

**PUBLIC NOTICE - LICENSING APPLICATION - LICENSING  
ACT 2003**

An application has been received from Harry William Albert  
Slade for a new Premises Licence for Ashfolds, Horsham  
Road, Rusper, HORSHAM, RH12 4QX

The application proposes to apply for the following licensable  
activities, on

**Friday 1<sup>st</sup>, Saturday 2<sup>nd</sup> and Sunday 3<sup>rd</sup> September 2023.**

**Sale of Alcohol by Retail (On Sales)**

**Friday: 16:00 – 00:00, Saturday: 00:00 – 02:00 and 12:00 –  
00:00, Sunday: 00:00 – 02:00**

**Late Night Refreshments**

**Friday: 23:00 – 00:00, Saturday: 00:00 – 02:00 and 23:00 –  
00:00, Sunday: 00:00 – 02:00**

**Live Music and Recorded Music**

**Friday: 16:00 – 00:00, Saturday: 00:00 – 02:00 and 12:00 –  
00:00, Sunday: 00:00 – 02:00**

**Premises open to the public:**

**Friday 16:00 – Closes Sunday 12:00**

The application is available for inspection on the council's  
website, or by writing to Licensing Department, Parkside, Chart  
Way, Horsham, RH12 1RL. Any further questions you can also  
contact the Alcohol Licensing Officer by email,

[licensing@horsham.gov.uk](mailto:licensing@horsham.gov.uk)

Representations can be made at any time between  
**Friday 7<sup>th</sup> April 2023 and Thursday 4<sup>th</sup> May 2023.**

All representations must be in writing (including email to  
[licensing@horsham.gov.uk](mailto:licensing@horsham.gov.uk) ) addressed for the attention of  
the Alcohol Licensing Officer.

**It is an offence for anyone to recklessly or knowingly make  
a false statement in connection with a licensing  
application. The maximum fine on conviction is £5000.00.**

**Applicant's Agent: Knight Training UK Ltd.  
0330 999 3199 [info@knighttraining.co.uk](mailto:info@knighttraining.co.uk) knight.training**

## Application for a Premises licence to be granted under the Licensing Act 2003

### This Form

Please use this form to apply for a New Premises Licence.

#### What we will do with your information:

*We will only use the personal details you provide in order to deliver the service that you have requested or to contact you by letter, telephone or email in relation to the service that you have requested.*

*We will not send you emails about other Council services unless you have requested them elsewhere, or share this information with any other organisations unless required to do so in order to provide the service or as permitted by law.*

*Further information about how we handle your data can be found in our Privacy Policy.*

Please confirm that you have read and accept this policy by ticking here:

### Guidance notes

#### Use Of The Form

Form Ref. No.

3320196

This form can be completed on-line. When completed it should be PRINTED and POSTED back to the Council.

#### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes which accompany the various sections. If you need to add more details to this form by hand please **USE OR ATTACH ADDITIONAL SHEETS** as necessary and write legibly in block capitals in black ink. You may wish to keep a copy of the completed form for your records (note a PDF copy will be sent to your email address). Please return completed application forms to Horsham District Council and any relevant authorities as listed in the Licensing Policy Statement.

#### Guidance Notes:

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

## APPENDIX 1 - Licensing Application

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

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

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

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

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

7. If you wish people to be able to consume alcohol on the premises please tick on. If you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish for people to be able to do both please tick both.

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

9. Please list here the steps you will take to promote all four licensing objectives together.

10. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

11. Where there is more than one applicant, the applicants or their respective agents must sign the application form.

12. This is the address that we shall use to correspond with you about this application.

Please note your application will be available for public inspection and posted on the Council's website.

**Applicant Name / Premise Details****Applicant Name**

Title or ORGANISATION	Mr
Forenames/Organisation Name	Harry William Albert
Surname/Organisation Type(e.g. Ltd Co, Partnership etc)	Slade
Date of Birth	
Applicant 18 years old or over?	Yes
Nationality	British
Address Line 1	
Address Line 2	
City / Town	
County	
Postcode	
Telephone	
Email	

**Premises Details**

Premises Name	Ashfolds
Address Line 1	Horsham Road
Address Line 2	Rusper
City / Town	HORSHAM
County	
Postcode	RH12 4QX
Telephone	
Non-Domestic Rateable Value	0
Email Address	

**Applicant Details****Type Of Application**

**Application for a Premises licence to be granted under the Licensing Act 2003**

**PLEASE STATE WHETHER YOU ARE APPLYING FOR A PREMISES LICENCE AS:**

a) An Individual or Individuals \*  Complete Section A

b) A person other than an individual \*

i) As a Limited Company  Complete Section B

ii) As a Partnership  Complete Section B

iii) As an unincorporated association  Complete Section B

iv) Other  Complete Section B

c) A recognised Club  Complete Section B

d) A Charity  Complete Section B

e) The Proprietor of an educational establishment  Complete Section B

f) Health Service Body  Complete Section B

g) A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital  Complete Section B

h) Chief Officer of Police of a police force in England and Wales  Complete Section B

**If you are applying as a person described in (a) or (b) please confirm one of the next 3 options:**

(If yes please tick box)

**I am carrying on or propose to carry on business that involves the use of the premises for licensable activities;**  Licensable Activities

**OR**

**I am making the application pursuant to a:**

(i) Statutory function

(ii) A function discharged by virtue of Her Majesty's prerogative

**Second Individual****Further Applicants**

- Need to enter Second individual applicant details? (please select if YES)
- Need to enter Other/Further applicant details? (please select if YES)

**Operating Schedule****Part 3 - Operating Schedule**

When do you want the premises licence to start?

01/09/2023

If you wish the licence to be valid only for a limited

03/09/2023

period, when do you want it to end

If 5000 or more people are expected to attend the premises at any one time,

0

please state the number expected to attend

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

Open air Festival, set in rural private grounds, Main Arena/Licensed Area 3.6- acre approx.  
 It is proposed that the Main Arena will have an 8m stage sited at its northern perimeter to facilitate entertainment in the form of DJs/equipment playing House and Disco music.  
 Adjacent to the Main Arena would be 2 car parking areas 1 acre approx., enabling parking for 250 vehicles.  
 Bordering the southern aspect of the Main Arena would be a Campsite Area approx. 2.3- acre for the use of festival patrons over the proposed 3- day period of the festival.  
 Vehicle Entry and Exit from the site would be from Horsham Road through 2 security manned gateways to a controlled drop off point and Car Parks.  
 There will be 3 food trucks sited in the main arena.  
 The festival is age restricted to 21years of age and over.

## Licensable Activities

### Licensable Activities

#### What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

#### Provision of regulated entertainment:(tick for yes)

- a) Play(s)  (if ticking yes, fill in box A)
- b) Film(s)  (if ticking yes, fill in box B)
- c) Indoor sporting event(s)  (if ticking yes, fill in box C)
- d) Boxing or wrestling entertainment  (if ticking yes, fill in box D)
- e) Live music  (if ticking yes, fill in box E)
- f) Recorded music  (if ticking yes, fill in box F)
- g) Performances of dance  (if ticking yes, fill in box G)
- h) Anything of a similar description to that falling within (e), (f) or (g)  (if ticking yes, fill in box H)

#### Provision of entertainment facilities for: (tick for yes)

- i) Making music  (if ticking yes, fill in box I)
- j) Dancing  (if ticking yes, fill in box J)
- k) Entertainment of a similar description to that falling within (i) or (j)  (if ticking yes, fill in box K)
- l) Provision of late night refreshment  (if ticking yes, fill in box L)
- m) Supply of alcohol  (if ticking yes, fill in box M)

**In all cases complete boxes N, O and P (see later pages)**

**E - Live Music**

**E - Live Music**

Will the performance of live music take place indoors, outdoors or both? Please select. (Read guidance note 2)

Outdoors

Please give further details here (please read guidance note 3)

Friday 1600 to 0000  
Saturday 0000 to 0200 and 1200 to 0000  
Sunday 0000 to 0200

State any seasonal variations for performance of live music (please read guidance note 4)

Non-standard timings. Where you intend to use the premises for performance of live music at different times to those listed in the column below, please list (please read guidance note 5)

**Standard timings (read guidance note 6)**

**START**

Mon	<input type="text"/>
Tues	<input type="text"/>
Wed	<input type="text"/>
Thur	<input type="text"/>
Fri	<input type="text" value="16:00"/>
Sat	<input type="text" value="12:00"/>
Sun	<input type="text"/>

**FINISH**

Mon	<input type="text"/>
Tues	<input type="text"/>
Wed	<input type="text"/>
Thur	<input type="text"/>
Fri	<input type="text" value="02:00"/>
Sat	<input type="text"/>
Sun	<input type="text" value="02:00"/>

**F - Recorded music**

**F - Recorded music**

Will the playing of recorded music take place indoors,

Outdoors

outdoors or both? Please select. (Read guidance note 2)

Please give further details here (please read guidance note 3)

Friday 1600 to 0000  
Saturday 0000 to 0200 and 1200 to 0000  
Sunday 0000 to 0200

State any seasonal variations for playing recorded music (please read guidance

note 4)

Non-standard timings. Where you intend to use the premises for the playing of

recorded music at different times to those listed in the column on the left, please

list (please read guidance note 5)

**Standard timings (read guidance note 6)**

**START**

Mon	
Tues	
Wed	
Thur	
Fri	16:00
Sat	12:00
Sun	

**FINISH**

Mon	
Tues	
Wed	
Thur	
Fri	02:00
Sat	
Sun	02:00


**L - Late Night Refreshment**

**L - Late Night Refreshment**

Please give a description of the type of entertainment facility you will be providing

Three food trucks will be located within the main arena

Will this late night refreshment take place indoors,

Outdoors

outdoors or both? Please tick. (Read guidance note 2)

Please give further details here (please read guidance note 3)

State any seasonal variations for late night refreshment (please read guidance note 4)

Non-standard timings. Where you intend to use the premises for late night

Friday 2300 hours to 0000 hours  
Saturday 0000 hours to 0200 hours  
Saturday 2300 hours to 0000 hours  
Sunday 0000 hours to 0200 hours

refreshment at different times to those listed in the column on the left, please list

(please read guidance note 5)

**Standard timings (read guidance note 6)**

**START**

Mon	
Tues	
Wed	
Thur	
Fri	23:00
Sat	23:00
Sun	

**FINISH**

Mon	
Tues	
Wed	
Thur	
Fri	02:00
Sat	
Sun	02:00

**M - Supply of Alcohol**

**M - Supply of Alcohol**

Will the sale of alcohol be for consumption on the premises, off the premises or both? Please select. (Read guidance note 6)

On Sales

State any seasonal variations for the supply of alcohol (please read guidance note 4)

Friday 1600 hours to 0000 hours  
Saturday 0000 hours to 0200 hours and 1200 hours to 0000 hours  
Sunday 0000 hours to 0200 hours

Non-standard timings. Where you intend to use the premises for the provision of

supply of alcohol at different times to those listed in the column below, please

list (please read guidance note 5)

**Standard timings (read guidance note 6)**

**Start**

Mon	
Tues	
Wed	
Thur	
Fri	16:00
Sat	12:00
Sun	

**FINISH**

Mon	
Tues	
Wed	
Thur	
Fri	02:00
Sat	
Sun	02:00

**O- Premises open to public**

**O - Hours Premises are open to public**

State any seasonal variations (please read guidance note 4)

Friday 1600 hours to 0000 hours  
 Saturday 0000 hours to 0000 hours  
 Sunday 0000 hours to 1200 hours

Non-standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 5)

**Standard timings (read guidance note 6)**

**Start**

Mon	<input type="text"/>
Tues	<input type="text"/>
Wed	<input type="text"/>
Thur	<input type="text"/>
Fri	<input type="text" value="16:00"/>
Sat	<input type="text"/>
Sun	<input type="text"/>

**FINISH**

Mon	<input type="text"/>
Tues	<input type="text"/>
Wed	<input type="text"/>
Thur	<input type="text"/>
Fri	<input type="text"/>
Sat	<input type="text"/>
Sun	<input type="text" value="12:00"/>

**P - Licensing objectives:**

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

a) General ñ all four licensing objectives (b,c,d,e)  
(See guidance note 9)

Consideration of the Horsham Council Licensing policy and pre-consultation with police licensing has been carried out to ensure the promotion of the four licensing objectives.  
A full detailed Event Management Plan has been completed and emailed, via Licensing to the SAG safety group.

b) The prevention of crime and disorder

A camera CCTV system will be in place covering public areas of the enabling frontal identification of every person entering in any light condition.  
The CCTV system shall continuously record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings will be stored for a minimum of 31 days \*with time and date stamping\* and can be accessed and downloaded immediately when requested by the police or other authorised officer.  
There will always be at least one person present whilst the premises is open to the public who is able to operate and download images from the CCTV.  
An incident log shall be kept at the premises, and made available on request to the police or an authorised officer, \*which will record the following:

- All crimes reported to the venue.
- Any complaints received.
- Any incidents of disorder.
- Any faults in the CCTV system
- Any visit by a relevant authority or emergency service
- All ejections of patrons
- All seizures of drugs or offensive weapons
- Any refusal of the sale of alcohol

SIA door staff will be employed at the premises were identified as necessary by risk assessment.  
A written policy that aims to prevent customers or staff bringing illegal drugs, weapons, or other illegal items onto the premises at any time shall be in place and operated at the premises. Staff will be trained in the understanding of this policy and training records maintained for inspection if requested by the police or an authorised officer.  
Staff will check all public toilet facilities on the premises at [hourly] intervals, to ensure no drug use is taking place on premises. These checks will be recorded in a log dedicated for this purpose and made available on request to the police or an authorised officer.  
A register of those door staff employed shall be maintained at the premises and shall include:

- i. the number of door staff on duty.
- ii. the identity of each member of door staff.
- iii. the times the door staff are on duty.

c) Public Safety

All staff will be trained in emergency procedures and training records maintained.  
The premises will be maintained in a safe manner at all times.  
All exits will be kept unobstructed, easy to open and clearly signed.  
Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.

d) The prevention of public nuisance

All refuse will be disposed of in an appropriate manner. Staff will be instructed to maintain all external areas in a clean and presentable manner at all times.

Notices will be displayed asking patrons to leave the premises quietly and to have respect for local residents.

The Premises Licence Holder shall produce, maintain, and implement a Premises Dispersal Policy. A copy of the Policy shall be kept at the Premises and made available for inspection by an authorised officer.

The Premises Licence Holder shall ensure that staff at the Premises are trained commensurate with their employment every 12 months in relation to the Premises

The premises licence holder and/or designated premises supervisor will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.

e) The protection of children from harm

A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of ID are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS hologram. The premises will operate a "No ID, No Sale" policy at all times for persons who look under 25.

Staff will be trained in the understanding of this policy and training records maintained for inspection if requested by the police or any other responsible authority.

A record shall be kept detailing all refused sale of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises is open.

## Checklist

Checklist (If yes please tick)

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and other where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 (£5000) ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Signatures****Part 4 - Signatures**

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

**Declaration**

• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15)

• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

Signature	<input type="text" value="Shaun Ward"/>
Date	<input type="text" value="06/04/2023"/>
Capacity	<input type="text" value="Applicant's Agent"/>

**Contact name****Contact name (where not previously given)**

**and address for correspondence associated with this application. (Please read guidance note 12)**

Click here if you need to specify a name not previously given for correspondence

**Contact Details**

Title	<input type="text" value="Mr"/>
Forenames	<input type="text" value="Shaun"/>
Surname	<input type="text" value="Ward"/>
Address Line 1	<input type="text" value="134 The Barracks"/>
Address Line 2	<input type="text" value="South Road"/>
Address Line 3	<input type="text"/>
City / Town	<input type="text" value="LANCASTER"/>
County	<input type="text" value="Lancashire"/>
Postcode	<input type="text" value="LA1 4XQ"/>
Telephone	<input type="text" value="03309993199"/>
Mobile (optional)	<input type="text"/>
Email Address (optional)	<input type="text" value="info@knighttraining.co.uk"/>

**Pay & Submit**