

**Kate Halsall**

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**From:** Howard Cherry < >  
**Sent:** Tuesday 16 April 2019 15:13  
**To:** Licensing Policy  
**Subject:** RE: Cranleigh Folk Festival

Hi Kate,

Yes, we've spoken through these points with the Environmental Health team and don't have any particular objections to these points.

Are you able to tell me if you've had any relevant objections to the license application so far? Would be nice to think this would be finalised on Friday..

Thanks,

Howard

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**From:** Kate Halsall <Kate.Halsall@waverley.gov.uk> **On Behalf Of** Licensing Policy  
**Sent:** 16 April 2019 15:09  
**To:** Howard Cherry < >  
**Subject:** FW: Cranleigh Folk Festival

Dear Mr Cherry

Please could you confirm that you agree to the below conditions put forward by Environmental Health to be added to the Operating Schedule under (d) Prevention of public nuisance.

Regards

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

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**From:** Elizabeth Bance  
**Sent:** Tuesday 16 April 2019 14:31  
**To:** Licensing Policy  
**Subject:** FW: Cranleigh Folk Festival

Dear Licensing Policy

With regards to the below application;

Premises	Application	Applicant	Last Reqs Date
Type	Address		
Cranleigh Folk Festival 8JL 1170	New 18/04/2019	Knowle Park, Knowle Lane, Cranleigh GU6	

The addition of Noise Management Plan conditions has been discussed with the applicant (see email chain below). The following conditions are therefore requested to be added to the licence when it is issued.

If you require any further details please do let me know.

Kind regards

Elizabeth

Recommended conditions to be added to the operating schedule:

1. Noise from the Event must not unreasonable disturb other people
2. The Premises Licence Holder shall produce a Noise Management Plan (NMP) in respect of the event. The NMP shall be submitted to the Licensing Authority for agreement no later than 28 days prior to the commencement of the event. No alteration to the NMP after this date shall be made by the Licence Holder, except with the written consent of the Licensing Authority.
3. The NMP shall contain the methodology which shall be employed to control sound produced on the premises, in order to comply with the premises licence. The NMP must include all of the arrangements for preventing public nuisance and consultation with neighbours and shall include;
  - I. An inventory of all sound systems to be used on the site
  - II. A Schedule of contact details for those who are responsible for the sounds systems
  - III. A List of any stages together with , a schedule of their location, orientation and shut down times.
  - IV. Permitted noise levels, assessment methods and monitoring locations.
  - V. Management command and communication structure/methods for ensuring permitted noise levels and finish times are not exceeded.
  - VI. Dissemination of information to neighbours and arrangement for provisions of a hotline number for dealing with complaints
  - VII. Actions to be taken following complaints.
4. The Premises Licence Holder shall ensure compliance with all aspects of the Noise Management Plan at all times.
5. At least 7 days prior to an event the Premises Licence Holder shall provide to the licencing authority a telephone number for contacting the licence holder, or a nominated representative, during the course of the event.

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**From:** Elizabeth Bance  
**Sent:** Tuesday 16 April 2019 14:22  
**To:** 'Howard Cherry'  
**Subject:** RE: Cranleigh Folk Festival

Hi Howard

Thank you for your quick response. I will let Licensing know that this has been agreed and was discussed with you earlier.

Kind regards

Elizabeth

**From:** Howard Cherry [redacted]  
**Sent:** Tuesday 16 April 2019 13:58  
**To:** Elizabeth Bance  
**Subject:** RE: Cranleigh Folk Festival

Hi Elizabeth,

I've had a quick catch up with Tom and we have no particular issues with the suggestions you're making below.

Thanks,

Howard

**From:** Elizabeth Bance <Elizabeth.Bance@waverley.gov.uk>  
**Sent:** 16 April 2019 12:37  
**To:** Howard Cherry <[redacted]>  
**Subject:** Cranleigh Folk Festival

Dear Mr Cherry

Thank you for taking the time to speak to me earlier.

With regards to the application for a licence for the Cranleigh Folk Festival I wonder if you would be able to confirm if you are happy with the below wording for your licence conditions. The Noise Management Plan would then be requested prior to the festival taking place, we would not expect to see this before the licence is granted.

In order to promote the prevention of public nuisance I would recommend some conditions are attached to the premises licence as part of your operating schedule. Please do read the below carefully and let me know if you have any questions about what is being suggested. If you are happy with the below let me know and I will speak to our licensing team to get this added, equally if you do not consider that any of the below are a reasonable request let me know and we can consider suitable alternative wording.

Recommended conditions to be added to the operating schedule:

1. Noise from the Event must not unreasonable disturb other people
2. The Premises Licence Holder shall produce a Noise Management Plan (NMP) in respect of the event. The NMP shall be submitted to the Licensing Authority for agreement no later than 28 days prior to the commencement of the event. No alteration to the NMP after this date shall be made by the Licence Holder, except with the written consent of the Licensing Authority.
3. The NMP shall contain the methodology which shall be employed to control sound produced on the premises, in order to comply with the premises licence. The NMP must include all of the arrangements for preventing public nuisance and consultation with neighbours and shall include;
  - I. An inventory of all sound systems to be used on the site
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    - IV. Permitted noise levels, assessment methods and monitoring locations.
    - V. Management command and communication structure/methods for ensuring permitted noise levels and finish times are not exceeded.
    - VI. Dissemination of information to neighbours and arrangement for provisions of a hotline number for dealing with complaints
    - VII. Actions to be taken following complaints.

4. The Premises Licence Holder shall ensure compliance with all aspects of the Noise Management Plan at all times.
5. At least 7 days prior to an event the Premises Licence Holder shall provide to the licencing authority a telephone number for contacting the licence holder, or a nominated representative, during the course of the event.

Please let me know if you are happy with these conditions being attached to your licence.

If you have any other queries please do let me know.

Kind regards

Elizabeth

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

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