearest safe exit routes away from the emergency.

V. Security staff will prevent re-entry for anyone to the site without the confirmation that it is safe to do so from the Emergency Services or Event Control.

VI. Emergency escape procedures will be verbally discussed with all personnel and all new stewards prior to assignment.

## HEALTH AND SAFETY

The organiser of this event will ensure that professional contractors holding the required certificates of competence carry out the installation and/or maintenance of any plant and equipment such as:

- Power installation and distribution
- Site plant and equipment
- Access equipment
- Litter management
- Sanitation Temporary structures
- Medical

It is the policy and intention of the event organiser to comply with the terms of any applicable legislation and local authority conditions to provide and maintain a healthy and safe environment for all members of the public, contractors and crew. Our health and safety policy is to minimise the number of accidents and incidents that may endanger the health, safety and welfare of all persons attending this event.

The event organiser recognises and accepts their duty to protect the health and safety of all visitors to the event, including contractors and temporary workers, as well as any members of the public who might be affected by their operations.

While the event management team will do all that is within its powers to ensure the health and safety of all persons, it is recognized that health and safety is the responsibility of each person associated with the event. It is the duty of each and every person working on this event to take reasonable care of their own and other people's welfare and to report any situation, which may pose a threat to the wellbeing of any other person.

To ensure that the highest standards of health & safety practice are maintained the organisers have agreed that that the following site rules:

### **2.3 Fire Risks**

2.3.1 All fire exits and escape routes are to be kept clear of obstruction at all times.

2.3.2 Smoking is NOT permitted in the immediate vicinity of LPG or fuel stores, or where signage indicates.

2.3.3 Cables should not be ran across a fire exit or escape route where this cannot be avoided they should be either buried, flown or ran through trunking or conduit.

2.3.4 Ensure you are Familiar with the location of Portable Fire Fighting Equipment (PFFE) and hoses, and which class of fire they can be used on.

2.3.5 PFFE should where possible only be used by trained competent persons.

2.3.6 Avoid any flammable materials coming into contact with ignition sources such as hot equipment or lighting.

2.3.7 All materials to be used in set construction and temporary structures will be fireproofed to the relevant standards.

2.3.8 Where necessary the correct classification of PFFE is to be positioned near high fire risk areas such as welding equipment, amps and dimmers etc.

2.3.9 You are to be familiar with the venues fire exits and escape routes and you are to bear in mind that the most obvious route could be heavily congested.

2.3.10 Ensure you are familiar with the evacuation procedures and Emergency Form up Points.

## **2.6 Electrical Safety and PAT Testing**

2.6.1 All electrical equipment should be PAT tested and certificates of safety will be available for inspection.

2.6.2 All cabling will be run with sufficient protection from the elements and vermin.

2.6.3 All electricity supplies will be fitted with an RCD preferably set to 30mA 40ms trip. If this is not possible then it should be set at this level for connection and disconnection of equipment.

## **6.13 Fire Safety**

All materials introduced onto the site will, where applicable, be fire retardant to the appropriate British or European Standard.

All concessions will be checked for compliance with fire safety requirements by the on-site providers.

Portable fire fighting equipment (FFE) will be located strategically around the site and crew will be instructed to inform event control of any outbreak of fire. It will be the responsibility of the event management to ensure that the alarm is raised and the Fire Service are called.

Fire access lanes will be kept clear throughout the event.

**Kate Halsall**

---

**From:** Elizabeth Bance  
**Sent:** Tuesday 17 April 2018 14:35  
**To:** Licensing Policy  
**Cc:** Paul Hughes  
**Subject:** Premises application: Trew Fields, Thatched House Farm, Dunsfold Road, Loxhill, Godalming, Surrey, GU8 4BW.

Dear Licensing Policy

Further to your consultation on the below application Environmental Health have the following matters to raise.

**Your reference : WK/201711666**

**Our Reference: WK/201711583**

**Premises Address: Trew Fields, Thatched House Farm, Dunsfold Road, Loxhill, Godalming, Surrey, GU8 4BW.**

**Applicant: Mr William Herman**

- The application gives limited details on the measures being undertaken to ensure that noise from the event does not cause nuisance at neighbouring properties,
- The times applied for regulated entertainment (i.e. to 2am) may cause increased disruption to be created if this application were to be granted ,
- The type of music is not fully described which could also increase the potential impact of this event

I have attempted to contact the applicant this week to discuss the application but am advised that he is currently out of the country and will return on 20<sup>th</sup> April.

Due to the above matters I wish to make a **representation** to this application under the licensing objective of the prevention of public nuisance. As I am aware the applicant should be contactable next week I will speak to them at that time. I will be out of the office on the 20<sup>th</sup> and 23<sup>rd</sup> April so will contact the applicant on the 24<sup>th</sup> April to discuss the application further. If the above concerns are alleviated after speaking to the applicant then this representation will be withdrawn.

If you require any further clarification on this matter please do not hesitate to contact me.

Kind regards

Elizabeth

Elizabeth Bance  
Environmental Health Officer  
Waverley Borough Council  
Tel: 01483 523393  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

## Kate Halsall

---

**From:** Gisella De Gennaro  
**Sent:** Tuesday 17 April 2018 17:34  
**To:** Licensing Policy  
**Cc:** Elizabeth Bance; Alison O'Dell  
**Subject:** FW: Premises application: Trew Fields, Thatched House Farm, Dunsfold Road, Loxhill, Godalming, Surrey, GU8 4BW.

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Licensing Policy

Elizabeth Bance has informed me that drinking water will come from a stand pipe tap. This could be classed as a private distribution network and I will need to check the details of the water supply with them before making any decision as to whether this will be acceptable and if they need to be inspected by the water undertaker and or Environmental Health.

I would like to add this to the Representation, but it can be withdrawn if either the standpipe is passed by the appropriate authorities, it is not considered a PDN after all or the applicant finds another source of water.

Kind Regards

Gisella De Gennaro  
Senior Environmental Health Officer  
Waverley Borough Council  
Tel: 01483 523431  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Elizabeth Bance  
**Sent:** Tuesday 17 April 2018 14:35  
**To:** Licensing Policy  
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**Kate Halsall**

---

**From:** Will Herman [REDACTED]  
**Sent:** Wednesday 25 April 2018 08:46  
**To:** Licensing Policy  
**Subject:** Re: Premises application: Trew Fields, Thatched House Farm, Dunsfold Road, Loxhill, Godalming, Surrey, GU8 4BW.

Hi Kate,

Yes, I can confirm and accept the conditions below.

Many thanks.  
Will

On 25 Apr 2018, at 08:43, Licensing Policy <[Licensing.Policy@waverley.gov.uk](mailto:Licensing.Policy@waverley.gov.uk)> wrote:

Hi Will

Please could you email me to confirm that you accept the below conditions for your proposed licence. Many thanks.

Regards

**Kate Halsall**  
**Licensing Administrator, Policy and Governance**  
Waverley Borough Council, The Burys, Godalming, Surrey, GU7 1HR  
01483 523219 (ext 3219)  
[www.waverley.gov.uk/licensing](http://www.waverley.gov.uk/licensing)

---

**From:** Elizabeth Bance  
**Sent:** Tuesday 24 April 2018 16:55  
**To:** Licensing Policy  
**Cc:** [REDACTED]  
**Subject:** FW: Premises application: Trew Fields, Thatched House Farm, Dunsfold Road, Loxhill, Godalming, Surrey, GU8 4BW.

Dear Licensing Policy

I am writing to confirm that I have spoken to the applicant for this premises licence today.

Mr Herman Agreed to the following matters;

- This licence will apply for one event per year, to be held between May and September
- Regulated entertainment to finish at midnight on Sunday evenings (applied for it to continue until 1am)
- Mr Herman will email me any technical details he receives from the sound engineers employed for the event
- Local residents will be informed of the event prior to it taking place and will be provided with contact details for the organisers
- The site entrance will be manned throughout the event
- A diary will be maintained to log any incidents and complaints received during the events, the diary should include any actions taken to reduce any potential disturbance and/or any other observations.

In addition the organisers should make regular observations to make sure that noise spill does not occur outside of the site.

**The licence must be altered to reflect the new time of midnight on Sunday night for Regulated Entertainment.**

The applicant is reminded that they should generally take all reasonable steps to avoid causing nuisance to neighbouring property and residents while holding their event(s). If justified complaints are received about noise by the Environmental Health department this will be investigated accordingly and relevant enforcement action will be taken if required.

**Please accept this email as confirmation that my representation to this application is now withdrawn.**

If you require any further clarification on this matter please do not hesitate to contact me further.

Kind regards

Elizabeth

Elizabeth Bance  
Environmental Health Officer  
Waverley Borough Council  
Tel: 01483 523393  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

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Kind regards

Elizabeth

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Environmental Health Officer  
Waverley Borough Council  
Tel: 01483 523393  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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