

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>Please give further details here</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>State any seasonal variations for the exhibition of films</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>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</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><u>Will the performance of live 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)		
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><u>State any seasonal variations for the performance of live music</u></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><u>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</u></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			
Mon			<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.		
Tue					
Wed			<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		
Thur					
Fri	0900	0200	<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)		
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	<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)
Mon			
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

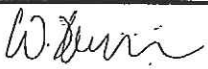
- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, 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**

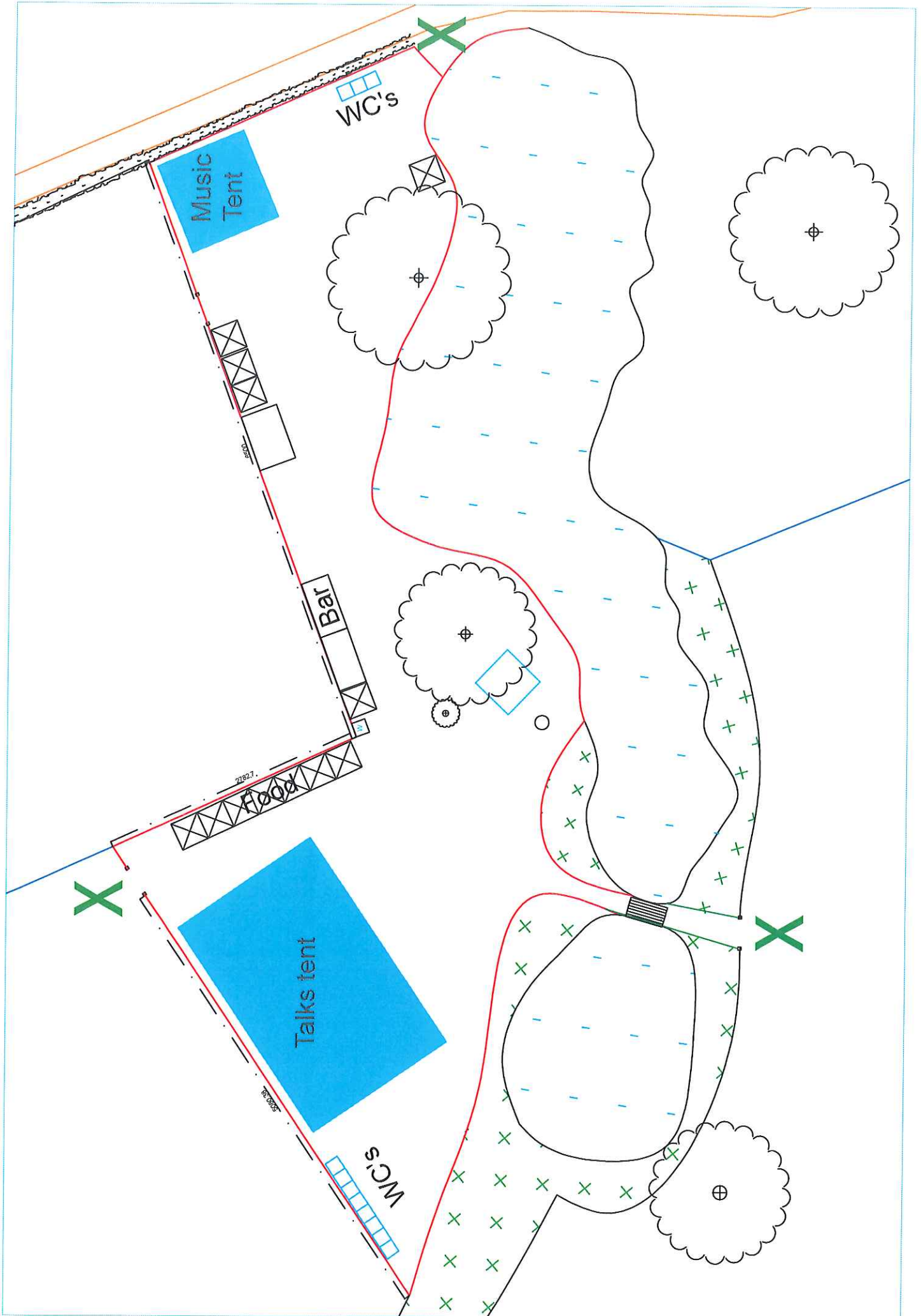
- A recognised 'Proof of Age' scheme shall be implemented to the satisfaction of the Licensing Authority and the Police with signage being displayed in all locations relevant to the sale of alcohol.
- Notices will be prominently displayed at the point of sale that state 'It is an offence to purchase 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.



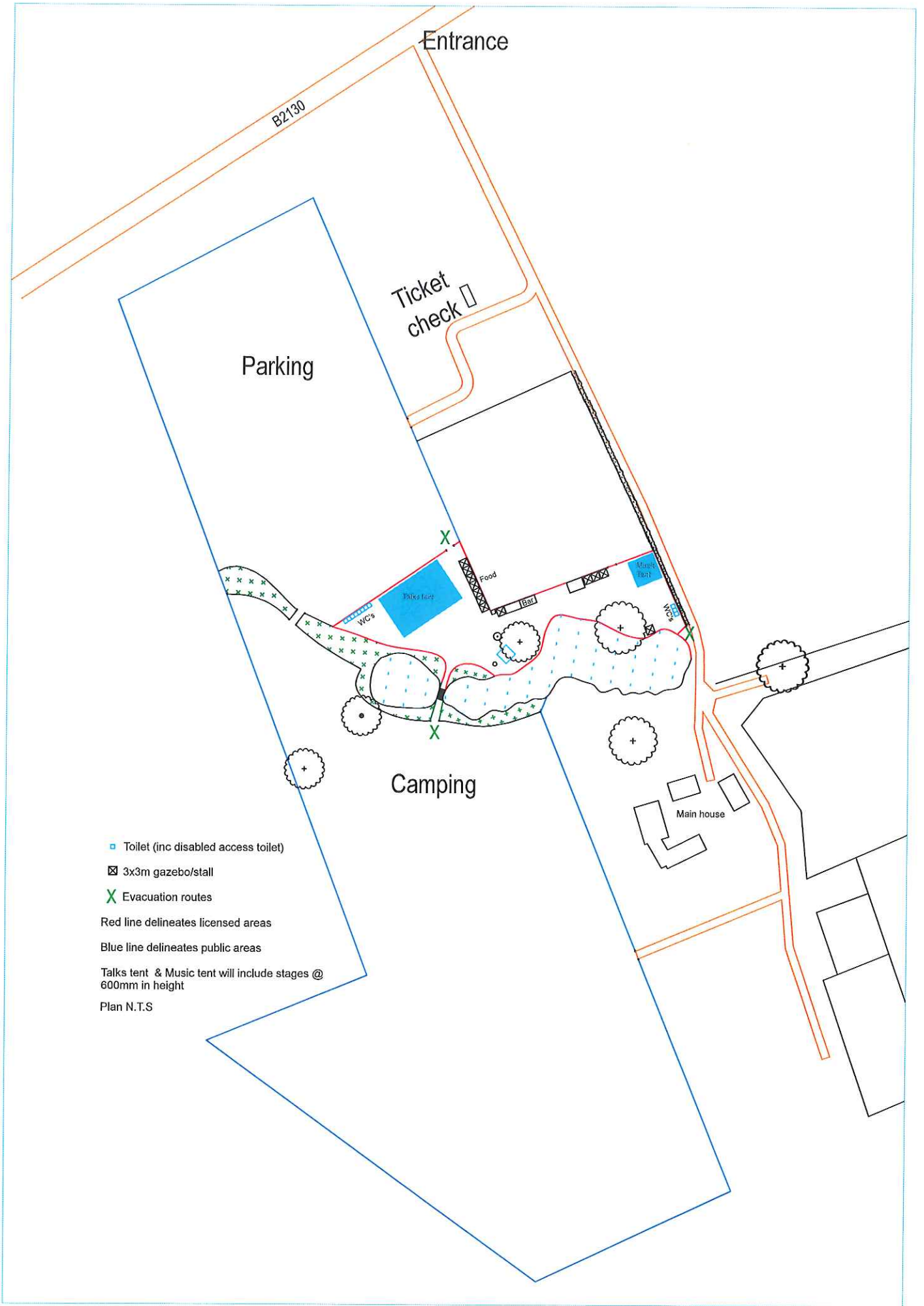
**e) The protection of children from harm, continued:**

- 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

