

Licensing Department,
Horsham District Council,
Parkside,
Chart Way,
Horsham,
RH12 1RL



Sussex Police
Serving Sussex

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Neighbourhood Licensing Team
West Sussex Division

18th April 2023

RE: APPLICATION FOR THE GRANT OF A NEW PREMISES LICENCE UNDER THE LICENSING ACT 2003 FOR EVERYWHERE, ASHFOLDS, HORSHAM ROAD, RUSPER, HORSHAM, RH12 4QX.

Dear Mr Boyle,

I write on behalf of the Chief Officer of Police for Sussex to raise a representation against the grant of the above application on the grounds of the licensing objective(s) of the Prevention of Crime and Disorder and the Prevention of Public Nuisance. Note that no children will be at this event.

The proposed single event will take place on the 1st to the 3rd of September 2023.

The event is restricted to 21 years of age and over.

Sussex police propose that the applicants proposed 0200hrs finish time for the selected Licensing activities are reduced to 0000hrs for the duration of the event.

Sussex police propose the sale of alcohol to be reduced by half an hour of any agreed daily closing time, end of entertainment time.

Sussex Police have no objection to the principal of the application, however while the operating schedule provided identifies a number of steps to address the licensing objectives, it is considered that additional measures are necessary. Sussex Police propose the following additional conditions which should not prove onerous on the day-to-day operation of the premises:

1. A final ESMP (Event Safety Management Plan) including:
 - Specific numbers for SIA registered door staff and stewards, their timings and duties. The ESMP will clearly distinguish between SIA registered door staff and stewards.
 - A COVID risk assessment (in line with Government guidelines at the time),
 - Plans to manage and control patrons queuing outside the event,
 - Safeguarding policies in place for all genders, and vulnerable people.

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- Transport Management Plan.
- Emergency Plan.
- Bar Management Plan – to include numbers of staff and supervision levels, Location Plan.
- If attendees are permitted to camp on site overnight between the event dates, how security and safety in relation to the camp site will be organised and monitored.

Will be presented to all the responsible authorities at least four weeks before the proposed event: Each SAG member will then make written representations to the licensing authority in response to the final ESMP within two weeks. The final decision to permit the event to proceed will be made by the licensing authority, having taken account of any representations by any of the named SAG group members on the licence.

2. The Premises Licence Holder must comply with the Final Event Management plan submitted to and approved by the Licensing Authority (in consultation with SAG members) and no changes will be made to it without prior written consent of the Licensing Authority. The ESMP will form part of the premises licence and the event will be run in accordance with the ESMP.
3. A copy of the final agreed ESMP will be kept at the control marquee or control room for the event and will be made immediately available to officers of any responsible authority and or members of the SAG upon request.
4. The DPS must be on site whilst alcohol is being sold. In the event that the DPS is unexpectedly unavailable a named person with written delegated authority from the DPS will be on site whilst alcohol is being sold.
5. The sale of alcohol will cease 30 minutes prior to the end of entertainment.
6. Alcohol will not be permitted to be brought onto the site by the public.
7. There will be a zero-tolerance policy of illegal drugs use at the event. Any confiscated items will be put into a locked box, the description recorded and the entry signed. These items shall be handed over to the Sussex Police upon request during the event or at the end of the event. Staff will be trained in the understanding of this policy, training records maintained for inspection if required by the police or an authorised officer.
8. All drinks will be dispensed into or decanted into plastic glasses or recyclable plastic cups. No glassware will be permitted in the public areas of the site.
9. Event capacity will be monitored constantly by the means of 'clickers' or similar scanning device and the numbers recorded with security control on an hourly basis.
10. Adequate rubbish bins provided and emptied regularly.
11. Adequate temporary toilet facilities to be provided for the event.

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12. The Premises Licence Holder (PLH) shall provide a noise management plan, which will specify details of the steps the PLH will take to achieve the following conditions. The plan shall include the final layout of the site identifying potential noise sources and the noise monitoring positions. The plan shall include the complaint procedure and a designated contact number that will be used to take complaints during the event. This plan shall be agreed with the Council's Environmental Health Officer prior to the event commencing.
13. No firework displays will be permitted at the event without the prior consent of the Licensing Authority
14. With regard to the exposure of employees and audience to noise, the requirements of the Guide to Health and Safety and Welfare at Pop Concerts and similar events must be complied with.
15. The entrance to the bar within the site will have a barrier, with the entrance controlled by an SIA registered door supervisor to maintain controlled numbers of persons at the bar. This is to prevent an overwhelming number of persons at the bar, reducing any stress to bar staff.
16. All staff employed in the sale of alcohol will be fully trained regarding age-restricted sales and sales to persons who are drunk. All sales training undertaken by staff members shall be fully documented and recorded prior to being allowed to sell alcohol. All training records shall be made available to Officers from a Responsible Authority.
17. A personal licence holder shall be employed to supervise each individual bar and that person or persons (if there are more than one bar) will be named in the ESMP.
18. The bar supervisor or supervisors will not dual role and will not do other jobs as well, such as serving behind the bar.
19. All staff must be made aware of proxy sales and be vigilant to adults purchasing and providing alcohol to persons who appear intoxicated.

If the applicant is agreeable to the proposed conditions, Sussex Police can resolve this representation subject to these conditions being attached to the premises licence.

Please contact this office on the number below or via email to ws_licensing_wor@sussex.police.uk should you wish to discuss this representation.

Yours sincerely,

 CB238

Inspector Mike Butler CB238
West Sussex Licensing Inspector
Sussex Police

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