

When calling please ask for:  
Fiona Cameron, Democratic Services Manager  
**Policy and Governance**  
E-mail: [fiona.cameron@waverley.gov.uk](mailto:fiona.cameron@waverley.gov.uk)  
Direct line: 01483 523226  
Calls may be recorded for training or monitoring  
Date: 20 May 2019

Dear All

A Meeting of the LICENSING SUB-COMMITTEE B was held on Monday, 20 May 2019. The decisions were taken at the meeting as set out below.

3 LICENSING ACT 2003 - APPLICATION FOR A NEW PREMISES LICENCE - CRANLEIGH FOLK FESTIVAL, KNOWLE PARK, KNOWLE LANE, CRANLEIGH, SURREY GU6 8JL

During the deliberations the Council's Solicitor was asked to advise the Sub-Committee on suitable wording for their decision.

The Sub-Committee carefully considered the application for a new premises licence, taking into account the representation received from Cranleigh Parish Council, statutory guidance and the Council's Statement of Licensing Policy 2018-2023. Cranleigh Parish Council made no further representations at the meeting.

The Sub-Committee agreed to grant the licence as it did not consider that there was sufficient substantiated evidence to reject the application.

The Sub-Committee noted that the applicant had agreed conditions with Surrey County Council and Waverley Borough Council Environmental Health to address concerns of protection of children from harm and prevention of public nuisance.

The Sub-Committee, having been notified by the applicant that they wished to provide sufficient 'drinking up' time, agreed to amend the times for sale of alcohol to 23:20 on Friday and Saturday and 22:20 on Sunday, which was accepted by the Sub-Committee.

Additionally, the applicant advised that in reference to the Operating Schedule as set out in the application, this should be amended so as to provide vehicular

access to and from the site via Alfold Road only. The Knowle Lane access would only be used for production and servicing traffic.

The applicant produced a plan showing where the main event area would be located, and the Sub-Committee agreed that licensable activities should take place only in "Area A", to the north east of the site, as identified on a plan submitted by the applicant. Any changes to the siting of this area within the premises in future years could be made by way of a minor variation application.

The Sub-Committee added conditions to the licence as follows. The additional conditions are proportionate and appropriate to address the licensing objectives relating to Public Safety and Prevention of Nuisance.

The following conditions are imposed on the Licence:

- The premises licence is limited to one event per calendar year, held in September consisting of 3 consecutive days only (Friday, Saturday, Sunday).
- The premises licence holder shall produce an Event Management Plan, Fire Risk Assessment, and Crowd Management Plan (including arrangements for access and egress) for the event. The Event Management Plan shall contain the following:
  - A traffic management plan
  - The evacuation procedure
- The Event Management Plan, Fire Risk Assessment, and Crowd Management Plan shall be submitted to Surrey Fire and Rescue Service, Surrey Police, Waverley Borough Council Environmental Health and the licensing authority for approval each year at least 28 days prior to the start of each event. Copies of this documentation shall be retained on site while licensable activities are being provided, and shall be made available to any of the responsible authorities, as defined by the Licensing Act 2003, upon request.
- No licensable activities shall be permitted to take place under this licence unless the Event Management Plan, Fire Risk Assessment, and Crowd Management Plan for the event have been approved by Surrey Fire and Rescue Service, Surrey Police, Waverley Borough Council Environmental Health and the licensing authority. Any deviation from this documentation during the event shall only be made in exceptional circumstances, and the details shall be recorded in the event log with detailed reasons at the time. These changes must be raised at the next available Safety Advisory Group meeting.
- Contact telephone numbers for the designated premises supervisor, event managers and site manager shall be provided to Surrey Fire and Rescue Service, Surrey Police, Waverley Borough Council Environmental Health and the licensing authority before the start of each

annual event.

- No glass drinking vessels or containers (including bottles) of any sort may be provided to, or used by, customers on the premises.
- All litter shall be cleaned from the site and all waste collected is to be disposed of as trade waste.

The Sub-Committee advised the applicant that they had a right of appeal with the Magistrates' Court within 21 days of the decision being received in writing.