

wk/202210016

28/4/23  
Fee?



**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 Valentine Hutley and Francis Hutley

*(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 Slades Farm, Thorncombe street, Bramley,			
Post town	Guildford	Postcode	GU5 0LT

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

**Part 2 - Applicant details**

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

- |    |  |                                     |                             |
|----|--|-------------------------------------|-----------------------------|
| a) | an individual or individuals *                       | <input checked="" type="checkbox"/> | please complete section (A) |
| b) | a person other than an individual *                  |                                     |                             |
|    | i as a limited company/limited liability partnership | <input type="checkbox"/>            | please complete section (B) |
|    | ii as a partnership (other than limited liability)   | <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)  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 Hutley			First names Valentine		
Date of birth over		I am 18 years old or		<input checked="" type="checkbox"/> Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname Hutley			First names Francis		
Date of birth over		I am 18 years old or		<input checked="" 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
01	05	2023

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

DD	MM	YYYY

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

A rural site existing of farm buildings and an existing Glamping site (of approx 6 yurts) and extensive land. A small festival has taken place in 2022 as outlined on the attached plan.  
 The site sits within the confines of Thorncombe Street with the town of Godalming to the NW and villages of Grafham to the East and Hascombe to the South.  
 Please see attached OS map.

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

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)  Predominately acoustic (guitars during meditation/retreats etc). Low powered amplification may be used at times. Stage PA reinforcement for annual SladesFest.		
Mon	10:00	21:00			
Tue	10:00	21:00			
Wed	10:00	21:00	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)		
Thur	10:00	21:00			
Fri	10:00	23:00	<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	10:00	23:00			
Sun	10:00	23:00	Annual SladesFest (one weekend only) - Main Stage to finish at 23:00. Smaller dance stage to continue to 05:00 on Saturday and Sunday morning. See below regards noise nuisance. <a href="#">Read here</a>		

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	10:00	21:00	<b><u>Please give further details here</u></b> (please read guidance note 4)  Predominately low amplified background for fairs, teaching purposes, walk-in etc. DJ sets at annual SladesFest (PA system)		
Tue	10:00	21:00			
Wed	10:00	21:00	<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Thur	10:00	21:00			
Fri	10:00	23:00	<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	10:00	23:00			
Sun	10:00	23:00			

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	12:00	23:00			
Tue	12:00	23:00			
Wed	12:00	23:00			
Thur	12:00	23:00			
Fri	12:00	23:00			
Sat	12:00	23:00			
Sun	12:00	23:00			
			<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)		
			Annual SladesFest (one weekend only) - one bar (adjacent to dance stage) to continue to 05:00 on Saturday and Sunday morning.		

**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		Valentine Hutley	
<b>Date of birth</b>			
Address			
Postcode			
Personal licence number (if known)			
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).

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	09:00	23:00	<p><b><u>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</u></b> (please read guidance note 6)</p> <p>Annual SladesFest (one weekend only) - Smaller dance stage to continue to 05:00 on Saturday and Sunday morning. Attendees to stay overnight on campsite between 12:00 on Friday to 12:00 on Sunday.</p>
Tue	09:00	23:00	
Wed	09:00	23:00	
Thur	09:00	23:00	
Fri	09:00	23:00	
Sat	09:00	23:00	
Sun	09:00	23:00	

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 attached

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

Please see attached

c) **Public safety**

Please see attached

d) **The prevention of public nuisance**

Please see attached

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

Please see attached

*As attached to Premises Licence Application in the names of Valentine Hutley and Francis Hutley*

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

The provision and promotion of the following activities;

- Christmas/Easter/Summer fairs – charitable fairs selling a variety of handmade Jewellery, Paintings, and other hand-crafted products.
- Community driven walks
- Midnight Steeple Chase
- Eco Conferences - Earth Wellth is a wellness co-operative in the Surrey area. They run wellness programs, day retreats, corporate programs and activities days based around all aspects of wellbeing with a focus on nutrition, organic diets, and energy medicine. They are looking to run 12 retreats days per year and well as multiple corporate programs
- Yoga and Meditation days/retreats – the existing glamping business are looking to expand this offering and formalise it into a set of retreats and workshops run by external teachers available to both customers of the glamping site and the wider public.
- Biodiversity and Land Management conferences - in conjunction with the Land App and Thorncombe Street pilot project, which includes Surrey wildlife trust and the National Trust. Slades Farm is becoming a case study for Biodiversity efforts, and it wants to expand these meetups and events to a set of conferences to share this knowledge.
- SladesFest – following a trial festival last summer (under a TEN) to expand the capacity of the annual charity festival to approx. 1500 pax.

All of the above experiences are designed with both enjoyment and importantly public safety in mind as outlined below. The provision of music (both featured and background) may be used to enhance the guest experience.

Through a variety of means (signage, stewarding, site maps etc) guests will be made aware of evacuation, first aid/medical and welfare arrangements (such as toilets etc). Guests will be monitored by and have access to the Slades Farm operation personnel at all times. A licensed bar facility will be available at some of the events outlined above. Such provision will be provided in line with the detail outlined below.

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

Expected capacity is max 1500 pax at any one time to prevent overcrowding which could lead to crime and disorder. A proof of age policy is in place in line with current guidance (Challenge 25) will be implemented where appropriate (such as during the sale of alcohol). A detailed "Customer Code of Conduct" is displayed on the respective event website and literature advising customers that if they act in an inappropriate manner they could be barred from all licensed premises in the vicinity. Any restrictions on the admission of children to the premises are conspicuously displayed outside the premises and under 16's will require parental supervision at all times.

We have a policy on the safe management of large groups, i.e. hen and stag parties, where these are allowed to attend.

#### **CCTV**

For certain events a CCTV system, working to the satisfaction of the licensing authority, shall be installed for both the purposes of screening guests on arrival and assisting guests throughout their experience and for the purposes of prevention of crime and disorder. A notice will be displayed adjacent to the entrance advising CCTV is in operation and it shall be always manned by Slades Farm personnel (or their nominated security provider) the site is in operation. A CCTV policy will be available on request.

#### **Sale of Alcohol and Regulated Entertainment**

A Personal Licence holder or a named and trained individual operating on their behalf will be in attendance at all times when alcohol is being sold or regulated entertainment is being provided.

Where glass bottles are to be used the contents will be decanted into plastic or toughened glasses where it is not intended that the contents are to be consumed direct from the bottle. Customers will not be permitted to take containers of alcohol on to or away from the premises.

#### **Drugs**

Anti-drugs policy in place. The Police will be notified of all seizures of controlled drugs.

#### **Security/SIA**

Where necessary and in line with the Risk Assessment, clearly identifiable (through the use of identification badges and reflective tabards) SIA door supervisors will be employed. SIA staff will be issued with a radio linked to the Slades Farm control staff and a register shall be maintained. Additional NVQ Level 2 stewards will be provided in accordance with the event specific Risk Assessment.

#### ***c) Public safety***

##### **Fire**

A suitable Fire Risk Assessment has been undertaken of the premises and the necessary control measures implemented.

All exit doors (where they exist) are easily operable without the use of a key, card, code or similar means and open outwards or are secured in the open position if this is not the case. Exit doors are regularly checked to ensure they function satisfactorily. Records of all these checks are kept and can be produced on request. All removable security fastenings are removed whenever the premises are open to the public or staff. All fire doors are maintained unobstructed and effectively self-closing and will not be held open other than with approved devices. Fire resistant doors to service shafts, ducts and cupboards are kept locked shut.

Temporary structures (such as tents/marquees), hangings, curtains and temporary decorations are maintained in a flame-retardant condition and upholstered seating is fire retardant and complies with current fire safety regulations. Wall and ceiling finishes are fire resistant to the appropriate standard.

## **General**

Free drinking water will be available at all times when the premises is open to the public and taps are labelled as such.

A policy is in place for escorting all patrons from the premises to a licensed taxi or private hire vehicle should a request be made.

A complete no smoking policy (inc e-cigarettes) is in operation at all times within permanent premises. Smoking is allowed at outdoor events and suitable and sufficient means of cigarette disposal will be provided.

A continuous and accurate record is maintained of the number of guests within the premises (via the booking and check-in process). These records are available upon request.

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

Licensed music is generally for the purposes of background ambiance only (such as the teaching of classes, walk-in etc) with the exception of the annual SladesFest where the music is featured across two stages (one operating between 1200 and 2300, and the other 1200 and 0500).

Noise or vibration from the premises will be maintained at a level that will not be audible at the façade of any neighbouring noise sensitive premises. Following a trial in summer 2022 no known complaints were received by WBC EHO or Slades Farm.

A noise consultant will be employed for SladesFest both during the design of the site and orientation of the PA and to monitor noise levels during the live event.

Disposal of empty bottles into waste receptacles outside the premises will not be permitted to take place between the hours of 23:00 hrs and 07:00 hrs to minimise disturbance to nearby occupiers.

A transport plan is being considered in order to decrease the risk of customers causing nuisance or disturbance to residents or local business when departing SladesFest. Patrons will be provided with information about the provision of transport (e.g. on a notice board near the exit) and to provide free phone links to mini cab companies etc.

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

The premises has a clear policy for restricting access for children unless accompanied by an adult whilst on the premises.

When children are allowed on the premises, an area of such a size and design that it genuinely provides a suitable, comfortable area for children and families wishing to be separated from areas where alcohol is being served will be available.

For the annual SladesFest we also recommend bringing and using ear protection on children for their own comfort. Likewise, it is not recommended that young children get too close to the sound systems for the Main Stage. It is also worth noting that the music on the main stage will go on until 11pm at which time children (and their carers) must leave.

A child protection policy is available on request.

Any fittings, hangings, curtains and temporary decorations are located so as not to obstruct exits, fire safety signs or fire-fighting equipment.

Notices detailing the actions to be taken in the event of fire or other emergency are prominently displayed and maintained in good condition. Such actions are also explained to customers during their briefing (where applicable for retreats/conferences etc) prior to the experience.

Access is provided for emergency vehicles and kept clear and free from obstruction at all times.

For permanent structures fire drill and emergency lighting tests are conducted weekly. Records of these tests are available upon request.

All fire exits and means of escape are signed in accordance with BS5499: Part 1: Specification for Fire Safety Signs : 1990

In the absence of adequate daylight suitable and sufficient artificial lighting is provided and maintained in any area accessible to the public. Emergency lighting is installed and regularly maintained. The emergency lighting battery has a capacity of 15 minutes to allow adequate evacuation of the premises/site. Emergency lighting tests are conducted monthly. Records of these tests are available upon request.

All Slades Farm personnel have been trained in fire and emergency evacuation procedures. Adequate arrangements exist to enable the safe movement within the premises of disabled people and their safe evacuation in the event of an emergency.

#### **First Aid**

Adequate and appropriate First Aid equipment and materials are available on the premises and at least one suitable trained First Aider will be on duty when the public are present. For larger events medical provision will be provided in accordance with the Event Management Safety Plan/Purple Guide. First Aiders are trained to deal with drug, alcohol and mental health related problems.

#### **Safety Inspections**

The permanent premises have either a current and satisfactory National Inspection Council (for) Electrical Installation Contracting (N.I.C.E.I.C.) or Electrical Contractors Association (E.C.A.) periodic electrical installation and emergency lighting report. An inspection is carried out every year and a new report will be obtained each time.

Temporary installations will have a certificate issued by a suitably qualified and competent person confirming the safety of all electrical infrastructure installed at the premises.

The premises have current and suitable £10 million Public Liability Insurance. A certificate will be obtained each year and displayed at the premises.

The premises have current certificates of inspection for all portable firefighting equipment and the fire detection system. An inspection is carried out every 6 months and new certificates will be obtained at these intervals.

Temporary installations/sites will have firefighting equipment supplied in accordance with the Event Specific FRA.

#### **Food Safety**

The premises and any vendors will comply with all food safety regulations. Rubbish bins and glass refuse will be maintained away from public access and emptied on a regular basis.

**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 or my share code issued by the Home Office online right to work checking service (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, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
--------------------	---

Signature	
Date	23/03/2023
Capacity	

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	23/03/2023
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Alex Ralls, Production Manager			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			