

18101001/LAPRS

£190 paid



Tunbridge Wells
Application for a premises licence
Licensing Act 2003

LICENSING PARTNERSHIP	
27 MAR 2018	
SEVENOAKS DISTRICT COUNCIL	contact
licensing@sevenoaks.gov.uk	
Telephone: 01732 227004	

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

Woodlands

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☒ Yes☐ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Rachel

* Family name

Twigg

* E-mail

~~XXXXXXXXXX@XXXXXX~~

Main telephone number

XXXXXXXXXX

Include country code.

Other telephone number

XXXXXXXXXX

☒ Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

☒ Applying as a business or organisation, including as a sole trader☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is the applicant's business registered in the UK with Companies House?

☒ Yes☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

4776465

Business name

Event Production Management London

If the applicant's business is registered, use its registered name.

VAT number

-

814833038

Put "none" if the applicant is not registered for VAT.

Legal status

Private Limited Company

Continued from previous page...

Applicant's position in the business

Owner

Home country

United Kingdom

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Archer house

Street

Britland Estate, Northbourne road

District

City or town

Eastbourne

County or administrative area

E Sussex

Postcode

BN22 8PW

Country

United Kingdom

Agent Details

* First name

Steven

* Family name

Douglas

* E-mail

Main telephone number

~~01323 812345~~

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☐ An agent that is a business or organisation, including a sole trader

A sole trader is a business owned by one person without any special legal structure.

☒ A private individual acting as an agent

Your Address

Address official correspondence should be sent to.

* Building number or name

2

* Street

Hamilton Road

District

Church Crookham

* City or town

Fleet

County or administrative area

Hampshire

* Postcode

GU52 6AS

* Country

United Kingdom

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Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name	Risden Farm
Street	Risden Lane
District	
City or town	Hawkhurst
County or administrative area	Kent
Postcode	TN18 5DU
Country	United Kingdom

Further Details

Telephone number	
Non-domestic rateable value of premises (£)	0

Section 3 of 21**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities.
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

Section 4 of 21**NON INDIVIDUAL APPLICANTS**

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

Rachel Twigg

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start 10:00

End 00:00

Start

End

TUESDAY

Start 10:00

End 00:00

Start

End

WEDNESDAY

Start 10:00

End 00:00

Start

End

THURSDAY

Start 10:00

End 01:00

Start

End

FRIDAY

Start 10:00

End 00:00

Start

End

SATURDAY

Start 10:00

End 00:00

Start

End

SUNDAY

Start 10:00

End 00:00

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Will the performance of a play take place indoors or outdoors or both?

☐ Indoors

☐ Outdoors

☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Continued from previous page...

Director of an Event production business

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

You must enter a telephone number

Telephone number

Other telephone number

* Date of birth

dd / mm / yyyy

* Nationality

British

Documents that demonstrate entitlement to work in the UK

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start?

15 / 05 / 2018
dd mm yyyy

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

dd / mm / yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

We aim to operate a general event space throughout the year with occasional use for small events such as wedding etc. The main use of the space will be a family event with some live music in June each year. All events will be directly managed by the parent company and the space will not be sub let to alternative event companies.

Continued from previous page...

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

We are planning to provide occasional plays or theatre evenings if music is provided it would be amplified

State any seasonal variations for performing plays

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start 10:00

End 00:00

Start

End

TUESDAY

Start 10:00

End 00:00

Start

End

WEDNESDAY

Start 10:00

End 00:00

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

Continued from previous page...

THURSDAY

Start 10:00

End 01:00

Start

End

FRIDAY

Start 10:00

End 01:00

Start

End

SATURDAY

Start 10:00

End 01:00

Start

End

SUNDAY

Start 10:00

End 00:00

Start

End

Will the exhibition of films take place indoors or outdoors or both?

☐ Indoors

☐ Outdoors

☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

We are planning to occasionally run a drive in cinema or similar activity and use a headphone system for the audio

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

none

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

none

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Continued from previous page...

Will you be providing indoor sporting events?

☐ Yes

☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

☐ Yes

☒ No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start 10:00

End 00:00

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start 10:00

End 00:00

Start

End

WEDNESDAY

Start 10:00

End 00:00

Start

End

THURSDAY

Start 10:00

End 01:00

Start

End

FRIDAY

Start 10:00

End 01:00

Start

End

SATURDAY

Start 10:00

End 01:00

Start

End

Continued from previous page...

SUNDAY

Start 10:00

End 00:00

Start

End

Will the performance of live music take place indoors or outdoors or both?

☐ Indoors

☐ Outdoors

☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

We aim to run 1 event where music will be featured in June plus aim to be able to provide other events through the year where music could feature. This music would be amplified.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start 10:00

End 00:00

Start

End

TUESDAY

Start 10:00

End 00:00

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

WEDNESDAY

Start 10:00

End 00:00

Start

End

THURSDAY

Start 10:00

End 01:00

Start

End

FRIDAY

Start 10:00

End 01:00

Start

End

SATURDAY

Start 10:00

End 01:00

Start

End

SUNDAY

Start 10:00

End 00:00

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

☐ Indoors

☐ Outdoors

☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

We would aim to play recorded music wherever we had an event running. This music would be amplified but could be played via headphones (silent disco) where appropriate.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

Continued from previous page...

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PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

☐ Yes

☒ No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start 10:00

End 00:00

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start 10:00

End 00:00

Start

End

WEDNESDAY

Start 10:00

End 00:00

Start

End

THURSDAY

Start 10:00

End 01:00

Start

End

FRIDAY

Start 10:00

End 01:00

Start

End

SATURDAY

Start 10:00

End 01:00

Start

End

SUNDAY

Start 10:00

End 00:00

Start

End

Give a description of the type of entertainment that will be provided

Continued from previous page...

Members of the public dancing along to live or recorded music, potentially fitness style gatherings where exercise to recorded music could occur

Will this entertainment take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Amplified music would be used with the potential to use headphones

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start 23:00

End 00:00

Start

End

TUESDAY

Start 23:00

End 00:00

Start

End

Give timings in 24 hour clock.

(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

WEDNESDAY

Start 23:00

End 00:00

Start

End

THURSDAY

Start 23:00

End 01:00

Start

End

FRIDAY

Start 23:00

End 01:00

Start

End

SATURDAY

Start 23:00

End 01:00

Start

End

SUNDAY

Start 23:00

End 00:00

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

☐ Indoors

☐ Outdoors

☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Supply of catering to guests

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

None

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start 10:00

End 00:00

Start

End

TUESDAY

Start 10:00

End 00:00

Start

End

WEDNESDAY

Start 10:00

End 00:00

Start

End

THURSDAY

Start 10:00

End 01:00

Start

End

FRIDAY

Start 10:00

End 01:00

Start

End

SATURDAY

Start 10:00

End 01:00

Start

End

SUNDAY

Start 10:00

End 01:00

Start

End

Give timings in 24 hour clock.

(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Will the sale of alcohol be for consumption:

☒ On the premises

☐ Off the premises

☐ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

Continued from previous page...

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Steven

Family name

Douglas

Date of birth

05 / 08 / 1973
dd mm yyyy

Enter the contact's address

Building number or name

2

Street

Hamilton road

District

Church Crookham

City or town

Fleet

County or administrative area

Hampshire

Postcode

GU52 6AS

Country

United Kingdom

Personal Licence number
(if known)

HARTDC12/00201/LAPER

Issuing licensing authority
(if known)

HART DISTRICT COUNCIL

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

Continued from previous page...

- ☐ Electronically, by the proposed designated premises supervisor
- ☒ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

NONE

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start 00:00

End 00:00

Start

End

SUNDAY

Start 00:00

End 00:00

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

NONE

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

NONE

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LICENSING OBJECTIVES

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

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

List here steps you will take to promote all four licensing objectives together.

General Licensing steps will include the creation of a 3 category system for the running of the premises. Each category will dictate the length to which the venue goes to deliver the licensing objectives in terms of solutions and measures.

These 3 categories mainly will reflect the need to uplift resources or measures adopted, commensurate with the risk of the event.

Each category carries a varying number of staffing, resources & measures needed to mitigate the risk to the objectives and is based on 2 main criteria.

- 1) The type of event
- 2) The number of persons attending the event

In addition to the categories:

G1 (a) We will provide well trained staff who will contribute to our well run premises and we will take a responsible approach to the sale of alcohol, provision of entertainment. Formal qualifications for our staff, either to Personal Licence level or to another appropriate standard recognised by bodies such as the British Institute of Innkeepers (BII).

Continued from previous page...

- (b) All staff will be advised of licensing law in writing before they are allowed to serve alcohol.
- (c) Training will also be provided on premises' specific policies relevant to the operation of the business.
- (d) A record will be kept of the date and name of person trained or advised and be made available for inspection by the police or licensing authority.
- (e) We will work with the relevant authorities and our neighbours to ensure a healthy relationship of openness and transparency is fostered.
- (f) We will conduct internal evaluations on our business to measure the effectiveness of our policies and practices. This will ensure that what we are doing to promote the objectives is current and in the interest of all relevant parties.

b) The prevention of crime and disorder

Our measures to reduce or remove the risk of crime and disorder are:

CD1 (a) A CCTV system will be at the premises for relevant events where the risk of increased crime etc. may occur. The cameras will cover internal areas accessible to the public and areas immediately outside the premises. The date and time settings on the system will be correct. All camera systems will be installed on an event by event basis and there will be no permanent system in place at the venue when it is not being used as it is an empty field.

(b) The recordings will be in real time and on hard drive with the availability to copy disks for other agencies such as the police.

(c) Recordings will be kept for a minimum period of 31 days.

(d) Staff will be trained in the maintenance and operation of such systems with a record kept of the date and name of person trained. Records will be made available for inspection by the police or licensing authority.

(e) A trained member of staff will be on duty to operate the system whenever the premises are in use and operating a system.

CD2 (a) Security staff and/or stewards will be employed at the venue to supervise admissions and customers inside the venue. (See category table for numbers)

(b) Any person performing the role of a door supervisor will be licensed with the Security Industry Authority (SIA) and SIA badges will be clearly displayed whilst working.

(c) Security staff will be easily identifiable by wearing a uniform, high visibility jackets or arm bands.

(d) Security staff will sign into a register detailing their full SIA licence number, their name, contact details and the time and date their duty commenced and concluded.

(e) Stewards and other staff at the premises will also be easily identifiable. Stewards will not be used for supervision of the door.

CD3 (a) Effective security policies based on risk assessments will protect our premises, staff and customers from threats, conflict or violence.

(b) Security policies will be formulated in consultation with a police crime prevention officer as well as our security provider.

Continued from previous page...

(c) Staff will be aware of a premises security policy with a record kept of the date and name of person trained. Records will be made available for inspection by the police or licensing authority.

(d) Premises will be searched inside and out for suspect packages before, during and after opening hours. Staff will be trained to remain vigilant during opening hours and report any suspicious activity to the Police.

CD4 Security reviews will be held regularly and at least every three months with minutes kept.

CD5 (a) Daily staff briefing and debriefing will be held to improve working practices in the premises.

(b) Briefings will be informal but any problems identified and remedial action taken will be recorded with records kept in the main office.

Crime including conflict, violence or aggression in and around the premises

CD6 An admissions policy including any age restrictions, expected dress standards or the screening of hand bags will be widely publicised on any promotional material and our website and clearly displayed at the entrance to the premises as per the risk related categories.

CD7 (a) Ejecting or refusing entry to persons from the premises will occur if they do not meet our admissions standards or they are known to be violent or aggressive.

(b) In such cases, an entry will be made in an incident log book

CD8 (a) A policy to manage capacity will be adopted to prevent overcrowding and patrons possibly becoming aggressive through accidental jostling.

(b) For all events/nights, the use of clickers is essential to record the number of patrons inside the premises.

(c) Consideration will be given to deliberately running below capacity to afford a comfort factor to our patrons and avoid conflict, violence or aggression within the premises.

Crime including conflict, violence or aggression in and around the premises

CD9 (a) Alternatives to glass drinking vessels will be provided to prevent glassware being used as an assault weapon.

(b) Drinking vessels made from plastic or polycarbonate would be used in such cases.

CD10 (a) Measures to preserve a crime scene until police arrival, following the outbreak of disorder or any other crime will be clearly documented in a policy.

(b) Such a policy will be formulated in consultation with a police crime prevention officer.

(c) All staff will receive training on the policy with a record kept of the date and name of person trained. Records will be made available for inspection by the police or licensing authority

CD11 (a) Staff training in conflict management will be provided to give them the knowledge and confidence to deal with difficult situations and reduce crime and disorder at the premises.

(b) Training will also cover dealing with, logging and reporting incidents if they occur.

(c) A record will be kept of the date and name of person trained. Records will be made available for inspection by the police

Continued from previous page...

or licensing authority.

Drugs and weapons being brought into the premises

CD12 (a) A zero tolerance policy to the use of drugs and carrying of weapons in the premises will be adopted with a clear "no search no entry" message.

Drugs and weapons being brought into the premises

CD13 (a) Effective search policies will be introduced in order to minimise the opportunity for drugs and weapons to be brought into our licensed premises.

Search policies will be advertised widely on tickets, promotional leaflets and on websites and prominently in the premises entrance and queuing area.

(b) All Security staff will be trained on search policies with a record kept of the date and name of person trained. Records will be made available for inspection by the police or licensing authority.

CD14 Calling the police if customers are suspected of being in possession of drugs or weapons. All staff will be made aware of this requirement.

CD15 (a) Seizing, retaining and documenting any drugs or weapons found with a clear audit trail and a process for surrendering them to the Police will be in place.

(b) A search policy will clearly set out procedures that must be followed by staff should they find drugs or weapons during a search including circumstances when the police should be called; the use of tamper proof bags and safe storage of seized items in a lockable box; details that need to be recorded and how/when seized items should be surrendered to the police will be in place.

Drugs and weapons being brought into the premises

CD16 Drug awareness training will be provided for all staff. Records will be made available for inspection by the police or licensing authority.

CD17 A lost and found policy will be in place in relation to lost/found property at the premises. The policy will include procedures regarding the logging and disposal of property and in particular any valuable property. Passports and any other ID found will be handed in to any police station.

Disorder from customers queuing to enter the premises or when leaving the premises

CD18 We will reduce the potential for excessive queue lines with a well managed and efficient admissions policy. Long queuing times can cause people to become agitated or aggressive. Searches will therefore be conducted as quickly and effectively as possible.

CD19 (a) A customer dispersal policy will minimise the potential for disorder from customers leaving the premises. Our policy will clearly set out measures to avoid a mass exit at the end of an event.

(b) Sufficient staff will be available at the end of the evening to manage a controlled shut down of the premises and maintain good order as customers leave.

Continued from previous page...

Customers getting drunk and dealing with drunken customers

CD20 (a) Drinks promotions will be socially responsible and not encourage excessive drinking.

(b) A documented policy on responsible drinks promotions will be in place at the premises and will adhere to industry codes such as those recommended by the British Beer and Pub Association (BBPA) and The Portman Group. This is in addition to adherence with the mandatory licensing condition regarding irresponsible promotions.

(c) Any drinks promotion will market the availability of soft drinks

CD21 (a) Staff training on the effects of alcohol and how to spot early signs of customers becoming drunk will be provided to give them the knowledge and confidence to deal with drunken patrons.

(b) Staff will be aware of their responsibilities under the Licensing Act 2003 and be able to recognise appropriate 'cut off' points for serving drunken customers, so as to reduce the likelihood of fights or aggressive behaviour.

(c) When staff are collecting glasses, they will interact with customers and assess the levels of drunkenness. Any concerns will be reported back to a manager.

(d) A record will be kept of the date and name of person trained. Records will be made available for inspection by the police or licensing authority.

CD22 A duty of care policy regarding persons suffering adversely from the effects of drink will be in place at the premises. The policy will clearly express that every effort will be made by staff to prevent patrons from deteriorating to an uncontrolled intoxicated extent. All staff will be briefed on the policy.

c) Public safety

General safety of staff and customers

PS1 (a) A full risk assessment taking into account public safety will be carried out at the premises to identify potential hazards posed to staff or customers and setting out precautions to manage the hazards. Our risk assessment will be regularly reviewed at least every 12 months.

(b) All staff will be made aware of the risk assessment and precautionary measures therein.

(c) A copy of the risk assessment will be kept at the premises and made available for inspection.

PS2 First aid boxes will be available at the premises and maintained with sufficient in date stock.

PS3 (a) A recognised qualification in first aid will be held by at least one member of staff who should be on duty at all times the premises licence is in use.

General safety of staff and customers

(b) Other staff will be trained to a basic first aid standard with records kept of the date and name of person trained.

Overcrowding

PS4 A documented capacity will be set for the premises overall and for individual rooms/structures within the premises. Capacity will be determined by a risk assessment in consultation with the fire safety authority.

The risk assessment will consider factors such as floor space, numbers of toilets, potential queuing time and available fire

Continued from previous page...

exits.

PS5 (a) A policy to manage the capacity will be adopted to prevent overcrowding and localised overcrowding.

(b) The use of electronic clocking system or clickers, ticket sales or head counts will be appropriate.

(c) Consideration will be given to deliberately running below capacity to afford a comfort factor to your patrons.

Accumulation and disposal of glasses / drinking vessels

PS6 (a) A glass collection policy will include provisions for regular collection of glassware by staff and the prevention of glassware from being taken into external areas. Glassware will not be allowed to accumulate or cause obstruction.

(b) Perimeter checks will be made outside the premises for any glasses or bottles.

All staff will be made aware of the glass collection policy and their responsibility for the task.

Accumulation and disposal of glasses / drinking vessels

PS7 Bottle bins will be secure at all times and away from public areas.

Accident or other emergency incident on the premises

PS8 (a) A written policy to deal with all types of accidents & emergency incidents will be in place at the premises.

(b) The policy will be based on risk assessments and include matters such as emergency management, contingency planning and evacuation procedures in the event of fire, bomb threats or suspect packages and when to contact emergency services.

(c) Evacuation responsibilities and roles will be clearly communicated to staff, routes and exits will be well defined and evacuation plans exercised regularly.

(d) A copy of the fire risk assessment will be kept at the premises and made available for inspection by the fire authority and licensing authority.

PS9 (a) Means of escape in case of any emergency will be clearly visible, unobstructed and well maintained including areas outside exits leading to a place of ultimate safety such as the street.

(b) Checks will be carried out before opening each day to ensure that exits are unlocked and unobstructed.

PS10 Equipment will be checked and maintained regularly with a record kept of the date and findings of the checks.

PS11 (a) Staff training in fire safety and any premises safety policy will be provided for all staff to give them the knowledge and confidence to deal with emergency situations, including location of equipment, utilities, services and layout of premises. Training will include how to use fire extinguishers.

Accident or other emergency incident on the premises

(b) Records will be kept of the date and name of person trained and made available for inspection.

PS12 An accident book will be kept in order to record all accidents or incidents and made available for inspection.

Continued from previous page...

Drug use

PS13 (a) A zero tolerance policy to the use of drugs in the premises will be adopted.

(b) Posters will be displayed throughout the premises to remind customers of the zero tolerance policy.

PS14 Refusing entry will occur to anyone who appears to be showing signs of drug use and contacting the emergency services in appropriate circumstances. In such cases, an entry will be made in an incident log book.

PS15 (a) A duty of care policy regarding persons suffering adversely from the effects of drugs will be in place at the premises. The policy will include drug awareness training for all staff so that they can recognise the effects of controlled drugs and provide medical attention where necessary.

(b) All staff will be briefed on the policy. A record will be kept of the date and name of person trained.

Smoking on the premises

PS16 Staff will be aware of their responsibilities regarding smoke-free legislation and for monitoring compliance.

Safety of customers when leaving the premises

PS17 (a) Increased lighting at the premises will be considered towards the end of an evening to affect the alertness of customers before they leave the premises.

(b) Increased external lighting particularly in car parks under the direct control of the licence holder will be provided for added safety for customers as they leave the premises. Care will be taken so that lighting does not impact on neighbours.

d) The prevention of public nuisance

Music, singing and speech noise breakout from the premises

PN1 (a) A noise management policy will be in place that sets out sound attenuation measures to prevent or control music, singing and speech noise breakout from the premises.

All staff will be trained on the content of the policy to ensure a commitment to good noise management. A record will be kept of the date and name of person trained and made available for inspection by the licensing authority or environmental health responsible authority.

(d) DJs, artists or other entertainment providers will be made aware of the policy in advance of any performance.

(e) We will use an approved list of DJs, artists or other entertainment providers who have signed up to the policy.

PN2 (a) Locate entertainment facilities such as stage and loud speakers away from residents properties.

PN3 (a) Methods for monitoring noise will be included in a noise policy. Methods will include simple perimeter checks and listening tests by the licence holder/staff

(b) Noise monitoring will actively be carried out on a regular basis and in particular when a new form of entertainment is introduced at the premises, when alterations are made to the premises or when a complaint is made directly to the venue.

PN4 (a) A log book will be kept of any noise monitoring carried, the findings and any remedial action taken. The log will

Continued from previous page...

indicate whether it was routine noise monitoring or the result of a complaint.

(b) The log book will be made available for inspection by the licensing authority or environmental health responsible authority.

PN5 A contact telephone number will be made available to local residents and businesses which they can use to report noise disturbances to a responsible person at the venue as and when they occur. The phone line will be available at all times the licence is in use.

PN6 (a) Reduce the potential for excessive queue lines
We will achieve this via a well-managed and efficient admissions policy.

PN7 (a) Our customer dispersal policy will minimise noise disturbance to local residents from customers leaving the premises. Our policy will clearly set out measures to avoid a mass exit at the end of the evening.

(b) A gradual change in music style and reduction in volume, for example quiet or mellow music towards the end of an evening and increasing lighting levels will help to reduce the potential for rowdy behaviour.

(c) Sufficient staff will be available at the end of the evening to manage a controlled shut down of the premises and maintain good order as customers leave.

PN8 (a) We will display prominent notices close to the exit doors, requesting patrons to leave the premises and quickly and quietly.

(b) We will display notices in car parks reminding patrons that they are in a residential area and to leave quickly and quietly and not to slam doors, rev engines, sound horns or play loud music.

(c) We will make announcements at the end of an evening, requesting patrons to leave the premises and area quickly and quietly.

PN9 We will display prominent signs in external areas asking customers to keep noise to a minimum.

PN10 (a) Door supervisors or staff will regularly monitor and manage external areas to ensure that customers are not causing a disturbance to local residents.

PN11 Staff and performers who depart late at night or in the early hours on the morning when the business has ceased trading, will conduct themselves in such a manner as to avoid causing disturbance to nearby residents. This includes the loading and unloading of artists' equipment.

PN12 Commercial deliveries, collections and storage/ disposal of waste, including beer deliveries, refuse collections and storage / disposal of waste and recyclables in external areas will be restricted to normal working hours between 8am and 6pm Monday to Sunday.

PN13 (a) Flyers will not be distributed outside the premises by the licence holder or any staff employed by the licence holder.

PN14 (a) Procedures will be in place for the prompt collection of street litter generated by the premises for example flyers, cigarette butts or food wrappers.

(b) Regular patrols of the area outside the premises will be undertaken by staff to clear any litter attributable to the premises.

Continued from previous page...

PN15 External lighting for the premises will be turned off after the premises are closed to the public.

e) The protection of children from harm

CH1 (a) A documented policy setting out measures to protect children from harm will be in place at the premises. The policy will consider all activities associated with the premises including the sale of alcohol and the provision of regulated entertainment and when children should be allowed on or restricted from the premises.

(b) All staff including door staff and bar staff will be trained on the policy.

CH2 (a) Restrict access to children depending on the nature of the event and / or circumstances.

CH3 (a) We will operate a strict 'No ID – No Sale' policy. 'Challenge 25' scheme serves as a reminder to staff of the need to be vigilant in preventing underage sales and to customers that it is against the law for anyone under 18 to purchase alcohol.

(b) A 'Challenge 25' scheme gives staff additional support and encouragement to ask for ID from any person appearing to be under 25 years of age to prove that they are over 18.

(c) Only accept photographic driving licences, passports or PASS (Proof of Age Standards Scheme) cards approved as means of ID. If you accept other forms of ID such as EU National ID cards, these must bear a photograph, date of birth and holographic mark.

(d) Prominently advertise the scheme in our premises so that customers are aware, in particular, display proof of age signs at the point of sale.

CH4 Display posters at the premises stating that it is an offence to purchase alcohol on behalf of an underage person (proxy sales).

CH5 Adverts or promotions for alcohol should not appeal to young persons.

CH6 (a) Keep a refusals book (or refusal button on EPOS – Electronic Point of Sale) on the premises and ensure it is completed whenever a sale is refused to a person who cannot prove they are over the age of 18.

(b) The book will contain the date and time of the incident, a description of the customer, the name of the staff member who refused the sale, and the reason the sale was refused.

(c) The book will be made available to Police and authorised Council officers on request

(d) The book will be reviewed on a regular basis to see if any patterns emerge.

CH7 (a) Staff training in the age related sections of the Licensing Act 2003 will be provided to all door, bar and till staff. This includes the ability to competently check customers' identification where necessary.

(b) A record will be kept of the date and name of person trained.

CH8 A lost child policy will be created to ensure that a robust process is in place for all events where children may be present. All staff will be made aware of this policy and a record made.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is A British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

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- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- **Plays:** no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
- **Films:** no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- **Indoor sporting events:** no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- **Boxing or Wrestling Entertainment:** no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- **Live music:** no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- **Recorded Music:** no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

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- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Band A - Non domestic rateable value - None to £4,300 is £100

Band B - Non domestic rateable value - £4,301 to £33,000 is £190

Band C - Non domestic rateable value - £33,001 to £87,000 is £315

Band D - Non domestic rateable value - £87,001 to £125,000 is £450*

Band E - Non domestic rateable value - £125,001 plus is £635*

* If the rateable value of the premises is in bands D or E, and the premises is primarily used for the consumption of alcohol in a prime, town centre location, then you are required to pay a higher fee as below:

Band D - £87,001 to £125,000 is £900

Band E - £125,001 and over is £1905

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large capacity premises OR event you are subject to ADDITIONAL fees based upon the number in attendance at any one time:

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

100.00

DECLARATION

I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the
* Licensing Act 2003, to make a false statement in or in connection with this application. All information and

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documentation included in the application and true and correct to the best of my/our knowledge and belief.

☒ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name
* Capacity
* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/tunbridge-wells/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

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

OFFICE USE ONLY

Applicant reference number

Woodlands

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

Is Digitally signed

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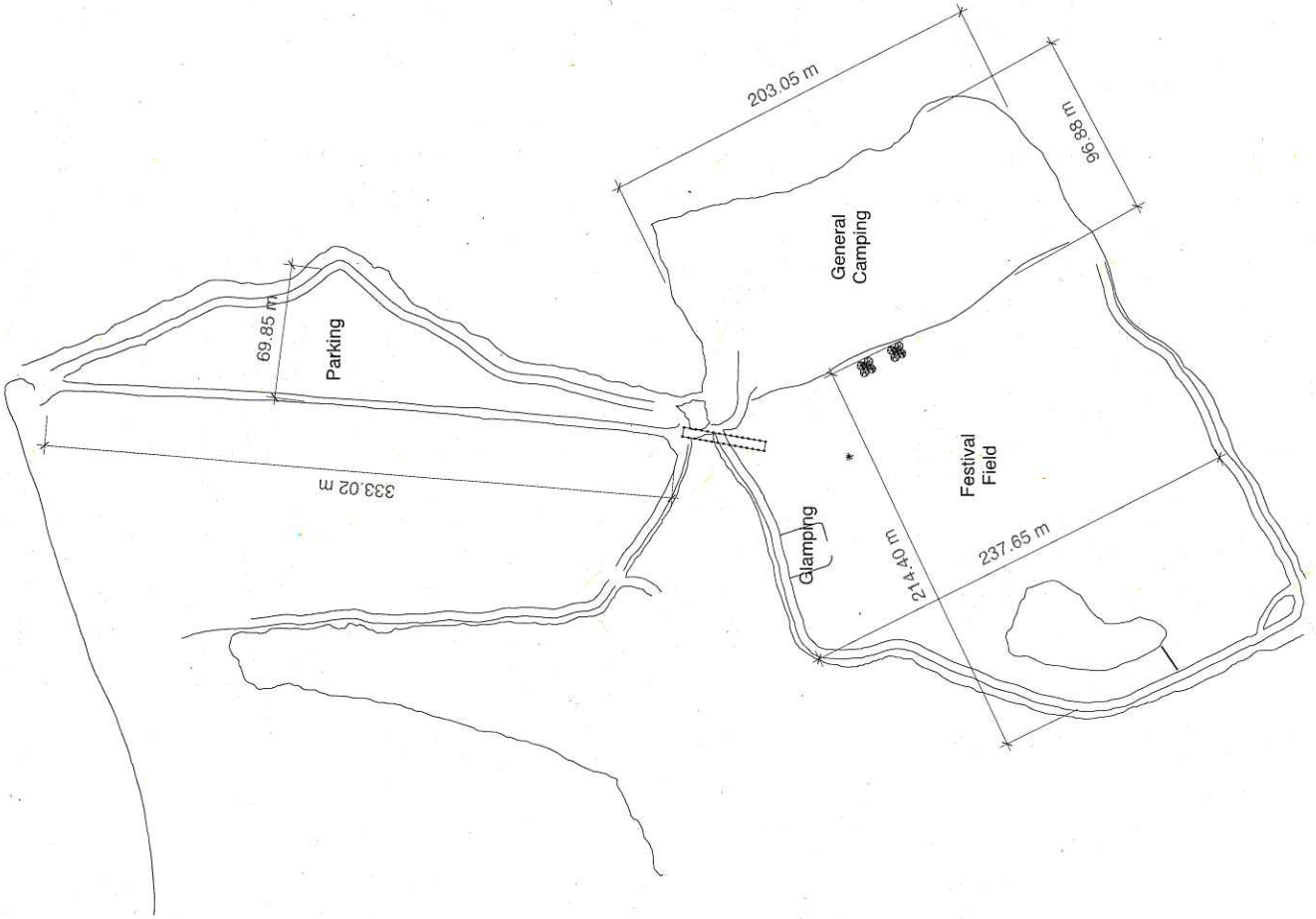
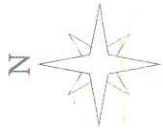
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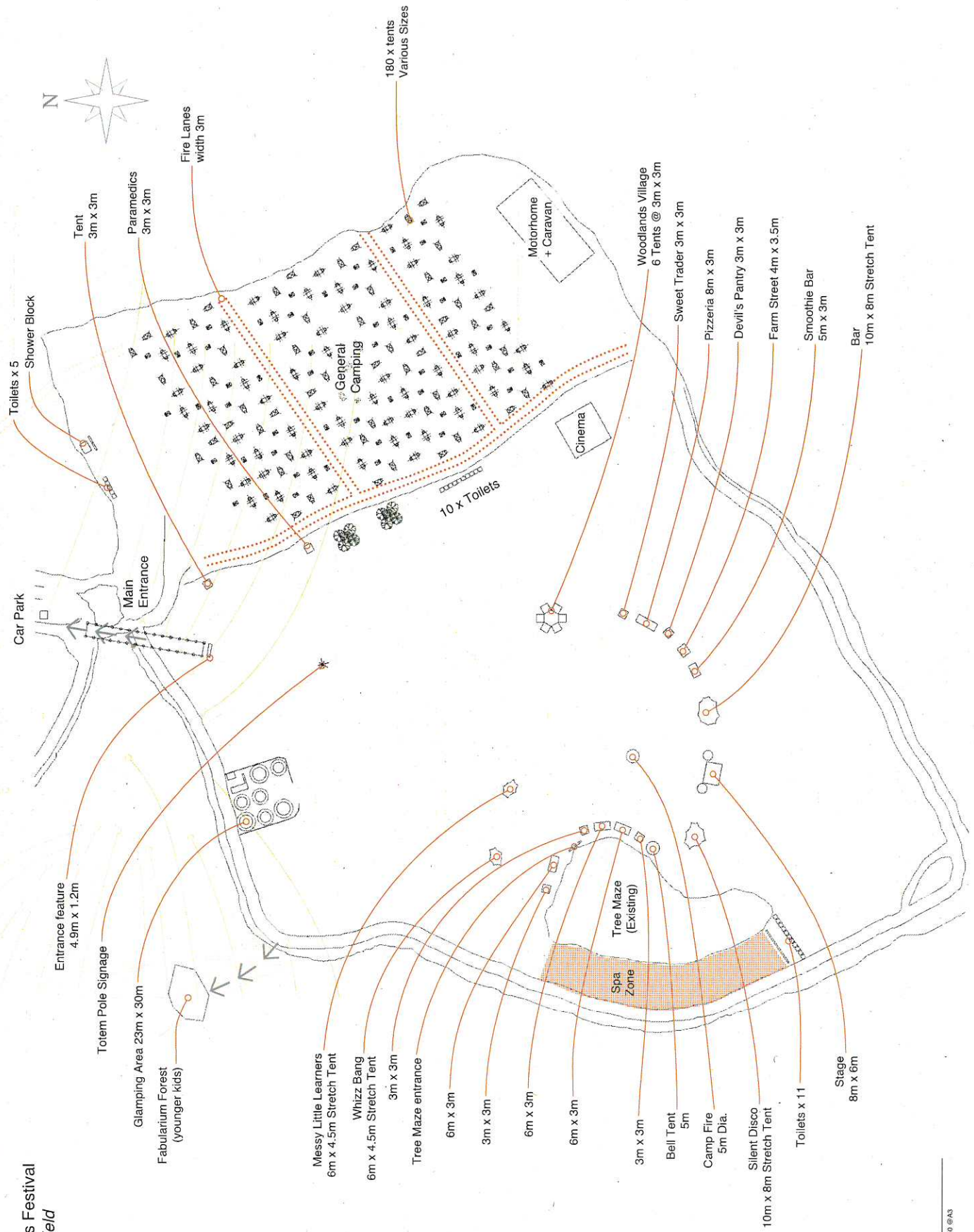
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Buy paper map

Woodlands Festival
Overall Site Plan



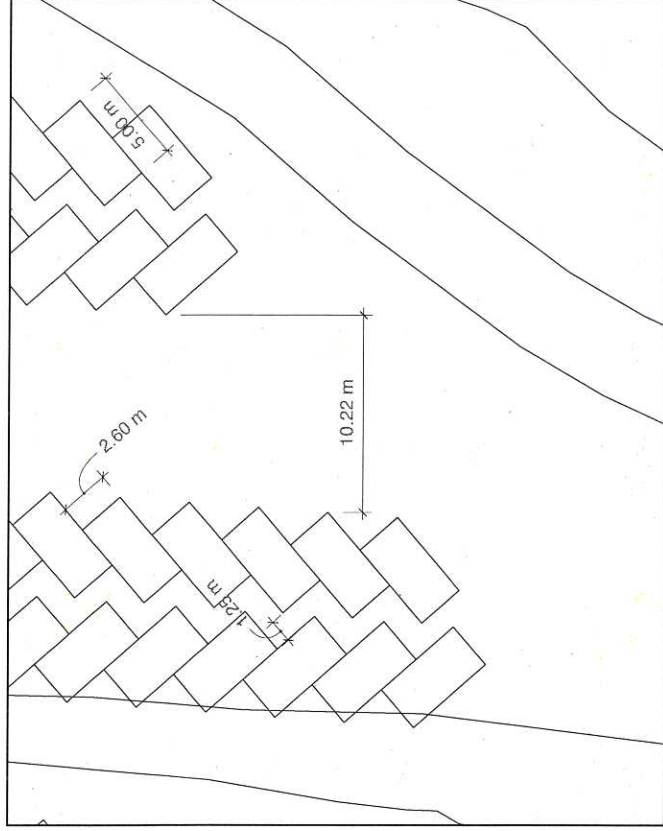
Woodlands Festival Festival Field



Woodlands Festival Parking Area



1 PLAN
SCALE: 1:1250 @ A3



2 PLAN
SCALE: 1:250 @ A3

