

To: MEMBERS OF THE LICENSING SUB COMMITTEE
Councillors Groves, Stamp and C.White

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Substitute: Councillor Shiner

22 June 2021

LICENSING SUB COMMITTEE
WEDNESDAY, 30TH JUNE, 2021 AT 6.30 PM

The agenda for this meeting of the Sub-Committee, to be hosted from the Council Offices, Oxted via Zoom, is set out below.

AGENDA

1. **Apologies for absence (if any)**
2. **Election of Chair**
3. **Declarations of interest**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:

- (i) any Disclosable Pecuniary Interests (DPIs) and / or
- (ii) other interests arising under the Code of Conduct

in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Monitoring Officer or her staff prior to the meeting.

4. **Temporary Event Notice - Sandhills Farm, Outwood Lane, Bletchingley RH1 4NL**
(Pages 3 - 106)
5. **Any other business which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency**

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Report to the Licensing Sub-Committee – Wednesday 30th June 2021 at 6.30pm	
OBJECTION TO TEMPORARY EVENT NOTICE - SANDHILLS FARM, OUTWOOD LANE, BLETCHINGLEY, RH1 4NL	
Report of:	Ian Garrod, Licensing Officer - Tel: 01883 732794 licensing@tandridge.gov.uk
Purpose of Report:	To consider the objection to a Temporary Event Notice made by Surrey Police.
Publication status:	Unrestricted.
Recommendation:	Members are requested to consider the temporary event notice served, the objection received and determine whether to give a counter notice under section 105 of the Licensing Act 2003. A counter notice will render any licensable activities provided unlawful. Reasons for the Recommendation This Sub-Committee has the power to determine this application in accordance with the provisions of the Licensing Act 2003 and the Council's Constitution.
Appendices:	Appendix 'A' – Temporary Event Notice 0031 Appendix 'B' – Covid Risk Assessment Appendix 'C' – Supporting Document, Risk Assessment Appendix 'D' – Map of the Area Appendix 'E' – Police objection Appendix 'F' – Supporting Police Evidence Appendix 'G' – Relevant sections of Guidance issued under Section 182 of the Licensing Act 2003 Appendix 'H' - Relevant sections of Tandridge District Council Licensing Policy

1. Introduction

- 1.1 Authorisation from the Council is required for the sale or supply of alcohol, the provision of regulated entertainment and the provision of late night refreshments.
- 1.2 While most large-scale or permanent businesses will hold Premises Licences to authorise their activities, the Licensing Act 2003 also provides a light-touch mechanism for smaller, infrequent events, known as Temporary Event Notices ('TEN').
- 1.3 An individual (known as the "premises user") may serve a TEN, where it is proposed to use the premises concerned to provide one or more licensable activities for a period not exceeding 168 hours for less than 500 persons.
- 1.4 A TEN must be given to the licensing authority in the form prescribed in regulations made under the Licensing Act 2003. The form requires the user to describe key aspects of the proposed event, including the general nature of the premises and the licensable activities intended to take place.

- 1.5 A TEN was received on 15 June 2021 and Surrey Police submitted an objection on 19 June 2021.
- 1.6 The police or environmental health may intervene to prevent such an event taking place by sending an objection to the licensing authority, which the licensing authority must consider on the basis of the statutory licensing objectives and decide whether the event should go ahead. This must be given within three working days of the receipt of the TEN.
- 1.7 Where a licensing authority receives an objection notice it is required, by section 105(2) of the Licensing Act 2003 to:
- a) hold a hearing to consider the objection notice, unless the premises user, the relevant person who gave the notice and the licensing authority agree that a hearing is unnecessary; and
 - b) having regard to the objection notice, give the premises user a counter notice if it considers it appropriate for the promotion of a licensing objective to do so.
2. The Temporary Notice
- 2.1 The proposed premises user is Christopher Baldwin.
- 2.2 The temporary event notice was received on 15 June 2021 and is attached to Appendix 'A' of this report. Attached as a PDF.
- 2.3 The temporary event notice was received on 15 June 2021 and is attached to **Appendix 'A'** of this report. Attached as a PDF.
- 2.4 The event is described as follows: A small 1 day over 18s private event for friends and associates of the organisers. Entertainment will consist of amplified, pre-recorded music, there will also be a paid bar. to be held in a field at Sandhills Farm, Outwood Lane, Bletchingley, RH1 4NL
- 2.5 The licensable activities and hours intended to be carried at the premises are:
- On 11th September 2021 the Licensable Hours applied for are: 1200 - 2300
- The licensable activities applied for are: Sale of Retail Alcohol, the Provision of Regulated Entertainment
- 2.6 It is proposed that a maximum of 350 people will attend the event.
- 2.7 The premises user provided supporting documents with the TEN, as attached at **Appendices 'B'** and **'C'**. The contents of these documents do not form part of the TEN and would not be conditions of the TEN if allowed and are for information only.
- 2.8 A map of the area is attached at **Appendix 'D'** showing the location of where the event will take place.
- 2.9 This was accompanied by supporting evidence from when the applicant previously applied for a TEN in 2018 which had a Counter Notice served on it and current documentation supplied with this application which appears to be of a similar nature, attached at **Appendix 'F'**.

3 Consultation / Objection Notice

- 3.1 The TEN was sent to Environmental Health and the Police on 16 June 2021, the day after it was received by the Licensing Authority.
- 3.2 On 19 June 2021, an objection was received from Surrey Police on the grounds of the prevention of crime and disorder and public safety. A copy of the police objection is attached at Appendix E.
- 3.3 No objection was received from Tandridge Council's Environmental Health Team.

4 Policy & Guidance – Points for Consideration

4.1 Section 182 Guidance

The most relevant paragraphs of the Section 182 Guidance issued by the Secretary of State in relation to the Sub Committees decision are set out below and must be considered by the Sub Committee:

- 1 Licensing objectives and aims
- 7 Temporary Event Notices (TENs)
- 9 Hearings

The relevant sections of Section 182 Guidance is provided at **Appendix 'G'**

Members are required to have regard to the Home Office revised guidance in carrying out the functions of licensing authority. However, guidance does not cover every possible situation, so long as the guidance has been properly and carefully understood, Members may depart from it if they have reason to do so. Full reasons must be given if this is the case.

4.2 Tandridge District Council – Licensing Policy

The main sections of the Councils Licensing Policy which are particularly relevant to the Sub Committees decision are set out below and should be considered when determining this application:

- 4 - Fundamental Objectives
- 8 - Temporary Event Notice
- 9 - The Prevention of Crime and Disorder
- 10 - Public Safety

The relevant sections of Tandridge District Council Licensing Policy is provided at **Appendix 'H'**

5. Legal Considerations

- 5.1 Section 104 of the Licensing Act 2003 provides that where a 'relevant person' (i.e. the Chief Officer of Police or the Environmental Health Service) are satisfied that allowing a premises to be used in accordance with a temporary event notice would undermine a licensing objective, that 'relevant person' is required to give a notice ("an objection notice") stating the reasons for being so satisfied.

- 5.2 Where a licensing authority receives an objection notice it is required, by section 105(2) of the Licensing Act 2003 to:
- a) hold a hearing to consider the objection notice, unless the premises user, the relevant person who gave the notice and the licensing authority agree that a hearing is unnecessary; and
 - b) having regard to the objection notice, give the premises user a counter notice if it considers it appropriate for the promotion of a licensing objective to do so.
- 5.3 In circumstances where an objection notice has been given (and not withdrawn) and the licensing authority has determined not to give a counter notice under section 105, the authority may impose one or more conditions on the standard temporary event notice if:
- a) the authority considers it appropriate for the promotion of the licensing objectives to do so;
 - b) if the conditions are already imposed on the premises licence that has effect in respect of the premises; and
 - c) the conditions would not be inconsistent with the carrying out of the licensable activities under the temporary event notice.
- 5.4 The Sub Committee is asked to determine the notification of this TEN under Section 105 of the Licensing Act 2003 and to consider whether or not counter notice should be issued in the circumstance. It must only issue a counter notice if they believe the event would undermine the crime prevention and public safety objectives set out in the Act.
- 5.5 As a quasi-judicial body the Sub Committee is required to consider the temporary event notice on its merits. The Sub Committee must take into account only relevant factors, and ignore irrelevant factors. The decision must be based on evidence, that is to say material, which tends logically to show the existence or non-existence of relevant facts, or the likelihood or unlikelihood of the occurrence of some future event, the occurrence of which would be relevant. The licensing sub-committee must give fair consideration to the contentions of the police objection.
- 5.6 The Sub-Committee must also ensure that all licensing decisions:
- a) have a direct relationship to the promotion of one or more of the four licensing objectives;
 - b) have regard to the Council's statement of licensing policy;
 - c) have regard to the Secretary of State 182 Guidance;
 - d) must not be subject to a blanket policy to the extent that it is applied so rigidly that an exercise of discretion in each individual case is precluded.

----- end of report -----

* required information

Section 1 of 9

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

Your reference 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

* Family name

* E-mail

Main telephone number

Other telephone number

Include country code.

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

Are you:

- 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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House? Yes No

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

Registration number

Business name

VAT number

Legal status

If your business is registered, use its registered name.

Put "none" if you are not registered for VAT.

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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APPLICATION DETAILS ([See also guidance on completing the form, general notes and note 1](#))

Have you had any previous or maiden names?

- Yes No

* Your date of birth
dd mm yyyy

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

Correspondence Address

Is the address the same as (or similar to) the address given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

Additional Contact Details

Are the contact details the same as (or similar to) those given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

E-mail

Telephone number

Other telephone number

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THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). [\(See also guidance on completing the form, note 2\)](#)

* Does the premises have an address?

Yes No

Address

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

Neither Premises licence Club premises certificate

Location Details

* Provide further details about the location of the event

The event will be held in a field owned by Sandhills Farm, Outwood Lane. Bletchingley. RH1 4NL. <https://www.sandhillsfarmsurrey.co.uk>

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below [\(see also guidance on completing the form, note 3\)](#)

The event will take place in the field at OS Grid Reference TQ 32318 49484. See additional information document also sent

Continued from previous page...

Showing the specific area for the event.

Describe the nature of the premises below [\(see also guidance on completing the form, note 4\)](#)

The event will be taking place in a private field at Sandhills Farm which is a fully working livestock farm that has a field for hire.

Describe the nature of the event below [\(see also guidance on completing the form, note 5\)](#)

A small 1 day over 18s private event for friends and associates of the organisers. Entertainment will consist of amplified, pre-recorded music, there will also be a paid bar.

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LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises [\(see also guidance on completing the form, note 6\)](#):

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment
- The giving of a late temporary event notice

[\(See also guidance on completing the form, note 7\).](#)

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

[\(See also guidance on completing the form, note 8\).](#)

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

[\(see also guidance on completing the form, note 9\)](#)

Event start date / /
dd mm yyyy

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Event end date / /
dd mm yyyy

Continued from previous page...

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

[\(see also guidance on completing the form, note 10\)](#)

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers

Note that the maximum number of people cannot exceed 499.

[\(see also guidance on completing the form, note 11\)](#)

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

[\(see also guidance on completing the form, note 12\):](#)

- On the premises only
- Off the premises only
- Both

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RELEVANT ENTERTAINMENT [\(See also guidance on completing the form, note 13\)](#)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

N/A

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PERSONAL LICENCE HOLDERS [\(See also guidance on completing the form, note 14\)](#)

Do you currently hold a valid personal licence?

- Yes
- No

Provide the details of your personal licence below.

Issuing licensing authority

Licence number

Date of issue / /
dd mm yyyy

Any further relevant details

Continued from previous page...

to run the bar.

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PREVIOUS TEMPORARY EVENT NOTICES [\(See also guidance on completing the form, note 15\)](#)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?

Yes No

Have you already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or Yes No
- b) Begins 24 hours or less after the event period proposed in this notice?

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ASSOCIATES AND BUSINESS COLLEAGUES [\(See also guidance on completing the form, note 16\)](#)

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes No

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or Yes No
- b) Begins 24 hours or less after the event period proposed in this notice?

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes No

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Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:

Yes No

- a) Ends 24 hours or less before; or
- b) Begins 24 hours or less after the event period proposed in this notice?

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CONDITION [\(See also guidance on completing the form, note 18\)](#)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

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. This formality requires a fixed fee of £21

DECLARATION [\(See also guidance on completing the form, note 19\)](#)

* The information contained in this form is correct to the best of my knowledge and belief.

During the COVID-19 pandemic in England, if you are looking to organise a gathering then you will need to comply with the latest Coronavirus Regulations. You as the event organisers must prepare the COVID-19 risk assessment as part of planning your event, and then implement and manage it for the duration of your event. You must make your COVID-19 risk assessment readily available upon request by an authorised officer of the Council. As a significant public safety issue of concern, you should send a copy of your risk assessment and the checklist with any application or notification you make. We may review your risk assessment and give feed-back. The Council will not sign off your event. If you do not send a suitable COVID-19 risk assessment and checklist with your application or any element of the risk assessment or associated controls do not meet current Coronavirus law or guidance, your application and event will likely: 1) attract objections; and / or 2) be referred for review by the Director of Public Health (who may direct the closure, cessation and prevention of activities that may affect public health). This may result in your application being refused and/or the event not being allowed to go ahead. In the event of an increase in the local COVID-19 infection rates, it is possible that events that have already been agreed may be subject to suspension and / or cancellation.

I confirm that I am giving notice at least clear ten working days before the event and I am aware that the ten working days do not include the day on which the notice is received or the day of the event (Bank Holidays, public holidays and weekends are not counted as working days).

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

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Add another signatory

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/temporary-event-notice/tandridge/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.

OFFICE USE ONLY

Applicant reference number	<input type="text" value="Sandhills2021"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [Next >](#)

SC FESTIVALS & EVENTS LTD

With the date of this event in mind, this risk assessment has been compiled on the basis of all government restrictions being lifted with no social distancing guidelines in place. If government restrictions are in place with social distancing measure forced to be implemented, the licence will be voluntarily withdrawn and the event will not go ahead.

Hazards and significant risk									
Hazard	Risk Level Before Controls			Those at Risk or Impact Area	Controls	Risk Level After Controls			
	L	SV	R/I			L	SV	R/I	
Cleanliness <ul style="list-style-type: none"> Transfer of COVID-19 through personal contact and contact with surfaces. 	Med	Med	Med	<ul style="list-style-type: none"> Event Staff Event Attendees 	<ul style="list-style-type: none"> Hard surfaces will be kept to a minimum to reduce opportunity for transfer of germs through contact. All hard surfaces i.e touchpoints, bar, tables and seating, toilet and restroom areas, site office will be cleaned regularly with antibacterial cleaning products. A record will be kept by the cleanliness team of cleaning times and areas covered. All surfaces will be deep cleaned prior to and after the event. Toilet and restroom areas will have a designated cleaning team with a more stringent cleaning regime. Hand sanitiser stations will be present throughout the venue and clearly situated. Signage will be present throughout the venue to promote cleanliness and encourage regular sanitisation. Digital entry system. Density calculation – allow adequate spacing between tables and seating. 	Low	Med	Low	
Infection <ul style="list-style-type: none"> Attendees with COVID-19 symptoms Potential spread of COVID-19 	Med	Med	Med	<ul style="list-style-type: none"> Event Staff Event Attendees 	<ul style="list-style-type: none"> All attendees will be temperature screened upon arrival using a Non-contact Infrared Forehead Thermometer. Attendee communication pre-event to include site cleanliness, hand sanitiser locations, and current government advice. All attendees will be reminded pre-event to not come to the venue if showing any symptoms of COVID-19. All attendees will agree to submit full names and contact details when obtaining a ticket for the event. 	Low	Med	Low	

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Sandhills Farm – Additional Information
11 September 2021 - 12:00 – 23:00

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Core event information

Title:	Tropical Garden Party
Date:	11 September 2021
Time:	12:00 (Friday) – 23:00 (Sunday)
Venue:	Sandhills Farm, Outwood Lane, Bletchingley. RH1 4NL
Number of guests:	Up to 300
Total security:	4 SIA qualified security
Access points:	1 (with a second access point closed but available in the event of emergency evacuation)
First aid persons:	1
First aid kit:	1 x Basic first aid kit to be held in bar
Fire fighting eqpt:	1 x 13A and 1 x CO2 extinguisher at the stage; 1 x CO2 extinguisher and fire blanket located near vendor
Insurance:	Event insurance will be obtained with £10m worth of public liability and personal accident cover

Event overview

A one-day music event with the aim to also raise funds for charity. A percentage of profits will be donated to a charity for development of treatments for Multiple Sclerosis and also to the Lucy Rayner Foundation. It will be a private event (by invitation only) for up to 350 people (including organisers / performers and security).

Event Location

The event will be taking place within the red dashed line shown on the map below. Address is as advised in the TEN application. The pin on the map below is located at OS Grid reference TQ 32318 49559.

Free Parking will be provided in a separate field away from the licensed area. Shown in yellow below



Ticket sales

Ticket sales will be limited to 300 guests and will be sold through an online ticket agency in which individual ticket links will be supplied to pre-authorized attendees. The event will not be publically advertised and event location will not be provided till the day to the ticket purchasers.

Entertainment

There will be one main stage located outside in the licensed field with amplified music being played. There will also be music being played in the bar area.

Refreshments / Alcohol

A licensed bar will be provided, serving a range of alcoholic and non alcoholic beverages. Fresh drinking water will be available.

An appropriate licensed food vendor will also be onsite.

Sanitation

Portaloos will be provided and will be located at least 10 metres away from the stage and the food vendor. Total amount of units to be confirmed and based upon tickets sold, however will be in the ratio of 1 toilet to every 75 attendees approximately. Alcohol hand gel will be provided free of charge,

COVID-19 Risk Assessment

Please see additional document supplied. The COVID-19 Risk Assessment supplied has been produced on the basis that there are no social distancing restrictions in place at the time of the event. Should there still be restrictions in place then the organisers would voluntarily withdraw their license and cancel the event.

Risk assessment

Hazard	Persons at risk	Severity of risk	Probability of risk	Overall risk factor	Measures required to control risk
Tripping over electrical cables	Attendees, contractors, marshals	1	2	Low	<ul style="list-style-type: none"> • Cables to be kept to utility areas of stages or ran down the sides of the stages • No cables across main routes (where unavoidable, cables will be buried or above head height) • Cables for will be kept to sides of field and away from public areas
Tripping on ground in woods or field	Attendees, contractors, marshals	1	3	Low	<ul style="list-style-type: none"> • The grass in the field will be cut prior to event • All main walkways and party areas lit
Fire on stages	Attendees, contractors, marshals	3	1	Low	<ul style="list-style-type: none"> • Full set of fire extinguishers appropriate for electrical and non-electrical fires • Clearly signposted fire exits (2) in bar • Brief DJs on announcement for orderly evacuation in the event of fire
Fire	Attendees, contractors, marshals	3	2	Medium	<ul style="list-style-type: none"> • Sets of fire extinguishers to be held at the stage and bar / food area. • No fires or any naked flames will be allowed on the site
Fire at food vendor	Attendees, food contractors, marshals	3	1	Low	<ul style="list-style-type: none"> • CO2 fire extinguisher and fire blanket near vendor • Any caterers used will be highly experienced: registered with Environmental Health

Stage collapse	Attendees, contractors, marshals	3	1	Low	<ul style="list-style-type: none"> • Staging will provided by a high quality and experienced specialist company – to be installed by professional trained operators
Collapse of tents/awnings	Attendees, contractors, marshals	2	2	Medium	<ul style="list-style-type: none"> • Tents will be small (no longer than 30ft), fully tethered and with sides in the event of poor weather or high winds
Accident involving two vehicles or vehicle and pedestrians	Attendees, contractors, marshals	3	2	Medium	<ul style="list-style-type: none"> • Onsite speed limit of 10mph to be signposted • Marshals to control access routes to ensure cars are driven carefully • Carpark kept in a separate field from event area
Food poisoning	Attendees, contractors, marshals	2	1	Low	<ul style="list-style-type: none"> • Caterers will have full Food Hygiene Certificates • Caterers will be registered with the appropriate Environmental Health agency
Contamination of food/drink from portaloos	Attendees, contractors, marshals	2	1	Low	<ul style="list-style-type: none"> • Portaloos located ten metres from food vendor and the bar. • Alcohol soap to be provided in portaloos
Electric shock following contact with distributed power	Attendees, contractors, marshals	3	2	Medium	<ul style="list-style-type: none"> • Generators and electrical distribution to be kept to utility area • Cables to be kept to utility areas of marquee, or sides of marquee where this is not possible • No cables across main routes (where unavoidable, cables will be buried or above head height)
Loss of hearing due to exposure to high noise levels	Attendees, contractors, marshals	1	1	Low	<ul style="list-style-type: none"> • Small / medium PAs only – appropriate to size of venues • Event attendees will be free to move away from stages at any time • Ear plugs will be supplied for free for anyone that requests them

					<ul style="list-style-type: none"> • Onsite sound engineers will be monitoring stages to ensure volume is not excessive
Trampling on evacuation	Attendees, contractors, marshals	3	1	Low	<ul style="list-style-type: none"> • Clearly signposted fire exits in bar tent • All other areas open access with no pinch points • Marshals to control evacuation • PA announcement to ask for orderly evacuation • All main routes lit and signposted
Drunkenness	Attendees	1	2	Low	<ul style="list-style-type: none"> • Bar staff briefed not to serve alcohol to anyone who appears intoxicated
Burns from cooking equipment	Attendees, food contractor	3	2	Medium	<ul style="list-style-type: none"> • Gas cookers will be away from the public therefore this should not be an issue
Anaphylactic shock due to food allergy	Attendees, contractors, marshals	3	1	Low	<ul style="list-style-type: none"> • Food vendors will display details of ingredients included in food so as to warn those with allergies
Physical violence from gate crashers / uninvited guests	Attendees, contractors, marshals	3	2	Medium	<ul style="list-style-type: none"> • Single controlled access point to event • Entry by ticket only (and tickets issued to invited guests only) • Access point will be manned by SIA certified security staff and marshals throughout the event • Heras fencing will be appropriately used to restrict unauthorised access • All marshals / security will have mobile phones – enabling immediate contact with police if required • Tickets will be issued from a single central source only

<p>Created a sound nuisance for local residents</p>	<p>Non-attendees</p>	<p>1</p>	<p>1</p>	<p>Low</p>	<ul style="list-style-type: none"> • All sound levels will be monitored regularly at designated listening spots • Speakers will be directed away from properties and placed in positions where natural landscape will minimise sound spill / travel • Nearest property is 0.5KM away therefore this should not be an issue • Sound engineers will be present at all times on site to ensure DJs are kept restricted • Limiters will be used on PAs to ensure they cannot go over a certain level • Music will finish promptly at 2300.
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To: The Licensing Authority
Tandridge District Council

Temporary Event – Objection Notice

Licensing Act 2003 – s104 (as amended)

Premises:	Sandhills Farm, Outwood Lane, Bletchingley. RH1 4NL
Premises user:	Christopher Baldwin
Date of Event:	11/09/2021
Date Temporary Event Notice received by police e mail:	16/06/2021 @11:11hrs
Nature of event as described on TEN application	A small 1 day over 18s private event for friends and associates of the organisers. Entertainment will consist of amplified, pre-recorded music, there will also be a paid bar.
Standard or Late TEN:	Standard

Sir / Madam

Please note that the Chief of Police is satisfied that by allowing the above premises to be used in accordance with the relevant Temporary Event Notice it would undermine the following licensing objectives:

- Prevention of crime and disorder
- Public Safety

Please note the similarity in the 'nature of this event', described by the applicant as '**A small 1 day over 18s private event for friends and associates of the organisers. Entertainment will consist of amplified, pre-recorded music, there will also be a paid bar**' and the 'nature of the events', as described in the previous two TENs,' submitted by Mr Christopher Baldwin as below, in 2018.

Please also note the template and information supplied for the '**The Godstone Private Music Festival**', risk assessment, which was submitted by Mr. Christopher Baldwin in 2018 and its similarity to the risk assessment submitted by Mr. Baldwin for this 2021 TEN event, titled **Sandhills Farm – Additional information**, with the event being called the '**Tropical Garden Party**'.

As referenced above, the applicant, Mr Christopher Baldwin submitted two previous TEN applications in 2018. These applications were for a single outdoor music event to take place at Whyte Gate Farm, South Godstone. The first TEN application made in March 2018 described this event as:

A SMALL 2-DAY PRIVATE EVENT FOR FRIENDS AND ASSOCIATES OF THE ORGANISERS. IT WILL NOT BE PUBLICLY ADVERTISED. ENTERTAINMENT WILL CONSIST PRIMARILY OF PRE-RECORDED MUSIC. FOR THE AVOIDANCE OF DOUBT THERE WILL BE NO LIVE MUSIC PERFORMANCES.

The risk assessment accompanying the above TEN event (attached) titled the event as '**The Godstone Private Music Festival**'.

This TEN application was subsequently withdrawn with the applicant having described the event as an event that was *not to be publicly advertised*, when in fact it was being actively promoted on Facebook, where tickets could be purchased on line by the general public and at a music event at The Cage Public House in Reigate.

A second (revised) TEN was submitted in June 2018 and the description of this same event was now amended to read:

A SMALL 2-DAY PRIVATE EVENT FOR FRIENDS AND ASSOCIATES OF THE ORGANISERS. ENTERTAINMENT WILL CONSIST PRIMARILY OF PRE-RECORDED MUSIC. FOR THE AVOIDANCE OF DOUBT THERE WILL BE NO LIVE MUSIC PERFORMANCES.

Surrey Police objected to this application as the Chief of Police was satisfied that by allowing Whyte Gate Farm to be used in accordance with the relevant Temporary Event Notice it would undermine the licensing objectives.

Attached is a copy of the two TEN applications submitted in 2018.

A hearing was held for the Licensing Sub-Committee to consider whether to grant or reject the application.

The Sub-Committee determined to serve a counter notice in respect of the TEN.

Surrey Police informed the licensing committee that whilst the applicant stated it was to be a private event, it was being promoted to the general public and the event was being called '**The Tribal Rhythm Festival**' and was described on Facebook pages, accessible to any member of the public as follows:

1. This is going to be the **biggest, baddest production we have ever delivered**, so hold on to your seats, buckle up your comfiest raving kicks and get ready for the party of the year.
2. **The tribes** shall unite upon an **unwitting countryside** in Surrey.

Surrey Police believe that in promoting the licensing objectives , all parties must enter into the TEN process in good faith and Surrey Police believe this was not the case in these circumstances and that Mr Christopher Baldwin had failed to provide genuine intention which leaves Surrey Police to question the suitability of Mr Baldwin to provide licensable activity of this nature under a TEN.

In light of the above history, Surrey Police cannot have confidence that the details regarding this TEN event on 11th Sept 2021 can be relied upon .Surrey Police take the position that the applicants stated intention to have a capacity of 350 persons may be exceeded and if the history as set out above was to be repeated the mandatory capacity limit of 499 could well be exceeded on the unwitting countryside in Surrey and such increased numbers will most likely result in incidents of crime and disorder, in a rural locality which would normally have very few incidents of crime and disorder.

The event is to be held in a rural setting and whilst the applicant makes reference to 4 SIA security officers, a single access point and Heras fencing , it is very likely the control measures referenced in the risk assessment for this planned event would not prevent gate-crashers gaining access to the licensable areas and the car park. It is not feasible for four SIA security to provide the necessary level of security at the entrance, at the bar, at the stage and in the car parks to ensure the licensing objectives are being promoted, above everything else and intoxication levels are being managed .

At a ratio of 1 SIA per 87.5 guests (350 attendance), in an open rural landscape, when licensable activity is taking place, it raises concerns that any incursion, crime or disorder incident may not be appropriately dealt with, recorded, and reported.

Surrey Police note the risk assessment does not include any policy or guidance on searching of persons and their belongings as a condition of entry and how to manage a drug seizure, or seizure of prohibited articles. There is no reference to how they would deal with a safeguarding incident, or a missing person.

As set out in the history, the applicant previously sought to arrange a music event under a TEN, where in the words of the promotional material, the tribes shall unite. Surrey Police believe there is a risk that substance misuse would be a real concern at this event.

When darkness falls, there will be areas at this rural venue and surrounding the licensable areas which cannot be illuminated, which will inevitably heighten risk to individuals who may be on their own at the time and intoxicated or otherwise incapacitated.

With the venue being in a rural setting, the country roads serving this location are narrow and unlit and as can be seen from the applicant's supplementary information, parking is provided and it can be assumed that many people are likely to attend in vehicles. When the drivers leave at the end of the event and use the unlit country lanes, there will be a heightened risk of incident, with the potential for any persons leaving the venue on foot, especially if they are intoxicated or under the influence of drugs, to be at risk from motor vehicles on the road.

Surrey Police consider an application for this type of event would be more suited to a Premises Licence application, that gives the Responsible Authorities 28 days consultation period to comment, and the ability to agree appropriate conditions with the applicant to meet the Licensing Objectives for this type of event.

If this event is allowed to go ahead Surrey Police firmly believe it will result in a risk to the safety of the public and could result in crime and disorder incidents taking place.

When considering the above points, Surrey Police would ask the Licensing Authority to issue a counter notice to this TEN.

Yours faithfully,

Ian Sandwell 16079, Licensing Enforcement Officer

For and on behalf of Inspector & Borough Commander of Tandridge for Surrey Police

* required information

Section 1 of 9

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

SC001

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

Christopher

Family name

Baldwin

E-mail address

Main telephone number

Include country code.

Other telephone number

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

Are you:

- 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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Your Address

Address official correspondence should be sent to.

Building number or name	<input type="text" value="15"/>
Street	<input type="text" value="Sandcross Lane"/>
District	<input type="text"/>
City or town	<input type="text" value="Reigate"/>
County or administrative area	<input type="text" value="Surrey"/>
Postcode	<input type="text" value="RH2 8EQ"/>
Country	<input type="text" value="United Kingdom"/>

Section 2 of 9

APPLICATION DETAILS ([See also guidance on completing the form, general notes and note 1](#))

Have you had any previous or maiden names?

- Yes No

Your date of birth / /
dd mm yyyy

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

Correspondence Address

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

- Yes No

Building number or name	<input type="text" value="15"/>
Street	<input type="text" value="Sandcross Lane"/>
District	<input type="text"/>
City or town	<input type="text" value="Reigate"/>
County or administrative area	<input type="text" value="Surrey"/>
Postcode	<input type="text" value="RH2 8EQ"/>
Country	<input type="text" value="United Kingdom"/>

Continued from previous page...

Additional Contact Details

Are the contact details the same as (or similar to) those given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

- Yes No

E-mail

Telephone number

Other telephone number

Section 3 of 9

THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). [\(See also guidance on completing the form, note 2\)](#)

Does the premises have an address?

- Yes No

Address

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

- Yes No

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

- Neither Premises licence Club premises certificate

Location Details

Provide further details about the location of the event

The event will be held in fields and woodland owned by Whyte Gate Stud Farm. Only a small area is intended to be used which will be located around OS Grid reference TQ 34874 49704.

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below [\(see also guidance on completing the form, note 3\)](#)

Continued from previous page...

It is intended to restrict the area used to a small area located around OS Grid reference TQ 34874 49704. Further details will be supplied in a separate document.

Describe the nature of the premises below ([see also guidance on completing the form, note 4](#))

The premises being used are field(s) and woodland. The areas are both owned by Whyte Gate Stud Farm which is a stables and equine facility.

Describe the nature of the event below ([see also guidance on completing the form, note 5](#))

A small 2-day private event for friends and associates of the organisers. It will not be publicly advertised. Entertainment will consist primarily of pre-recorded music. For the avoidance of doubt there will be no live music performances. A risk assessment with further details of the event and all key considerations will be emailed shortly.

Section 4 of 9

LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises ([see also guidance on completing the form, note 6](#)):

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment
- The giving of a late temporary event notice

[\(See also guidance on completing the form, note 7\).](#)

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

[\(See also guidance on completing the form, note 8\).](#)

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

[\(see also guidance on completing the form, note 9\)](#)

Event start date / /
dd mm yyyy

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Event end date / /
dd mm yyyy

Continued from previous page...

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

[\(see also guidance on completing the form, note 10\)](#)

Music : Friday 20th July	18:00 - 04:00
Saturday 21st July	12:00 - 04:00
Alcohol: Friday 20th July	18:00 - 02:00
Saturday 21st July	12:00 - 02:00

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers

[\(see also guidance on completing the form, note 11\)](#)

499

Note that the maximum number of people cannot exceed 499.

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

[\(see also guidance on completing the form, note 12\):](#)

- On the premises only
- Off the premises only
- Both

Section 5 of 9

RELEVANT ENTERTAINMENT [\(See also guidance on completing the form, note 13\)](#)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

N/A

Section 6 of 9

PERSONAL LICENCE HOLDERS [\(See also guidance on completing the form, note 14\)](#)

Do you currently hold a valid personal licence?

- Yes
- No

Provide the details of your personal licence below.

Issuing licensing authority

Mole Valley District Council

Licence number

--

Date of issue / /

dd	mm	yyyy

Continued from previous page... Any further relevant details

The license holder is Christopher John Huffey who has been contracted by the organisers to run the bar.

Section 7 of 9

PREVIOUS TEMPORARY EVENT NOTICES [\(See also guidance on completing the form, note 15\)](#)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?

Yes No

Have you already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before; or Yes No

b) Begins 24 hours or less after the event period proposed in this notice?

Section 8 of 9

ASSOCIATES AND BUSINESS COLLEAGUES [\(See also guidance on completing the form, note 16\)](#)

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes No

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before; or Yes No

b) Begins 24 hours or less after the event period proposed in this notice?

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes No

Continued from previous page...

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:

Yes No

- a) Ends 24 hours or less before; or
- b) Begins 24 hours or less after the event period proposed in this notice?

Section 9 of 9

CONDITION [\(See also guidance on completing the form, note 18\)](#)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

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.

This formality requires a fixed fee of £21

DECLARATION [\(See also guidance on completing the form, note 19\)](#)

* The information contained in this form is correct to the best of my knowledge and belief.

I understand that it is an offence:

- (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is
- * liable on conviction for such an offence to a fine up to level 5 on the standard scale; and
- (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both.

I confirm that I am giving notice at least clear ten working days before the event and I am aware that the ten working days

- * do not include the day on which the notice is received or the day of the event (Bank Holidays, public holidays and weekends are not counted as working days).

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

Continued from previous page...

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/temporary-event-notice/tandridge/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.

OFFICE USE ONLY

Applicant reference number	<input type="text" value="SC001"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

< Previous [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) Next >

SURREY POLICE

DELEGATED AUTHORITY

LICENSING ACT 2003

I, the Chief Constable of Surrey Police, hereby authorise and delegate powers conferred upon me by:

Licensing Act 2003 (“the Act”)

With regard to the following functions and responsibilities under the aforementioned Act:

Grant of premises licence, provisional statements, variation of licences, transfer of premises licence, review of premises licence, and relevant club premises certificate equivalent (under Parts 3 and 4 of the Act); temporary permitted activities (under Part 5 of the Act); grant and renewal of personal licences (under Part 6 of the Act)

To: T/Inspector 40205 Karen Hughes

This delegation shall remain forever in force until revoked by the Chief Constable of Surrey Police.

Signed:

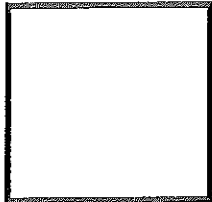


Chief Constable Gavin Stephens

Date:




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 ▶ Tribal Rhythm
Festival 2018



30 May at 18:19 • 


Got to say I am absolutely blown away by the effort being put in and the support we are getting for this festival... and it's all done by word of mouth! No paid for advertising, no dodgy flyer drops, just people talking to people and spreading the word... just over 7 weeks to go! Can't wait for the look on all your faces when you land on site! 😊 ha ha

  40

1 Comment • 1 share

 Like


 Comment

 Share



Strictly Productions ▶ Tribal
Rhythm Festival 2018



30 May at 10:00 •  Page 41



Acoustic Chemistry shared an event.

20 Jun at 18:36 • 🌐

🍷🍷🍷 WIN A £40 BAR TAB AT TRIBAL RHYTHM 🍷🍷🍷

LIKE AND SHARE THIS POST TO BE IN WITH A CHANCE

Link to event page: <https://www.facebook.com/events/>

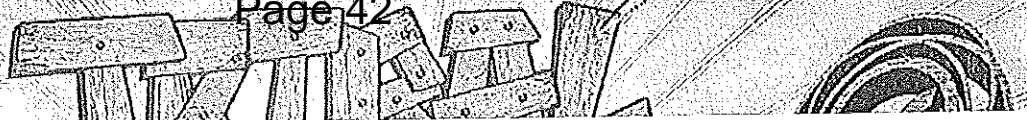
As you all know we are promoting this event purely through our extended social network and by word of mouth. No paid for advertising what so ever, just friends of friends etc... in th...

Continue reading

STRICTLY CHEMISTRY

PRESENTS

Page 42



Details

The time has come my fellow friends to talk of many things...

Of summer time and festivals and basslines fit for kings!

So pack your bags and grab a pass to this year's hot new bash

Upon the fields and in the woods, a tribal beat we'll thrash!

A splendid culmination in a merge that's quite divine... The 'Strictly Crew' and 'Chemists' are becoming intertwined.

Introducing (nothing less) to you, the finest show in town

So please lend us you lug-ol's peeps, on how it's going down...

For many a long year now the Acoustic Chemists and Strictly Posse have run along side each other, oblivious to the potential of what could happen if they dared to join forces.... and (luckily enough for you lot) this has now happened...

They've only gone and set up a bloody festival in your back yard haven't they!!

back yard haven't they!!

Right, getting down to business, as this is going to be a serious affair...

As you all well know by now, these crews (or tribes if you will) deliver nothing less than the upmost passion for all things music, fun and excitement. We absolutely intend to knock your blocks off this time, trust! And cannot begin to describe the enthusiasm and determination that is going into this thing that we shall rightly call a festival.

So let it be known... On the 20th and 21st of July 2018, the tribes shall unite upon an unwitting countryside in Surrey. This is happening people (as well you know it should!). It is time to raise the totems, slap on your war paint and see what's gwaaaaaanin... as Strictly Chemistry proudly presents...

TRIBAL RHYTHM

Friday 20th July 2018 - Sunday 22nd July 2018

2 Day Festival (Party Friday night, all day Saturday and go home Sunday)

@ Top Secret Location

Over 18s only - ID required upon entry

Gates open at 2pm Friday

Car park and entry gate closes at 10pm on both days

Friday 20th July 2018 - Sunday 22nd July 2018
2 Day Festival (Party Friday night, all day Saturday and
go home Sunday)
@ Top Secret Location
Over 18s only - ID required upon entry
Gates open at 2pm Friday
Car park and entry gate closes at 10pm on both days
– reopen at 10 am the next morning
Music on Friday 20th from 4pm till 4am
Music on Saturday 21st from 12pm till 4am

What to expect:

Immersive Funktion One sound (implemented by the
Acoustic Chemists)
Full-on visual production and decor
Full line up to be released in due course, but expect
nothing less than the cream of the crop in terms of
local talent and support from your favorite local night
life brands.
Over night camping (tents and camper vans welcome)
Fully licensed bar
Food vendors and stalls open all weekend (including
breakfast Sunday morning)
Daytime activities and silly stuff
Late night cinema
Campfire

Late night cinema

Campfire

Chill out area

Onsite First aid

Friendly and reassuring security

Epic views and scenery

The finest raving crew in all the land

This is an exclusive invite only event. Friends and friends of friends welcome. All done, not with a mentality of elitism, but with an aspiration to create a warm and friendly/welcoming environment for everyone to enjoy.

We will be running a tight ship in terms of environmental ethics and (as always) ask that you respect the land and venue as if it was your own.

We will be proactively campaigning to raise money for the 'Last night I saved a DJ's life' fund as part of this venture and ask that you take a moment to find out what this is about and support if you can.

More information to be released over the next few months so stay tuned, click interested on the event page and start spreading the word to all your kin.

This is going to be the biggest, baddest production we have ever delivered so hold on to your seats. buckle up

This is going to be the biggest, baddest production we have ever delivered so hold on to your seats, buckle up your comfiest raving kicks and get ready for the party of the year!

Tickets:

Tickets will be going on sale at 12:00 midday on Sunday 22nd of April. They are available only direct from us or via associated supporting brands. All tickets are weekend passes (no single day tickets available)

Tier 1: Early bird - £25 - SOLD OUT

Tier 2: Didn't quite catch the worm but still keen - £30 - SOLD OUT

Tier 3: Probably better grab one now - £40

Tier 4: Ooops, late to the party - £50

Camper van pass - £1

All ticket prices will be subject to additional booking fee

Link to ticket site > <https://www.eventbrite.co.uk/e/tribal-rhythm-festival-tickets-45215636185>

Tickets:

Tickets will be going on sale at 12:00 midday on Sunday 22nd of April. They are available only direct from us or via associated supporting brands. All tickets are weekend passes (no single day tickets available)

Tier 1: Early bird - £25 - SOLD OUT

Tier 2: Didn't quite catch the worm but still keen - £30 - SOLD OUT

Tier 3: Probably better grab one now - £40

Tier 4: Ooops, late to the party - £50

Camper van pass - £1

All ticket prices will be subject to additional booking fee

Link to ticket site > <https://www.eventbrite.co.uk/e/tribal-rhythm-festival-tickets-45215636185>

Password: tribal2018

Music festival



FACEBOOK EVENT PAGE

JUL
20 Tribal Rhythm Festival
2018

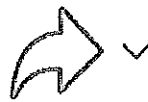
Mixed Emotions - "Music Is The Sound Of Feelings" and 2 others



Interested



Going



Share



More



Fri, 20 Jul at 14:00-Sun, 22 Jul at 00:00 BST
Next month



An unwitting countryside in the heart of Surrey...



Tickets Available
www.eventbrite.co.uk

ABOUT

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DISCUSSION

FACEBOOK LINE UP
ABOUT

DISCUSSION

STRICTLY CHEMISTRY

PRESENTS

TOP SECRET

20TH + 21ST OF JULY 2018 - 2 DAY FESTIVAL
@ TOP SECRET LOCATION (NEAR REDHILL)

FULL LINE UP

2E - ANGST - ALEX ANSELL - AUNT - AXILLIAN
BISHBASHBOSH - BEOHKAY - BEX - BIOBREAK
BO-DEE - BROOKS - BUG - BUNGLE - CHRIS CULTURE
COMMUNITY BASS LIVE - CONCEPT 13 - DRENALIN
D-JAKE - DAN STOVES - DEPARTED - DJ T - FINSTAR
FLOWS - FIX MODE - FRESHOLD - HD - HOOPZ - HUFFEY - IR9
JACK ME LASER - JESTER - KAIBURR - KIZ - LAZY TECHNICIAN
LIEUTENANT - MANNERS - MARS PROJECT - MERAKI
MR VENGEANCE - NATTY RED - NME - ORANGE PEEL - PAYNE
PRECYNCT - RAF - RBRT - RECON - REDSHIFT - RERUN
SCHEME - SIGHTEK - SLK - SMYRKY - SOLAH - STYLE ONE
VT LEAF - TRESPASS - TROPIX - TRUecraft - TUSK

DNB - JUNGLE - BREAKS - GARAGE - BASSLINE - HOUSE - OLD SCHOOL
TRANCE - PSY - GLITCH HOP - REGGAE - HIP HOP - FUNK - SOUL

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COMMUNITY

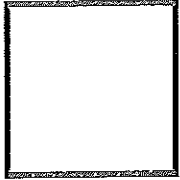
DELIRIUM

HOOPZ

ES

FACEBOOK PASSWORD ABOUT

* NOTE PASSWORD CHANGED AFTER POLICE DISCUSSION NOT FROM ME



Say something...



Pinned Post



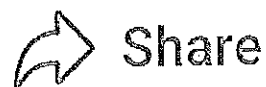
Acoustic Chemistry ▶ Tribal Rhythm Festival 2018

21 Apr at 20:27 • 🌐

***TICKET SYSTEM ACCESS PASSWORD IS: 'tribal2018' ***



3 shares



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Public posts



[Redacted] · 19 June

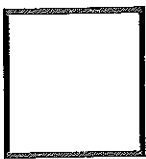
...Friendz will be hosting a takeover at Tribal Rhythm Festival 2018, s...

Hoopz - Tribal Rhythm - Hoopz & Friendz 2018 Promo - mixcloud.c...



17

9 comments · 4 shares



[Redacted] · Hard Trance · 18 June

Hard Trance recommends Tribal Rhythm Festival 2018

Tribal Rhythm Festival 2018



1

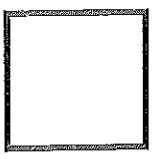
1

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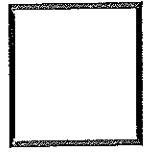
[Redacted] · 1 June

...catch me at this awesome festival. Tribal Rhythm Festival 2018 With a heavy line up.



11

2 comments



[Redacted] · 19 June

...Friendz will be hosting a takeover at Tribal Rhythm Festival 2018, s...
Hoopz - Tribal Rhythm - Hoopz & Friendz 2018 Promo - mixcloud.c...

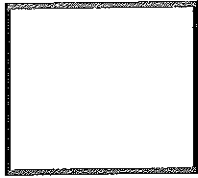


17

9 comments • 4 shares



[Redacted] · 13 June

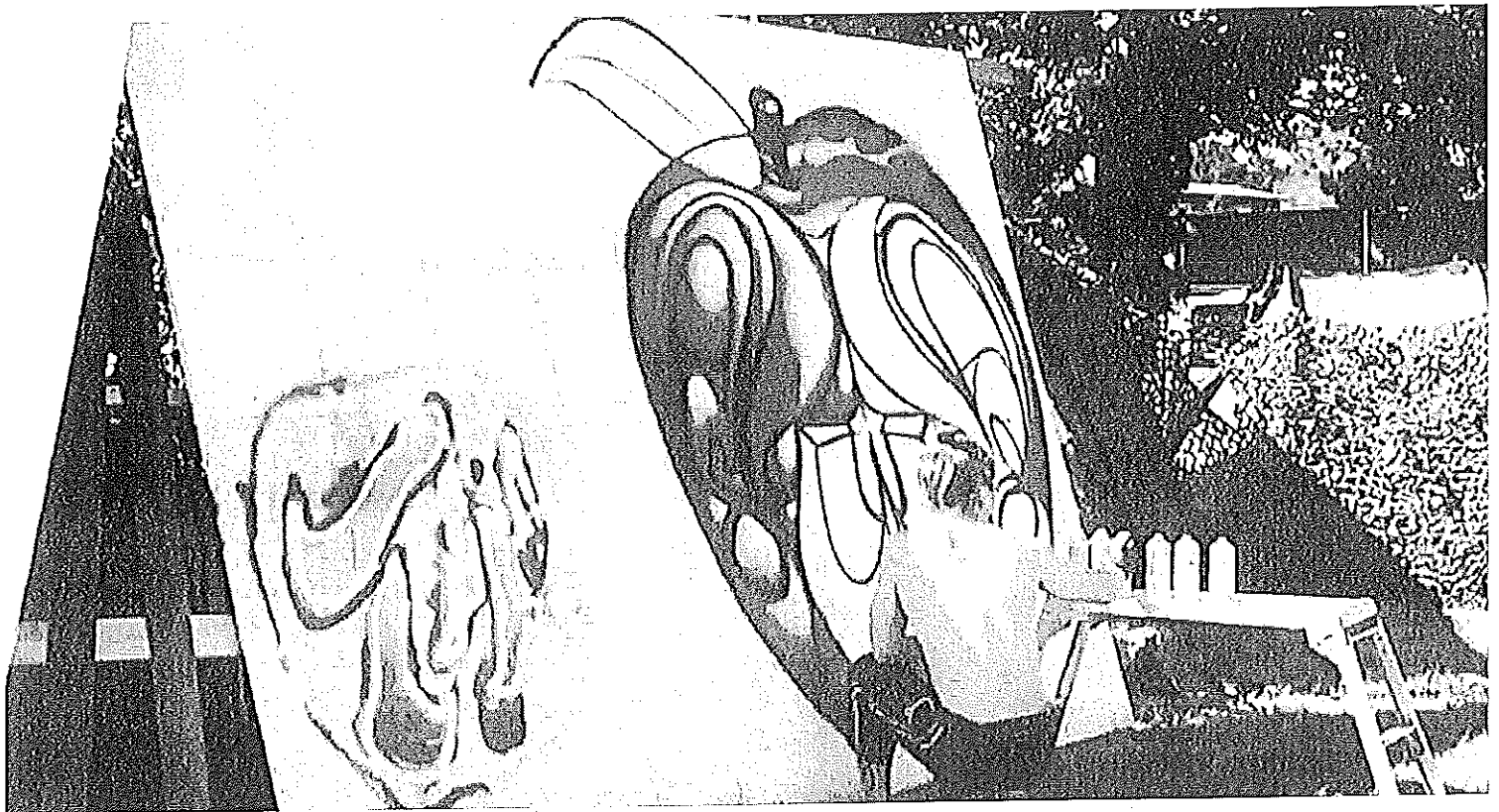


shared a link.



17 Jun at 19:48 • 🌐

So this is what happened last time **Acoustic Chemistry** and **Strictly Productions** teamed up to throw down some festival vibes at Redfest. If you were there, see if you can spot yourself!



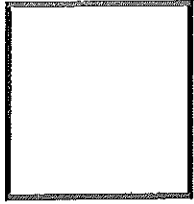
VIMEO.COM

Strictly Guestlist Redfest Promo video

This is "Strictly Guestlist Redfest Promo video" by sam pr...

FACEBOOK SPEAKER
ABOUT

DISCUSSION



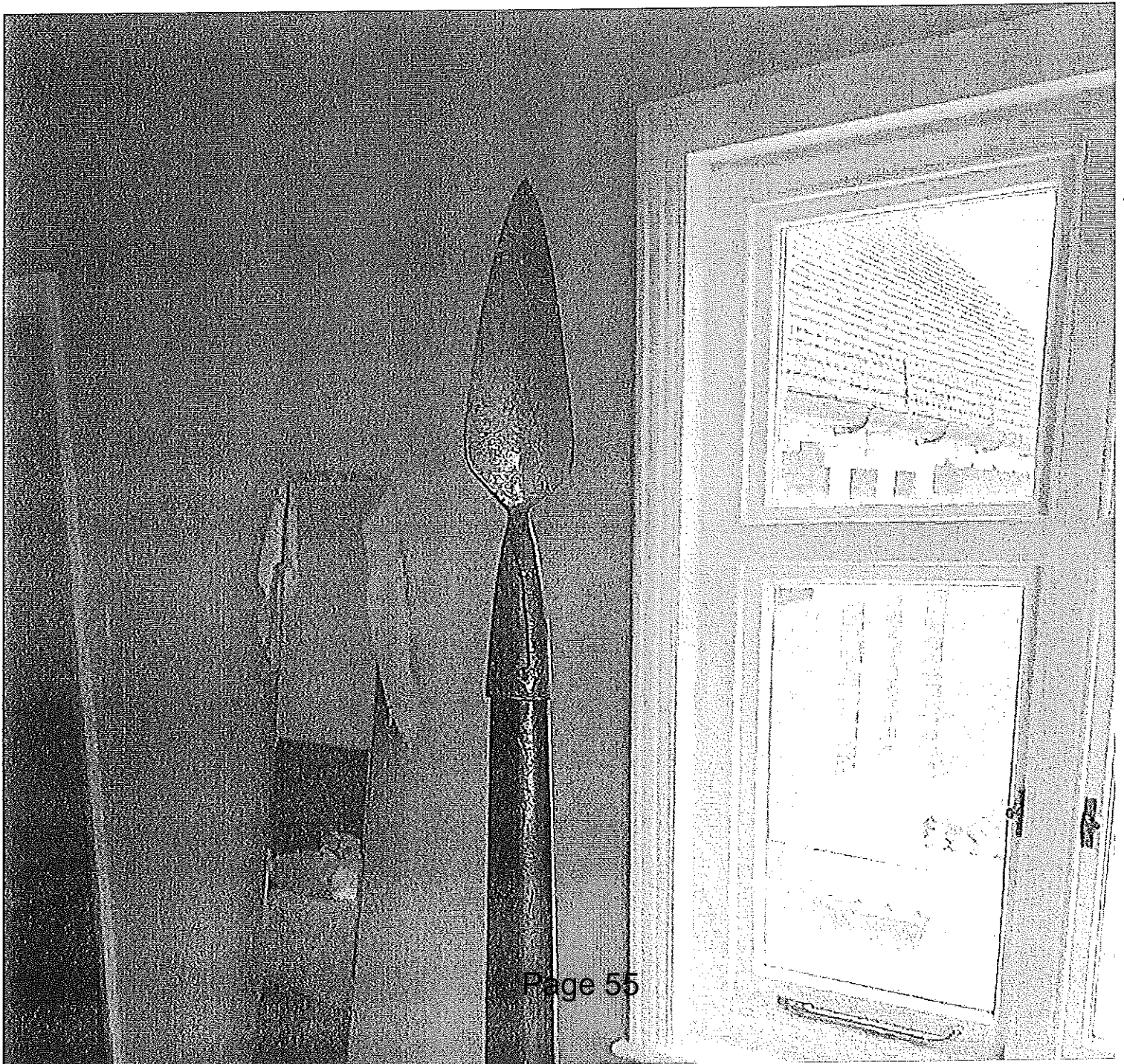
▶ Tribal

...

Rhythm Festival 2018

2 Jun at 13:31 • 🌐

What's the policy on ceremonial weaponry?
Asking for a friend





Strictly Productions ▶ Tribal
Rhythm Festival 2018

...

8 Jun at 10:54 • 🌐

Who's feeling the summer vibes today?! It's Friday, the sun is shining, and we feel like we want to get stuck into some naughty basslines in a field / woods with all our pals... Well it's coming ladies and gents... Friday 20th July we will opening the gates to our first ever festival and it's shaping up to be pretty bloody awesome!

The last of tier 3 tickets are available via the event page below, or direct from one of the team at tonight's Acoustic Chemistry at The Cage, Reigate. DON'T WAIT, THEY WILL BE GONE!! 🕶️🔥🍄🌸🌸🌸👤

👍 8

5 shares

FACEBOOK TICKET LINK 2



Strictly Productions ▶ Tribal Rhythm Festival 2018

18 Jun at 10:00 • 🌐

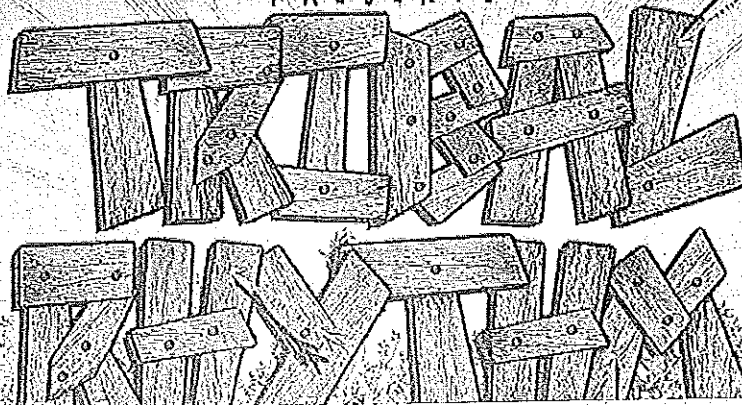
☆☆🌐 TICKET ANNOUNCEMENT 🌐☆☆

With just under 5 weeks to go, we have now sold 75% of tier 3 tickets! We cannot thank you enough for your support so far. It's going to be one hell of a weekend! For those that are yet to purchase your tickets, follow the link below and secure your place at Tribal Rhythm 2018!

TICKET LINK > <https://bit.ly/2JezaD6>

PASSWORD > XXXXXXXXXX

STRICTLY CHEMISTRY
PRESENTS

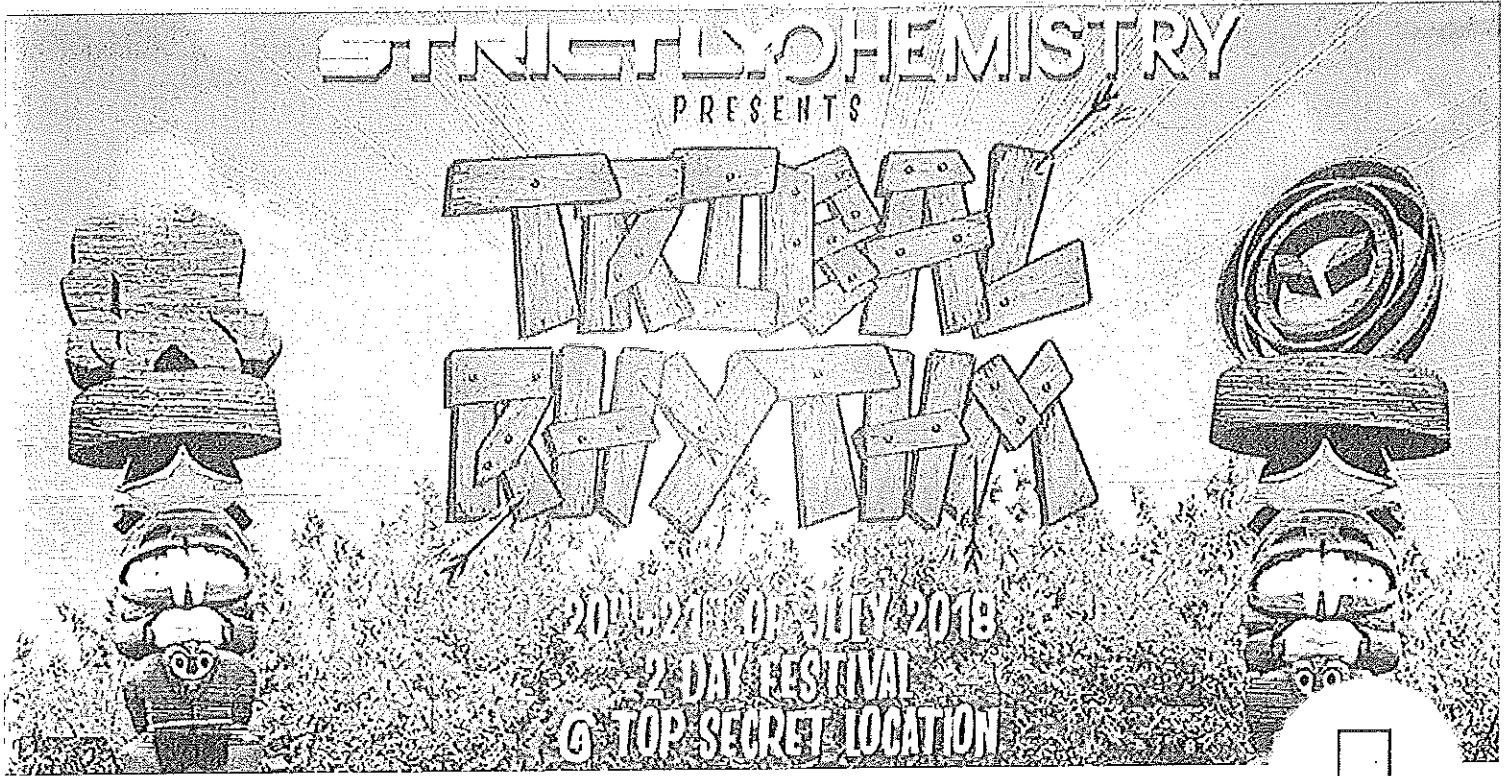


Write a comment...



TICKET 1

Eventbrite



TRIBAL RHYTHM FESTIVAL

by Strictly Chemistry



DATE AND TIME

£1 – £54.49

Page 58

TICKETS

Select Tickets



TICKET 2

Sales end on 20 July

Tier 1: Early Bird

£25.00 + £2.54 FEE

SOLD OUT

Tier 2: Didn't quite catch the worm
but still keen

£30.00 + £2.93 FEE

SOLD OUT

Tier 3: Probably better
grab one now

£40.00 + £3.71 FEE

TRIBAL RHYTHM FESTIVAL TICKET 3

Friday, 20 July 2018 at 18:00 | Sunday, 22 July 2018 at 12:00 (BST)

9:45

After 10 minutes, the reservation we are holding will be released.

Total: **£43.71** – 1 Item (view)

Used Eventbrite before?
Sign In for fast and easy ordering.

Your Info

First Name *

Surname *

Email *

www.eventbrite.com

Email * TICKET 4

Payment Info

Card Number *

Card Type *

Select a card type



Expiration Date *

Month



Year



CVV *

Postal Code*

TICKET 5

Ticket 1 – Tier 3: Probably better grab one now

First Name *

Surname *

Email

Mobile Phone

Other Information

How did you find out about this event?

What is your jam in terms of musical taste?

Vertical text on the right edge of the page, likely a page number or reference code.

TICKET 6

Other Information

How did you find out about this event?

What is your jam in terms of musical taste?

Dietary preferences? (just to help give our caterer an idea of what they need to bring)

Carnivor

Veggie

Vegan

Halal

Kosher

TICKET 7

Dietary preferences? (just to help give our caterer an idea of what they need to bring)

Carnivor

Veggie

Vegan

Halal

Kosher

I accept the terms of service and have read the privacy policy. I agree that Eventbrite may share my information with the event organiser.

Pay Now

TICKET NO REFUND



DATE AND TIME

Fri, 20 Jul 2018, 18:00 –

Sun, 22 Jul 2018, 12:00 BST



LOCATION

Top Secret Location

Redhill



REFUND POLICY

No Refunds



DESCRIPTION

The time has come my fellow friends to talk of many things...

£1 – £54.49

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Godstone Private Music Festival
Risk Assessment
Friday 20th July 2018 – Sunday 22nd July 2018
Version: 1

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1 Overview of the event

1.1 Core background information

Title:	Godstone Private Music Festival
Date:	20 th July 2018 – 22 nd July 2018
Time:	18:00 (Friday) – 04:00 (Sunday)
Venue:	Whyte Gate Stud Farm, Tilburstow Hill Road. South Godstone. RH9 8LY
Number of guests:	Up to 450
Total security:	1 per 100 guests (minimum 1 roaming plus 2 controlling site access). All security employed will have SIA licenses.
Access points:	1 (with a second access point closed but available in the event of emergency evacuation)
First aid persons:	2
First aid kit:	1 x Basic first aid kit to be held in bar
Fire fighting eqpt:	1 x 13A and 1 x CO2 extinguisher at the main stage; 1 x 13A and 1 x CO2 extinguisher at the woodland stage; 1 x CO ₂ extinguisher and fire blanket in the food tent / near vendors; 1 x 13A extinguisher beside the campfire; 1 x 13A extinguisher in the camping area; 1 x 13A extinguisher in the chill out area;
Insurance:	Suitable event insurance will be obtained with £10m worth of public liability and personal accident cover
Organisers:	Chris Baldwin, Louis King, Simeon Jones, Simon Clark, Steve Smith, Simon Buckmaster, Dan Stovell

1.2 Event description

The Festival will be primarily a local community and fund raising event. A percentage of profits (T.B.C.) will be donated to a charity for development of treatments for Multiple Sclerosis. It will be a private festival (by invitation only) for up to 499 people (including organisers / performers and security).

Ticket sales will be limited to 450 guests and will be sold through an online ticket agency in which individual ticket links will be supplied to pre-authorized attendees. The event will not be publically advertised and event location will not be provided till the day.

The festival will be held in a field and woodland area at a farm in South Godstone in Surrey. It will be for over 18s only (ID will be need to be provided for entry and for purchasing of tickets). It will be held for two days – Friday 20th July 2018 (16:00) – Sunday 22nd July 2018 (12:00).

A camping area will be provided for those who wish to attend and camp. Tickets are only being sold on a weekend basis with the intention that the majority will stay for the duration.

The festival will be focused around two main areas, a main stage in the field where entertainment will be mostly provided during the daylight hours and the Woodland stage for the evening / night time entertainment.

Please see sections 6 and 7 for a couple of high level maps.

Free Parking will be provided in a separate field away from the camping and entertainment area. For safety this will be locked at night and there will no movement allowed in or out this parking area during specific times (i.e. night time).

The entertainment area will also include a pay bar, food facilities (private vendors) and a rest area for those looking to take time away from the main event to relax and enjoy the picturesque surroundings.

Portaloos will be provided and will be located at least 10 metres away from the main stage and the food vendors.

The site will be powered by two 100KVa generators situated in a fenced off utility area away from the main entertainment area. These will provide power for the stages, rest area, food and drink areas, portaloos, camping area, and for lighting of the main routes around the site.

Water will be provided via the use of a water bowser filled with fresh water from the farm. The water bowser will be kept in the shade and a standpipe erected in an appropriate location. The water will be regularly checked prior to and throughout the festival to ensure it is potable. Bottled water will also be available at the bar.

There will be one route in and out of the site – which is off Tilburstow Hill Road.

There is a second entrance to the site (through the farm buildings) – gates to which would be kept closed during the course of the event but which would be opened in the event that an emergency evacuation is required. Two security guards will be employed to check tickets at the entrance to the site. They will then direct cars down the main track into the site. One marshal will be on duty to direct cars into the parking field (which will also be clearly signposted).

Organisers / security will be clearly identified and will wear T-shirts which will include the branding of the festival and the words 'Crew'.

1.3 About the organisers

The organisers of the event have collectively over 50 yrs worth of experience between them of running different types of events, both private and public. In addition several have extensive experience of working for some of the major festivals around the country and hold NVQs in spectator safety.

The key areas in which this experience will assist are as follows:

- Crowd Safety
- Noise control / offsite limits
- First Aid
- Event Management

2 The Purpose of this document

The purpose of this document is to identify and manage the risks involved in putting on the above event, in order to create a structured framework in which risks can be anticipated and prevented or minimised. 'Risks' in this context are defined as any circumstance with the potential to cause harm to any individual involved in putting on or attending the event. This assessment will seek to identify and evaluate each risk and state the protective and preventative measures we will undertake to manage them.

3 Risk framework

Risks have been assessed by considering the severity of each risk and the probability of each risk using the scoring methodology identified below:

3.1 Severity of risk

The level of harm that could result from the activity has been assessed using a scale of 1-3 as below:

- Level 1 – Trivial injury (not requiring treatment)
- Level 2 – Minor injuries that may result in first aid on site
- Level 3 – Major injuries that may require hospital treatment

3.2 Probability of risk

The probability of the risk occurring has been similarly assessed using a scale of 1-3 as below:

- Level 1 – Unlikely
- Level 2 – Possible
- Level 3 – Likely

3.3 Overall risk factor

These 'severity' and 'probability' have then been combined into following table to work out the Overall Risk Factor for each particular activity:

Severity/Probability	Unlikely (1)	Possible (2)	Likely (3)
Trivial injury (1)	Low risk	Low risk	Low risk
Minor injury (2)	Low risk	Medium risk	Medium risk
Major injury (3)	Low risk	Medium risk	High risk

Emergency Action Plan

3.4 *Injury or illness requiring ambulance*

Injuries or illnesses requiring ambulance should be reported to a marshal. The marshal will first contact the emergency services using their mobile telephone. They will then issue a Code 5 warning on the radio held at the bar, stating where the ambulance is required. On hearing a Code 5 warning, the two marshals controlling the access will split up: one will go to the access point on Tilburstow Hill Road to direct the ambulance onto the site. The other Marshal will go to the bottom of the track to ensure the access routes are clear and to direct the ambulance to where it is required.

3.5 *Fire requiring evacuation of the site*

In the event of a fire requiring evacuation of the site an announcement will be made over the PA on the main stage and woodland stage asking all attendees to make their way in an orderly fashion through the gate into the evacuation field. All Marshals in the main party area will assist by directing the attendees towards the evacuation field. The marshal spotting the fire will contact the emergency services using their mobile telephone. They will then issue a Code 10 warning on the radio held at the bar, stating where the fire is located. On hearing a Code 10 warning, the two marshals controlling the access will split up: one will go to the access point on Tilburstow Hill Road to direct the fire services onto the site. The other Marshal will go to the bottom of the track to ensure the access routes are clear and to direct the fire services to where they are required.

4 Key features of risk mitigation strategy

- Marshals will control access to the site to ensure there are no unauthorised attendees, to direct the emergency services if required, to control any evacuation and to patrol the event to ensure the access routes kept clear
- All Marshals will be clearly identifiable
- All marshals will have the post code and full address of the site for relaying to the emergency services if required
- Seven radios will be used. The marshals controlling the access route will hold two. The site supervisor will hold one and one will be kept permanently at the bar so that the marshals controlling the access route can always be contacted. The organisers will hold two radios so they are contactable at all times.
- Marshals will be required to have working mobiles with them at all times
- Marshals will be issued with a map showing location of fire points, extinguishers and fire exits
- Sets of fire extinguishers to be held at the campsite, car park, marquee, rest area and bar/food area
- Generators to be kept in the fenced off utility area
- Utility area to back onto the area of the marquee where the band and disco will be placed – to ensure power supplies and wiring for the band and disco are kept away from the public areas
- Fire points will contain appropriate extinguishers for the type of risk
- All walkways and the main areas of the site will be lit up
- There will be one central campfire; no unauthorised campfires will be allowed on the site
- Cars will be kept in a field away from the camping and entertainment areas, these will be secured at night
- The grass will be cut to prevent ground fire spreading
- Access to the site will be kept clear at all times to ensure access for emergency service
- Portaloos to be kept at least ten metres from the main marquee and on the opposite side of the field from the food stall and bar

5 Risk assessment

Hazard	Persons at risk	Severity of risk	Probability of risk	Overall risk factor	Measures required to control risk
Tripping over electrical cables	Attendees, contractors, marshals	1	2	Low	<ul style="list-style-type: none"> • Cables to be kept to utility areas of stages or ran down the sides of the stages • No cables across main routes (where unavoidable, cables will be buried or above head height) • Cables for lighting to the field and woods to be kept to sides of field and away from public areas
Tripping on ground in woods or field	Attendees, contractors, marshals	1	3	Low	<ul style="list-style-type: none"> • The grass in the field will be cut prior to event • All main walkways and party areas lit • Woodland will be cleared of any obstacles. Any low hanging branches that could potentially cause issues will be appropriately pruned
Fire on stages	Attendees, contractors, marshals	3	1	Low	<ul style="list-style-type: none"> • Full set of fire extinguishers appropriate for electrical and non-electrical fires • Clearly signposted fire exits (2) in main marquee • Brief DJs on announcement for orderly evacuation in the event of fire
Fire in field due to campfires, use of flares to light the site or cigarette butts	Attendees, contractors, marshals	3	2	Medium	<ul style="list-style-type: none"> • Sets of fire extinguishers to be held at the central campfire, campsite, stages food areas and relaxation area • No unauthorised campfires will be allowed on the site • Flares to be on sticks – i.e. flames above ground level; • Roaming marshal to keep watch on flares • Flares will not be used if the conditions are dry and the ground brush flammable
Fire in catering tent	Attendees, food contractors, marshals	3	1	Low	<ul style="list-style-type: none"> • CO2 fire extinguisher and fire blanket beside cooking areas • Gas cookers have shielded fireguards to prevent public being able to contact flames • Caterers will be highly experienced: registered with Environmental Health
Stage collapse	Attendees, contractors,	3	1	Low	<ul style="list-style-type: none"> • Staging will provided by a high quality and experienced specialist company – to be installed by professional trained operators

	marshals				
Collapse of tents/awnings	Attendees, contractors, marshals	2	2	Medium	<ul style="list-style-type: none"> Tents will be small (no longer than 30ft), fully tethered and with sides in the event of poor weather or high winds
Accident involving two vehicles or vehicle and pedestrians	Attendees, contractors, marshals	3	2	Medium	<ul style="list-style-type: none"> Onsite speed limit of 10mph to be signposted Marshals to control access routes to ensure cars are driven carefully Carpark kept in a separate field from Entertainment field and camping field Carpark and access routes to be lit
Food poisoning	Attendees, contractors, marshals	2	1	Low	<ul style="list-style-type: none"> Caterers will have full Food Hygiene Certificates Caterers will be registered with the appropriate Environmental Health agency
Contamination of food/drink from portaloos	Attendees, contractors, marshals	2	1	Low	<ul style="list-style-type: none"> Portaloos located ten metres from main marquee and on opposite side of party field from food and bar areas Alcohol soap to be provided in portaloos
Persons falling into bodies of water	Attendees, contractors, marshals	2	2	Medium	<ul style="list-style-type: none"> All bodies of water will be fenced off from the public There are no water hazards within the main area
Electric shock following contact with distributed power	Attendees, contractors, marshals	3	2	Medium	<ul style="list-style-type: none"> Generators and electrical distribution to be kept to utility area Cables to be kept to utility areas of marquee, or sides of marquee where this is not possible No cables across main routes (where unavoidable, cables will be buried or above head height) Cables for lighting field to be kept to sides of field and away from public areas
Loss of hearing due to exposure to high noise levels	Attendees, contractors, marshals	1	1	Low	<ul style="list-style-type: none"> Small / medium PAs only – appropriate to size of venues Event attendees will be free to move away from stages at any time Ear plugs will be supplied for free for anyone that requests them Onsite sound engineers will be monitoring stages to ensure volume is not excessive
Trampling on evacuation	Attendees, contractors, marshals	3	1	Low	<ul style="list-style-type: none"> Clearly signposted fire exits in bar tent All other areas open access with no pinch points Marshals to control evacuation Clearly signposted evacuation field

					<ul style="list-style-type: none"> • PA announcement to ask for orderly evacuation • All main routes lit and signposted
Drunkenness	Attendees	1	2	Low	<ul style="list-style-type: none"> • Bar staff briefed not to serve alcohol to anyone who appears intoxicated
Burns/people falling into the communal campfire	Attendees, contractors, marshals	3	2	Medium	<ul style="list-style-type: none"> • Small fire • Rationed fire wood to keep size small • No trip hazards around fire • Seats to be set back from the fire edge • Marshals / security to patrol to ensure an orderly fire
Burns from cooking equipment	Attendees, food contractor	3	2	Medium	<ul style="list-style-type: none"> • Gas cookers will be away from the public therefore this should not be an issue
Anaphylactic shock due to food allergy	Attendees, contractors, marshals	3	1	Low	<ul style="list-style-type: none"> • Food vendors will display details of ingredients included in food so as to warn those with allergies
Physical violence from gate crashers / uninvited guests	Attendees, contractors, marshals	3	2	Medium	<ul style="list-style-type: none"> • Single controlled access point to event • Entry by ticket only (and tickets issued to invited guests only) • Access point will be manned by marshals throughout the event • Heras fencing will be appropriately used to restrict unauthorised access • All marshals / security will have mobile phones – enabling immediate contact with police if required • Tickets will be issued from a single central source only • SIA certified security will be employed
Created a sound nuisance for local residents	Non-attendees	1	1	Low	<ul style="list-style-type: none"> • All sound levels will be monitored regularly at designated listening spots • Hay bails will be used around stages to absorb low frequencies which are the most problematic • Speakers will be directed away from properties and placed in positions where natural landscape will minimise sound spill / travel • Nearest property is 0.5KM away therefore this should not be an issue • Sound engineers will be present at all times on site to ensure DJs are kept restricted • Limiters will be used on PA's to ensure they cannot go over a certain

					level • After 11PM sound levels will be reduced
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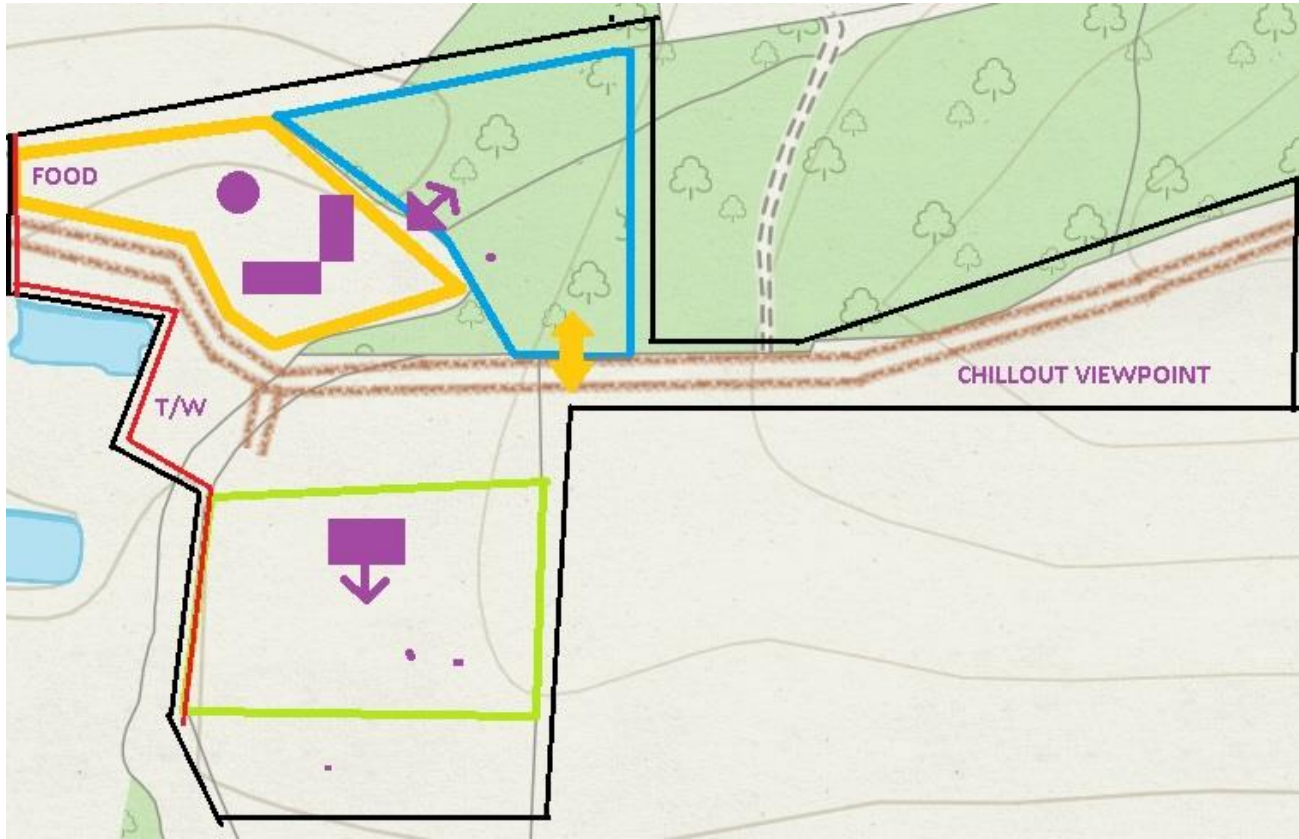
6 High level site plan



Page 76

All activities will be taking place within the black outlined area. Car parking will be located in the red area. The yellow arrow indicates the path from the car park to the main area.

7 Plan of the main area



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Sandhills Farm – Additional Information
11 September 2021 - 12:00 – 23:00

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Entertainment.....	4
Refreshments / Alcohol.....	4
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COVID-19 Risk Assessment.....	4
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Core event information

Title:	Tropical Garden Party
Date:	11 September 2021
Time:	12:00 (Friday) – 23:00 (Sunday)
Venue:	Sandhills Farm, Outwood Lane, Bletchingley. RH1 4NL
Number of guests:	Up to 300
Total security:	4 SIA qualified security
Access points:	1 (with a second access point closed but available in the event of emergency evacuation)
First aid persons:	1
First aid kit:	1 x Basic first aid kit to be held in bar
Fire fighting eqpt:	1 x 13A and 1 x CO2 extinguisher at the stage; 1 x CO2 extinguisher and fire blanket located near vendor
Insurance:	Event insurance will be obtained with £10m worth of public liability and personal accident cover

Event overview

A one-day music event with the aim to also raise funds for charity. A percentage of profits will be donated to a charity for development of treatments for Multiple Sclerosis and also to the Lucy Rayner Foundation. It will be a private event (by invitation only) for up to 350 people (including organisers / performers and security).

Event Location

The event will be taking place within the red dashed line shown on the map below. Address is as advised in the TEN application. The pin on the map below is located at OS Grid reference TQ 32318 49559.

Free Parking will be provided in a separate field away from the licensed area. Shown in yellow below



Ticket sales

Ticket sales will be limited to 300 guests and will be sold through an online ticket agency in which individual ticket links will be supplied to pre-authorized attendees. The event will not be publically advertised and event location will not be provided till the day to the ticket purchasers.

Entertainment

There will be one main stage located outside in the licensed field with amplified music being played. There will also be music being played in the bar area.

Refreshments / Alcohol

A licensed bar will be provided, serving a range of alcoholic and non alcoholic beverages. Fresh drinking water will be available.

An appropriate licensed food vendor will also be onsite.

Sanitation

Portaloos will be provided and will be located at least 10 metres away from the stage and the food vendor. Total amount of units to be confirmed and based upon tickets sold, however will be in the ratio of 1 toilet to every 75 attendees approximately. Alcohol hand gel will be provided free of charge,

COVID-19 Risk Assessment

Please see additional document supplied. The COVID-19 Risk Assessment supplied has been produced on the basis that there are no social distancing restrictions in place at the time of the event. Should there still be restrictions in place then the organisers would voluntarily withdraw their license and cancel the event.

Risk assessment

Hazard	Persons at risk	Severity of risk	Probability of risk	Overall risk factor	Measures required to control risk
Tripping over electrical cables	Attendees, contractors, marshals	1	2	Low	<ul style="list-style-type: none"> • Cables to be kept to utility areas of stages or ran down the sides of the stages • No cables across main routes (where unavoidable, cables will be buried or above head height) • Cables for will be kept to sides of field and away from public areas
Tripping on ground in woods or field	Attendees, contractors, marshals	1	3	Low	<ul style="list-style-type: none"> • The grass in the field will be cut prior to event • All main walkways and party areas lit
Fire on stages	Attendees, contractors, marshals	3	1	Low	<ul style="list-style-type: none"> • Full set of fire extinguishers appropriate for electrical and non-electrical fires • Clearly signposted fire exits (2) in bar • Brief DJs on announcement for orderly evacuation in the event of fire
Fire	Attendees, contractors, marshals	3	2	Medium	<ul style="list-style-type: none"> • Sets of fire extinguishers to be held at the stage and bar / food area. • No fires or any naked flames will be allowed on the site
Fire at food vendor	Attendees, food contractors, marshals	3	1	Low	<ul style="list-style-type: none"> • CO2 fire extinguisher and fire blanket near vendor • Any caterers used will be highly experienced: registered with Environmental Health

Stage collapse	Attendees, contractors, marshals	3	1	Low	<ul style="list-style-type: none"> • Staging will provided by a high quality and experienced specialist company – to be installed by professional trained operators
Collapse of tents/awnings	Attendees, contractors, marshals	2	2	Medium	<ul style="list-style-type: none"> • Tents will be small (no longer than 30ft), fully tethered and with sides in the event of poor weather or high winds
Accident involving two vehicles or vehicle and pedestrians	Attendees, contractors, marshals	3	2	Medium	<ul style="list-style-type: none"> • Onsite speed limit of 10mph to be signposted • Marshals to control access routes to ensure cars are driven carefully • Carpark kept in a separate field from event area
Food poisoning	Attendees, contractors, marshals	2	1	Low	<ul style="list-style-type: none"> • Caterers will have full Food Hygiene Certificates • Caterers will be registered with the appropriate Environmental Health agency
Contamination of food/drink from portaloos	Attendees, contractors, marshals	2	1	Low	<ul style="list-style-type: none"> • Portaloos located ten metres from food vendor and the bar. • Alcohol soap to be provided in portaloos
Electric shock following contact with distributed power	Attendees, contractors, marshals	3	2	Medium	<ul style="list-style-type: none"> • Generators and electrical distribution to be kept to utility area • Cables to be kept to utility areas of marquee, or sides of marquee where this is not possible • No cables across main routes (where unavoidable, cables will be buried or above head height)
Loss of hearing due to exposure to high noise levels	Attendees, contractors, marshals	1	1	Low	<ul style="list-style-type: none"> • Small / medium PAs only – appropriate to size of venues • Event attendees will be free to move away from stages at any time • Ear plugs will be supplied for free for anyone that requests them

					<ul style="list-style-type: none"> • Onsite sound engineers will be monitoring stages to ensure volume is not excessive
Trampling on evacuation	Attendees, contractors, marshals	3	1	Low	<ul style="list-style-type: none"> • Clearly signposted fire exits in bar tent • All other areas open access with no pinch points • Marshals to control evacuation • PA announcement to ask for orderly evacuation • All main routes lit and signposted
Drunkenness	Attendees	1	2	Low	<ul style="list-style-type: none"> • Bar staff briefed not to serve alcohol to anyone who appears intoxicated
Burns from cooking equipment	Attendees, food contractor	3	2	Medium	<ul style="list-style-type: none"> • Gas cookers will be away from the public therefore this should not be an issue
Anaphylactic shock due to food allergy	Attendees, contractors, marshals	3	1	Low	<ul style="list-style-type: none"> • Food vendors will display details of ingredients included in food so as to warn those with allergies
Physical violence from gate crashers / uninvited guests	Attendees, contractors, marshals	3	2	Medium	<ul style="list-style-type: none"> • Single controlled access point to event • Entry by ticket only (and tickets issued to invited guests only) • Access point will be manned by SIA certified security staff and marshals throughout the event • Heras fencing will be appropriately used to restrict unauthorised access • All marshals / security will have mobile phones – enabling immediate contact with police if required • Tickets will be issued from a single central source only

<p>Created a sound nuisance for local residents</p>	<p>Non-attendees</p>	<p>1</p>	<p>1</p>	<p>Low</p>	<ul style="list-style-type: none"> • All sound levels will be monitored regularly at designated listening spots • Speakers will be directed away from properties and placed in positions where natural landscape will minimise sound spill / travel • Nearest property is 0.5KM away therefore this should not be an issue • Sound engineers will be present at all times on site to ensure DJs are kept restricted • Limiters will be used on PAs to ensure they cannot go over a certain level • Music will finish promptly at 2300.
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* required information

Section 1 of 9

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

SC002

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

Christopher

Family name

Baldwin

E-mail address

Main telephone number

Include country code.

Other telephone number

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

Are you:

- 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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Your Address

Address official correspondence should be sent to.

Building number or name	<input type="text" value="15"/>
Street	<input type="text" value="Sandcross Lane"/>
District	<input type="text"/>
City or town	<input type="text" value="Reigate"/>
County or administrative area	<input type="text" value="Surrey"/>
Postcode	<input type="text" value="RH2 8EQ"/>
Country	<input type="text" value="United Kingdom"/>

Section 2 of 9

APPLICATION DETAILS [\(See also guidance on completing the form, general notes and note 1\)](#)

Have you had any previous or maiden names?

- Yes No

Your date of birth

dd mm yyyy

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

Correspondence Address

Is the address the same as (or similar to) the address given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name	<input type="text" value="15"/>
Street	<input type="text" value="Sandcross Lane"/>
District	<input type="text"/>
City or town	<input type="text" value="Reigate"/>
County or administrative area	<input type="text" value="Surrey"/>
Postcode	<input type="text" value="RH2 8EQ"/>
Country	<input type="text" value="United Kingdom"/>

Continued from previous page...

Additional Contact Details

Are the contact details the same as (or similar to) those given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

- Yes No

E-mail

Telephone number

Other telephone number

Section 3 of 9

THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). [\(See also guidance on completing the form, note 2\)](#)

Does the premises have an address?

- Yes No

Address

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

- Yes No

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

- Neither Premises licence Club premises certificate

Location Details

Provide further details about the location of the event

The event will be held in fields and woodland owned by Whyte Gate Stud Farm. Only a small area is intended to be used which will be located around OS Grid reference TQ 34874 49704.

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below [\(see also guidance on completing the form, note 3\)](#)

Continued from previous page...

It is intended to restrict the area used to a small area located around OS Grid reference TQ 34874 49704. Further details will be supplied in a separate document.

Describe the nature of the premises below ([see also guidance on completing the form, note 4](#))

The premises being used are field(s) and woodland. The areas are both owned by Whyte Gate Stud Farm which is a stables and equine facility.

Describe the nature of the event below ([see also guidance on completing the form, note 5](#))

A small 2-day ticketed private event for friends and associates of the organisers. Entertainment will consist primarily of pre-recorded music. For the avoidance of doubt there will be no live music performances. A risk assessment with further details of the event and all key considerations will be emailed shortly.

Section 4 of 9

LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises ([see also guidance on completing the form, note 6](#)):

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment
- The giving of a late temporary event notice

[\(See also guidance on completing the form, note 7\).](#)

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

[\(See also guidance on completing the form, note 8\).](#)

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

[\(see also guidance on completing the form, note 9\)](#)

Event start date / /
dd mm yyyy

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Event end date / /
dd mm yyyy

Continued from previous page...

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

[\(see also guidance on completing the form, note 10\)](#)

Music : Friday 20th July	18:00 - 04:00
Saturday 21st July	12:00 - 04:00
Alcohol: Friday 20th July	18:00 - 02:00
Saturday 21st July	12:00 - 02:00

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers

[\(see also guidance on completing the form, note 11\)](#)

499

Note that the maximum number of people cannot exceed 499.

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

[\(see also guidance on completing the form, note 12\):](#)

- On the premises only
- Off the premises only
- Both

Section 5 of 9

RELEVANT ENTERTAINMENT [\(See also guidance on completing the form, note 13\)](#)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

N/A

Section 6 of 9

PERSONAL LICENCE HOLDERS [\(See also guidance on completing the form, note 14\)](#)

Do you currently hold a valid personal licence?

- Yes
- No

Provide the details of your personal licence below.

Issuing licensing authority

Mole Valley District Council

Licence number

--

Date of issue

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
dd		mm		yyyy

Continued from previous page... Any further relevant details

The license holder is Christopher John Huffey who has been contracted by the organisers to run the bar.

Section 7 of 9

PREVIOUS TEMPORARY EVENT NOTICES [\(See also guidance on completing the form, note 15\)](#)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?

Yes No

State the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year

Have you already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before; or Yes No

b) Begins 24 hours or less after the event period proposed in this notice?

Section 8 of 9

ASSOCIATES AND BUSINESS COLLEAGUES [\(See also guidance on completing the form, note 16\)](#)

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes No

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before; or Yes No

b) Begins 24 hours or less after the event period proposed in this notice?

Continued from previous page...

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? Yes No

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:
a) Ends 24 hours or less before; or
b) Begins 24 hours or less after the event period proposed in this notice? Yes No

Section 9 of 9

CONDITION [\(See also guidance on completing the form, note 18\)](#)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

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.

This formality requires a fixed fee of £21

DECLARATION [\(See also guidance on completing the form, note 19\)](#)

* The information contained in this form is correct to the best of my knowledge and belief.

I understand that it is an offence:

- (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and
- (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both.

I confirm that I am giving notice at least clear ten working days before the event and I am aware that the ten working days do not include the day on which the notice is received or the day of the event (Bank Holidays, public holidays and weekends are not counted as working days).

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

Continued from previous page...

Date

/ /
dd mm yyyy

[Add another signatory](#)

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/temporary-event-notice/tandridge/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.

OFFICE USE ONLY

Applicant reference number	<input type="text" value="SC002"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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Revised Guidance issued under section 182 of the Licensing Act 2003

Licensing objectives and aims

1.2 The legislation provides a clear focus on the promotion of four statutory objectives which must be addressed when licensing functions are undertaken.

1.3 The licensing objectives are:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance; and
- The protection of children from harm.

1.4 Each objective is of equal importance. There are no other statutory licensing objectives, so that the promotion of the four objectives is a paramount consideration at all times.

1.5 However, the legislation also supports a number of other key aims and purposes. These are vitally important and should be principal aims for everyone involved in licensing work. They include:

- protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;
- giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems;
- recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises;
- providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and
- encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.

Temporary Event Notices (TENs)

7.1 This Chapter covers the arrangements in Part 5 of the 2003 Act for the temporary carrying on of licensable activities which are not authorised by a premises licence or club premises certificate.

General

7.2 The system of permitted temporary activities is intended as a light touch process, and as such, the carrying on of licensable activities does not have to be authorised by the licensing authority on an application. Instead, a person wishing to hold an event at which such activities are proposed to be carried on (the “premises user”) gives notice to the licensing authority of the event (a “temporary event notice” or “TEN”).

7.3 The TEN must be given to the licensing authority in the form prescribed in regulations made under the 2003 Act. The form requires the user to describe key aspects of the proposed event, including the general nature of the premises and the

event, the licensable activities intended to be carried on at the proposed event, including whether they will include any relevant entertainment as defined in Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 (i.e. displays of nudity designed to sexually stimulate any member of the audience including, but not limited to, lap dancing and pole dancing). Under the 2003 Act 'premises' can mean any place. Events authorised under a TEN will therefore not always be in a building with a formal address and can take place, for example, in public parks and plots within larger areas of land. In all cases, the premises user should provide a clear description of the area in which they propose to carry on licensable activities, including whether the premises are, for example, an open field or a beer tent. Local authorities and "relevant persons" (see below) may wish to make enquiries where appropriate to satisfy themselves of the exact location for where a TEN is being given.

7.4 Unless it is sent electronically, it must be sent to the relevant licensing authority, to the police and "local authority exercising environmental health functions" ("EHA") at least ten working days before the event. A premises user may also give a limited number of "late TENs" to the licensing authority less than 10 working days before the event to which they relate, although certain restrictions apply (see paragraphs 7.12-7.14). "Working day" under the 2003 Act means any day other than a Saturday, Sunday, Christmas Day, Good Friday or Bank Holiday. For limited purposes in relation to a TEN, the 2003 Act defines a "day" as a period of 24 hours beginning at midnight.

7.5 If a TEN is sent electronically via GOV.UK or the licensing authority's own facility, the licensing authority must notify the police and EHA as soon as possible and no later than the first working day after the TEN is given.

7.6 The police or EHA ("relevant persons" for the purposes of TENs) may intervene to prevent such an event taking place by sending an objection to the licensing authority, which the licensing authority must consider on the basis of the statutory licensing objectives and decide whether the event should go ahead. A relevant person may also intervene by agreeing a modification of the proposed arrangements directly with the TENs user (see paragraph 7.36). If a relevant person sends an objection, this may result in the licensing authority imposing conditions on a TEN but only where the venue at which the event is to be held has an existing premises licence or club premises certificate. When giving a TEN, the premises user should consider the promotion of the four licensing objectives. The licensing authority may only otherwise intervene if the statutory permitted limits on TENs would be exceeded (see paragraphs 7.15-7.22).

7.7 A TEN does not relieve the premises user from any requirements under planning law for appropriate planning permission where it is required.

Standard and late temporary event notices

7.8 There are two types of TEN: a standard TEN and a late TEN. These are subject to different processes: a standard notice is given no later than ten working days before the event to which it relates; and a late notice is given not before nine and not later than five working days before the event.

Standard temporary event notices

7.9 "Ten working days" (and other periods of days which apply to other requirements in relation to TENs) exclude the day the notice is received and the first day of the event.

7.10 The police and EHA have a period of three working days from when they are given the notice to object to it on the basis of any of the four licensing objectives.

7.11 Although ten clear working days is the minimum possible notice that may be given, licensing authorities should publicise their preferences in terms of advance notice and encourage premises users to provide the earliest possible notice of events planned by them. Licensing authorities should also consider publicising a preferred maximum time in advance of an event by when TENs should ideally be given to them.

Late temporary event notices

7.12 Late TENs are intended to assist premises users who are required for reasons outside their control to, for example, change the venue for an event at short notice. However, late TENs may, of course, be given in any circumstances providing the limits specified at paragraph 7.15 are not exceeded.

7.13 Late TENs can be given up to five working days but no earlier than nine working days before the event is due to take place and, unless given electronically to the licensing authority, must also be sent by the premises user to the police and EHA. A late TEN given less than five days before the event to which it relates will be returned as void and the activities to which it relates will not be authorised.

7.14 A key difference between standard and late TENs is the process following an objection notice from the police or EHA. Where an objection notice is received in relation to a standard TEN the licensing authority must hold a hearing to consider the objection, unless all parties agree that a hearing is unnecessary. If the police, EHA or both give an objection to a late TEN, the notice will not be valid and the event will not go ahead as there is no scope for a hearing or the application of any existing licence conditions.

Limitations

7.15 A number of limitations are imposed on the use of TENs by the 2003 Act:

- the number of times a premises user may give a TEN is 50 times in a calendar year for a personal licence holder and five times in a calendar year for other people;
- the number of times a premises user may give a late TEN is limited to 10 times in a calendar year for a personal licence holder and twice for other people. Late TENs count towards the total number of permitted TENs (i.e. the limit of five TENs a year for non-personal licence holders and 50 TENs for personal licence holders). A notice that is given less than ten working days before the event to which it relates, when the premises user has already given the permitted number of late TENs in that calendar year, will be returned as void and the activities described in it will not be authorised.
- the number of times a TEN may be given for any particular premises is 15 times in a calendar year;
- the maximum duration of an event authorised by a TEN is 168 hours (seven days);
- the maximum total duration of the events authorised by TENs in relation to individual premises is 21 days in a calendar year;
- the maximum number of people attending at any one time is 499; and
- the minimum period between events authorised under separate TENs in relation to the same premises (not including withdrawn TENs) by the same premises user is 24 hours.

7.16 Any associate, relative or business partner of the premises user is considered to be the same premises user in relation to these restrictions. The 2003 Act defines an associate, in relation to the premises user, as being:

- the spouse or civil partner of that person;
- a child, parent, grandchild, grandparent, brother or sister of that person;
- an agent or employee of that person; or
- the spouse or civil partner of a person listed in either of the two preceding bullet points.

7.17 A person living with another person as their husband or wife, is treated for these purposes as their spouse. 'Civil partner' has its meaning in the Civil Partnership Act 2004.

7.18 A TEN that is given may be subsequently withdrawn by the TEN user by giving the licensing authority a notice to that effect no later than 24 hours before the beginning of the event period specified in the TEN. Otherwise, the TEN will be included within the limits of TENs allowed in a given calendar year, even if the event does not go ahead.

7.19 Once these limits have been reached, the licensing authority should issue a counter notice (permitted limits) if any more are given. Proposed activities that exceed these limits will require a premises licence or club premises certificate.

7.20 TENs may be given in respect of premises which already have a premises licence or club premises certificate to cover licensable activities not permitted by the existing authorisation.

7.21 In determining whether the maximum total duration of the periods covered by TENs at any individual premises has exceeded 21 days, an event beginning before midnight and continuing into the next day would count as two days towards the 21-day limitation.

7.22 There is nothing in the 2003 Act to prevent notification of multiple events at the same time, provided the first event is at least ten working days away (or five working days away in the case of a late TEN). For example, an individual personal licence holder wishing to exhibit and sell beer at a series of farmers' markets may wish to give several notices simultaneously. However, this would only be possible where the limits are not exceeded in the case of each notice. Where the events are due to take place in different licensing authority (and police) areas, the respective licensing authorities and relevant persons would each need to be notified accordingly.

Who can give a temporary event notice?

Personal licence holders

7.23 A personal licence holder can give a TEN at any premises on up to 50 occasions in a calendar year. This limit is inclusive of any late TENs given in the same year. The use of each TEN must of course observe the limits described above, including the limit of 15 TENs in respect of each premises in a calendar year.

Non-personal licence holders

7.24 The 2003 Act provides that any individual aged 18 or over may give a TEN to authorise the carrying on of all licensable activities under the Licensing Act 2003, whether or not that individual holds a personal licence. Such an individual will not, therefore, have met the requirements that apply to a personal licence holder under Part 6 of the 2003 Act. Where alcohol is not intended to be sold, this should not matter. However, many events will involve a combination of licensable activities and the 2003 Act limits the number of notices that may be given by any non-personal licence holder to five occasions in a calendar year (inclusive of any late TENs in the same year). In every other respect, the Guidance and information set out in the paragraphs above applies.

Role of the licensing authority

7.25 The licensing authority must check that the limitations set down in Part 5 of the 2003 Act are being observed and intervene if they are not (see paragraph 7.15). For example, a TEN would be void unless there is a minimum of 24 hours between events notified by the same premises user, or an associate or someone who is in business with

the relevant premises user in respect of the same premises. This is to prevent evasion of the seven day (or 168 hour) limit on such events and the need to obtain a full premises licence or club premises certificate for more major or permanent events. In addition, for these purposes, a TEN is treated as being from the same premises user if it is given by an associate.

7.26 Where the application is not within the statutory parameters described earlier, the licensing authority will issue a counter notice to the premises user.

7.27 Where the TEN is in order, the relevant fee paid and the event falls within the prescribed limits, the licensing authority will record the notice in its register and send an acknowledgement to the premises user (which may be given electronically). The licensing authority must do so, no later than the end of the first working day following the day on which it was received (or by the end of the second working day if it was received on a non-working day), unless an objection notice is received beforehand from the police or EHA on the basis of any of the four licensing objectives (see paragraphs below).

7.28 If the licensing authority receives an objection notice from the police or EHA that is not withdrawn, it must (in the case of a standard TEN only) hold a hearing to consider the objection unless all parties agree that this is unnecessary. The licensing committee may decide to allow the licensable activities to go ahead as stated in the notice. If the notice is in connection with licensable activities at licensed premises, the licensing authority may also impose one or more of the existing licence conditions on the TEN (insofar as such conditions are not inconsistent with the event) if it considers that this is appropriate for the promotion of the licensing objectives. If the authority decides to impose conditions, it must give notice to the premises user which includes a statement of conditions (a “notice (statement of conditions)”) and provide a copy to each relevant party. Alternatively, it can decide that the event would undermine the licensing objectives and should not take place. In this case, the licensing authority must give a counter notice.

7.29 Premises users are not required to be on the premises during the event authorised by the TEN, but they will remain liable to prosecution for certain offences that may be committed at the premises during the period covered by it. These include, for example, the offences of the sale of alcohol to a person who is drunk; persistently selling alcohol to children and allowing disorderly conduct on licensed premises.

7.30 In the case of an event authorised by a TEN, failure to adhere to the requirements of the 2003 Act, such as the limitation of no more than 499 being present at any one time, would mean that the event was unauthorised. In such circumstances, the premises user would be liable to prosecution.

7.31 Section 8 of the 2003 Act requires licensing authorities to keep a register containing certain matters, including a record of TENs received. Under Schedule 3 of the 2003 Act, the licensing authority must also keep a record of such matters including any notice of withdrawal of a TEN, any counter notice to a TEN given following an objection by a relevant person and any TEN received following modification. If requested to do so, a licensing authority must supply a person with a copy of the information contained in any entry in its register. Each licensing authority must also provide facilities for making the information contained in the entries in its register available for inspection by any person during office hours and without payment. Licensing authorities may wish to consider bringing TENs to the attention of local councillors and residents by making their register available online or including relevant details of a TEN when it is received, along with

notice of licence applications on the authority's website. There is no requirement to record all the personal information given on a TEN.

Police and environmental health intervention

7.32 The system of permitted temporary activities gives police and EHAs the opportunity to consider whether they should object to a TEN on the basis of any of the licensing objectives.

7.33 If the police or EHA believe that allowing the premises to be used in accordance with the TEN will undermine the licensing objectives, they must give the premises user and the licensing authority an objection notice. The objection notice must be given within the period of three working days following the day on which they received the TEN.

7.34 Where a standard TEN was given, the licensing authority must consider the objection at a hearing before a counter notice can be issued. At the hearing, the police, EHA and the premises user may make representations to the licensing authority. Following the hearing, the licensing authority may decide to impose conditions which already apply to an existing premises licence or club premises certificate at the venue, or issue a counter notice to prevent the event going ahead. As noted above, there is no scope for hearings in respect of late TENs and if objections are raised by the police or EHA in relation to a late TEN, the notice will be invalid and the event will not go ahead.

7.35 Such cases might arise because of concerns about the scale, location, timing of the event or concerns about public nuisance – even where the statutory limits on numbers are being observed. The premises user who signs the form is legally responsible for ensuring that the numbers present do not exceed the permitted limit at any one time. In cases where there is reason to doubt that the numbers will remain within the permitted limit the premises user should make clear what the nature of the event(s) is and how they will ensure that the permitted persons limit will not be exceeded. For example, where notices are being given for TENs simultaneously on adjacent plots of land it may be appropriate for door staff to be employed with counters. In each case it is important that licensing authorities and relevant persons can consider whether they believe that the premises user intends to exceed the 499 person limit, or will be unable to control or know whether the limit will be exceeded. Where the planned activities are likely to breach the statutory limits or undermine the licensing objectives, it is likely to be appropriate for the police or EHA to raise objections.

7.36 However, in most cases, where for example, alcohol is supplied away from licensed premises at a temporary bar under the control of a personal licence holder, (such as at weddings with a cash bar or small social or sporting events) this should not usually give rise to the use of these powers.

Modification

7.37 As noted above, the police or EHA (as “relevant persons”) may contact the premises user to discuss their objections and try to come to an agreement which will allow the proposed licensable activities to proceed. The TEN can be modified (for example, by changing the details of the parts of the premises that are to be used for the event, the description of the nature of the intended activities or their duration). The other relevant person has to agree for the modification to be made. There is no scope under the 2003 Act for the modification of a late TEN.

Applying conditions to a TEN

7.38 The 2003 Act provides that only the licensing authority can impose conditions to a TEN from the existing conditions on the premises licence or club premises certificate at the venue. The licensing authority can only do so:

- if the police or the EHA have objected to the TEN;
- if that objection has not been withdrawn;
- if there is a licence or certificate in relation to at least a part of the premises in respect of which the TEN is given;
- and if the licensing authority considers it appropriate for the promotion of the licensing objectives to impose one or more conditions.

7.39 This decision is one for the licensing authority alone, regardless of the premises user's views or willingness to accept conditions. The conditions must be notified to the premises user on the form prescribed by regulations.

Duty of premises users to keep and produce TENs

7.40 Where a TEN is not prominently displayed at the premises, the police and licensing officers have the right under sections 109(5) and (6) of the 2003 Act to request the premises user (or relevant nominated person who has the TEN in their custody) to produce the TEN for examination. If the police do not intervene when a TEN is given, they will still be able to rely on their powers of closure under the Anti-social Behaviour, Crime and Policing Act 2014.

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TANDRIDGE DISTRICT COUNCIL - STATEMENT OF LICENSING POLICY 2015

4. FUNDAMENTAL PRINCIPLES

4.1 The Act requires that the Council carry out its various licensing functions so as to promote the following four licensing objectives:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

Each objective is of equal importance

4.2 Nothing in the 'Statement of Licensing Policy' will:

- undermine the rights of any individual to apply under the Act for a variety of permissions and have any such application considered on its individual merits, and/or
- override the right of any person to make representations on an application or to seek a review of a licence or certificate where provision has been made for them to do so under the Act.

4.3 Licensing is about regulating licensable activities on licensed premises, by qualifying clubs and at temporary events within the terms of the Act. Any conditions attached to various authorisations will be appropriate for the promotion of the licensing objectives and proportionate to what they are intended to achieve.

4.4 The Council will, as far as possible, avoid attaching conditions that replicate offences that are set out in the 2003 Act or other legislation.

4.5 The Council acknowledges that licensing law is not the primary mechanism for the general control of anti-social behaviour by individuals once they are away from the premises and beyond the direct control of the individual, club or business holding the licence, certificate or authorisation concerned.

4.6 Conditions attached to authorisations will be focused on matters which are within the control of individual licence holders and others with relevant authorisations, i.e. the premises and its vicinity.

4.7 The Council would prefer a personal licence holder to be on the premises when alcohol is supplied. If the personal licence holder is absent from the premise for a brief period of time, they will still be responsible for the actions of those they authorise to make such sales. It is recommended that authorisations to sell alcohol should be in writing.

5. THE DECISION MAKING PROCESS

5.1 The powers of the Council as the licensing authority under the Act may be carried out by the Licensing Committee, by a Licensing Sub-Committee or by one or more officers acting under delegated authority.

5.2 In the interests of speed, efficiency and cost-effectiveness to all parties involved in the licensing process, the Council has established a scheme of delegation to deal with applications received under the Act and the Table attached at Appendix 1 sets out the delegation of decisions and functions to the Licensing Committee, Licensing Sub-Committee and Officers. This is the scheme recommended by the Secretary of State in guidance to Licensing Authorities issued under section 182 of the Act.

5.3 This form of delegation is without prejudice to Officers referring an application to a Licensing Sub-Committee, or a Licensing Sub-Committee to the Licensing Committee, if considered appropriate in the circumstances of any particular case.

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5.4 Officers will notify District Councillors of applications for new premises licences and club premises certificates and of standard variations to such licences and certificates in their Ward.

5.5 Applications for new premises licences and club premises certificates and of variations to such licences and certificates dealt with by Officers will be reported to the next meeting of the Committee for the purposes of information only, but there will be no opportunity to reverse delegated decisions.

5.6 In respect of each of the four licensing objectives:

- applicants will need to provide evidence to the Licensing Authority that suitable and sufficient measures, as detailed in their operating schedule, will be implemented and maintained, relevant to the individual style and characteristics of their premises and events;
- reference will need to be made as to whether additional measures will be taken on a permanent basis or a specific occasion such as when a special event or promotion is planned, which is intended to, or is likely to attract larger audiences.

5.7 When considering applications, the Licensing Authority will have regard to:

- this Policy;
- current guidance issued under Section 182 of the Licensing Act 2003;
- the Licensing Act 2003 generally;
- any supporting regulations;
- the licensing objectives more specifically;
- mandatory conditions specified by Order by the Secretary of State;
- the Council's *current* Community Safety Strategy;
- representations from the Responsible Authorities and other persons;
- and case law.

5.8 Where a notice of hearing is given to an applicant, the applicant will normally be given copies of all the representations made. Representations can be made in opposition to, or in support of, an application and must be directly relevant to one or more of the four licensing objectives.

5.9 Representations must be submitted on paper or by approved electronic means.

5.10 The Police as a responsible authority are an essential source of advice and information on the impact and potential impact of licensable activities, particularly on the crime and disorder objective. Due weight shall be given to what representations the Police make or do not make with regard to an application. A similar approach will be taken to representations made by the other responsible authorities for matters that fall within their remit.

5.11 The Licensing Authority acting in its capacity as a responsible authority will not normally act on behalf of other parties where those parties may make representations etc in their own right.

5.12 Where no representation has been made on an application, the proposals contained in the operating schedule to promote the licensing objectives, where appropriate, shall be replicated in the form of clear and enforceable licence conditions.

8. TEMPORARY EVENT NOTICES

8.1 If an activity will last not more than 168 hours and is for no more than 499 people, a full licence for a licensable activity is not required and a Temporary Event Notice (TEN) can be served on the Council, the Police and Environmental Health (EH). There are two types of TEN, a standard TEN and a late TEN.

Appendix 'F'

8.2 A standard Temporary Event Notice TEN must be received by the Council, the Police and EH at least 10 clear working days before the function. The 10 working days does not include the day on which the notice is received or the day of the event. Bank Holidays, public holidays and weekends are not counted as working days. A late TEN must be received by the Council, the Police and EH at least five but no more than nine clear working days before the function.

8.3 There must be at least 24 hours before the next temporary event at the same premises if it is organised by the same person or his/her associate. So the same person(s) cannot run two consecutive temporary events at the same premises without a break. No premises may be used for temporary events on more than a total of 21 days in any calendar year, and no premises may have more than 12 temporary events in any calendar year.

8.4 A person who does not hold a Personal Licence may submit 5 standard TENs or 2 late TENs a year, whilst a Personal Licence holder may submit 50 standard TENs or 10 late TENs a year.

8.5 The Police and Environmental Health (EH) can object to the TEN and, if they do not object, the function can go ahead. In the event that the Police or EH object to a standard TEN, the application must be heard by the Licensing Authority. There will be no hearing if the Police or EH object to a late TEN and the event will not be permitted. District Councillors can inform the Police or EH should they have concerns about particular TENs.

8.6 Conditions may be applied to TENs if the authority consider it appropriate for the promotion of the licensing objectives, providing the conditions are already imposed on a premises licence or club premises certificate that has effect in respect of the same premises, or any part of the same premises, as the temporary event notice, and the conditions would not be inconsistent with the carrying out of the licensable activities under the temporary event notice.

8.7 Applicants should ensure that they have attached the correct postage, because if it is not correct, delivery of the application may be delayed or refused.

9. THE PREVENTION OF CRIME & DISORDER

9.1 The essential purpose of the licence or certificate in the context of this objective is to regulate the behaviour of persons whilst on licensed premises, or in the immediate vicinity of the premises as they seek to enter or leave.

9.2 The Licensing Authority will expect applicants to include in their operating schedules the steps they propose to take to reduce/deter crime and disorder, both inside and in the immediate vicinity of the premises. These steps will vary from premises to premises and according to the type of licensable activities that are to be carried on. When addressing crime and disorder the applicant should initially identify any particular issues (having regard to the particular type of premises and/or activities) which are likely to adversely affect the promotion of the crime and disorder objective. Such steps as are required to deal with these identified issues should be included within the applicant's operating schedule. In particular, the Licensing Authority will expect applicants to consider addressing, as appropriate, the following matters in their operating schedules-

- Physical security features e.g. use of toughened drinking glasses
- Procedures for the risk assessment of promotions such as 'happy hours' in order to
- minimise the potential for crime and disorder
- The use of licensed door supervisors
- Amount of seating to be provided
- Training given to staff in crime prevention measures
- Protocols agreed with the Police to reduce crime

Appendix 'F'

Events offering alcohol and music and dancing to large numbers of patrons (over 5000) or events of a nature that may attract illegal drug users or suppliers will also be expected to include the following

- Search procedures
- Measures to prevent the use or supply of illegal drugs
- Details of CCTV video cameras and audio recording equipment (including the position and siting of each camera and the period of time for which recordings are to be retained)

Where alcohol is to be sold for consumption on the premises, the applicant is advised to be a member of the local Pubwatch scheme.

9.3 Applicants are recommended to seek advice from the Licensing Section and Surrey Police, as well as taking into account the current Tandridge Community Safety Strategy before preparing their operating schedules.

9.4 In addition to the requirement for the Licensing Authority to promote the licensing objectives, it also has a duty under Section 17 of the Crime and Disorder Act 1998 to exercise its functions with due regard to the likely effect of the exercise of those functions on, and to do all it reasonably can to prevent, crime and disorder in the District.

9.5 The Licensing Authority recognises that public houses, nightclubs, restaurants, hotels, theatres, private members clubs, concert halls and cinemas all sell alcohol, serve food and provide entertainment but with contrasting styles and characteristics. In considering an application for a licence or certificate, due regard will be given to those differences and the differing impact these will have on the local community.

10. PUBLIC SAFETY

10.1 Licences may be sought for a wide range of premises, including, cinemas, concert halls, theatres, nightclubs, public houses, cafes/restaurants and fast food outlets/takeaways.

10.2 The physical safety both of performers and persons attending licensable activities on these premises is a primary objective for the Licensing Authority. The risk to public safety will vary according to the type of premises and the activities in respect of which the applicant seeks approval.

10.3 Conditions that may benefit a person's general health are currently outside the licensing authority's powers under the 2003 Act.

10.4 Where appropriate, the Licensing Authority will expect the applicants to consider including in their operating schedules the steps they propose to take to promote public safety e.g. the use of door supervisors. Applicants are advised to seek advice from the Licensing Unit and the Surrey Fire and Rescue Service before preparing their operating schedules.

10.5 The Department of Communities and Local Government (DCLG) makes available technical guidance on the range of fire safety measures which will need to be considered to deliver compliance via the gov.uk website: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>