

# PUBLIC HEALTH AND LICENSING



**Horsham  
District  
Council**

serving our towns and villages

For Office use only	
<b>Caps Application No.</b>	L1/16/0191/2015
<b>Licence Number</b>	
<b>Renewal Date</b>	

RECEIVED

27 JUN 2015

ENVIRONMENTAL HEALTH

## APPLICATION FOR A PREMISES LICENCE TO BE GRANTED UNDER THE LICENSING ACT 2003

<b>Applicant Name</b>	Horsham Outdoor Events Ltd
<b>Name and Address of Premises:</b>	Camping World Show Ground Hornbrook Park Brighton Road RH13 6QA United Kingdom

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. You may wish to keep a copy of the completed form for your records.

Please return completed application forms to Horsham District Council and any relevant authorities as listed in the Licensing Policy Statement.



## Schedule 2

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

I/We **Horsham Outdoor Events Ltd**

[insert name of applicant/s]

Apply for a premises licence under Schedule 17 of the Licensing Act 2003 for the premises described under Part 1 below and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

### Part 1 – Premises Details

Postal address of premises or club premises if any, or if none the ordinance survey map reference or description.									
Premises Address	Horsham Outdoor Events Ltd c/o Camping World								
	Hornbrook Park								
	Brighton Road	Post Code	R	H	1	3	6	Q	A
Telephone Number of premises (if any)		07774 678 380							
E-Mail Address (optional)		david@campingworld.co.uk							
Non-Domestic Rateable Value of Premises		£ 26,750							

### Part 2 – Applicant details

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

Please tick:

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  | <input type="checkbox"/> | Complete Section B |
| III. As an unincorporated association   | <input type="checkbox"/> | Complete Section B |
| IV. Other   | <input type="checkbox"/> | Complete Section B |
| c) A recognised Club  | <input type="checkbox"/> | Complete Section B |
| d) A charity  | <input type="checkbox"/> | Complete Section B |
| e) The proprietor of an educational establishment   | <input type="checkbox"/> | Complete Section B |
| f) Health Service Body  | <input type="checkbox"/> | 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 | <input type="checkbox"/> | Complete Section B |
| h) The Chief Officer of Police of a police force in England and Wales   | <input type="checkbox"/> | Complete Section B |

**\*If you are applying as a person described in (a) or (b) please confirm:**

If yes please tick

- I am carrying on or propose to carry on business that involves the use of the premises for licensable activities; or ☐
- I am making the application pursuant to a
  - Statutory function ☐
  - A function discharged by virtue of Her Majesty's prerogative ☐

**(A) Individual Applicants (fill in as applicable)**

<b>Title:</b>	<b>Mr</b>	<b>Mrs</b>	<b>Miss</b>	<b>Ms</b>		<b>Forenames</b>					
						<small>Please tick</small>					
<b>Surname</b>						<b>I am 18 years old or over</b>	<b>Yes</b>	<b>No</b>			
<b>Home address</b>											
						<b>Post Code</b>					
<b>Telephone Number</b>						<b>Mobile Number (optional)</b>					
<b>E-Mail Address (optional)</b>											

**SECOND INDIVIDUAL APPLICANT IF APPLICABLE**

<b>Title:</b>	<b>Mr</b>	<b>Mrs</b>	<b>Miss</b>	<b>Ms</b>		<b>Forenames</b>					
<small>Please tick</small>											

<b>Surname</b>		<b>I am 18 years old or over</b>	<b>Yes</b>	<b>No</b>
<b>Home address</b>				
		<b>Post Code</b>		
<b>Telephone Number</b>		<b>Mobile Number (optional)</b>		
<b>E-Mail Address (optional)</b>				

### (B) OTHER APPLICANTS

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

<b>Name</b>	Horsham Outdoor Events Ltd									
<b>Address</b>	Chapel House, Jarvis Lane									
	Steyping,									
	West Sussex	<b>Post Code</b>	B	N	4	4	3	G	L	
<b>Telephone Number</b>	07774 678 380									
<b>E-Mail Address (optional)</b>	david@campingworld.co.uk									
<b>Registered number (where applicable)</b>	10181930									

**Description of applicant (e.g. partnership, company, unincorporated association)**

David Fearn and Richard Bradley have formed a company called "**Horsham Outdoor Events Ltd**" who are the promoters of the event and working alongside the existing company Camping World (Owned by David Fearn) who are the rights owners of the venue.

Horsham Outdoor Events Ltd will be the sole financial providers for the event with funding already secured and in place. Horsham Outdoor Events will hold the responsibility for the final delivery of the event under the consultancy of Terbell Ltd.

## Part 3 - Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			
0	1	1	0	2	0	1	6

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

Day		Month		Year			

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

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

The Camping World site is an existing retail business within the Hornbrook Park trading estate off the Brighton Road (A281).

The owners of Camping World would like to increase the footfall to their retail outlet and make use of the large tent display space (60m x 70m) directly in front of the store. The Camping World site (the venue) is secured by a 2m high steel security fence with access being through a 5m wide gate.

The venue is in a rural position with little residential properties around the intended site, those that are would not be effected by noise or light pollution due to the large retail building forming a barrier.

The venue has good vehicle access and parking facilities. An existing filter lane of the A281 guides traffic turning right into the estate.

The event (except parking) will be completely contained within the venue.



**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:**

If yes please tick

- 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:**

- 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)

☐☐☐**Provision of late night refreshment** (if ticking yes, fill in box L)☐**Supply of alcohol** (if ticking yes, fill in box M)☒**In all cases complete boxes N, O and P**

## A

<b>Play(s)</b> Standard timings (read guidance note 6)			<b>Will the performance of a play take place indoors, outdoors or both? Please tick. (Read guidance note 2)</b>	Indoors	
				Outdoors	
				Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<u>Please give further details here</u> (please read guidance note 3)		
<b>Mon</b>					
<b>Tue</b>					
<b>Wed</b>					
<b>Thurs</b>			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
<b>Fri</b>					
<b>Sat</b>					
<b>Sun</b>					
<b>Non-standard timings. Where you intend to use the premises for the performance of a play at different times to those listed in the column on the left, please list</b> (please read guidance note 5)					

## B

<b>Film(s)</b> Standard timings (read guidance note 6)			<b>Will the exhibition of films take place indoors, outdoors or both? Please tick. (Read guidance note 2)</b>	Indoors	
				Outdoors	
				Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<u>Please give further details here</u> (please read guidance note 3)		
<b>Mon</b>					
<b>Tue</b>					
<b>Wed</b>					
<b>Thurs</b>			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
<b>Fri</b>					
<b>Sat</b>					
<b>Sun</b>					
<b>Non-standard timings. Where you intend to use the premises for the exhibitions of film at different times to those listed in the column on the left, please list</b> (please read guidance note 5)					



## C

<b>Indoor sporting event(s)</b> Standard timings (read guidance note 6)			<u>Please give further details here</u> (please read guidance note 3)	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)	
<b>Mon</b>				
<b>Tue</b>				
<b>Wed</b>				
<b>Thurs</b>				
<b>Fri</b>				
<b>Sat</b>				
<b>Sun</b>				

## D

<b>Boxing or wrestling entertainment</b> Standard timings (read guidance note 6)			Will the boxing or wrestling entertainment take place indoors, outdoors or both? Please tick. (Read guidance note 2)		Indoors	
					Outdoors	
					Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<u>Please give further details here</u> (please read guidance note 3)			
<b>Mon</b>						
<b>Tue</b>						
<b>Wed</b>						
<b>Thurs</b>						
<b>Fri</b>						
<b>Sat</b>						
<b>Sun</b>						
			<u>Non-standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)			
<b>Mon</b>						
<b>Tue</b>						
<b>Wed</b>						
<b>Thurs</b>						
<b>Fri</b>						
<b>Sat</b>						
<b>Sun</b>						

## E

<b>Live music</b> Standard timings (read guidance note 6)			<b>Will the performance of live music take place indoors, outdoors or both? Please tick. (Read guidance note 2)</b>	Indoors	
				Outdoors	
				Both	X
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
<b>Mon</b>	<b>10:00</b>	<b>22:00</b>	<u>Please give further details here</u> (please read guidance note 3) Live acoustic performance and choirs and general public carol singing		
<b>Tue</b>	<b>10:00</b>	<b>22:00</b>			
<b>Wed</b>	<b>10:00</b>	<b>22:00</b>	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4) None		
<b>Thurs</b>	<b>10:00</b>	<b>22:00</b>			
<b>Fri</b>	<b>10:00</b>	<b>22:00</b>	<u>Non-standard timings. Where you intend to use the premises for the performance of live music at different times from those listed in the column on the left, please list</u> (please read guidance note 5)  None		
<b>Sat</b>	<b>10:00</b>	<b>22:00</b>			
<b>Sun</b>	<b>10:00</b>	<b>22:00</b>			

## F

<b>Recorded music</b> Standard timings (read guidance note 6)			<b>Will the playing of recorded music take place indoors, outdoors or both? Please tick. (Read guidance note 2)</b>	Indoors	
				Outdoors	
				Both	X
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
<b>Mon</b>	<b>10:00</b>	<b>22:00</b>	<u>Please give further details here</u> (please read guidance note 3) Playback audio in designated areas of the site such as skate rink, grotto and funfair. All audio will be controlled locally and set to the council approved Db level		
<b>Tue</b>	<b>10:00</b>	<b>22:00</b>			
<b>Wed</b>	<b>10:00</b>	<b>22:00</b>	<u>State any seasonal variations for playing recorded music</u> (please read guidance note 4) None		
<b>Thurs</b>	<b>10:00</b>	<b>22:00</b>			
<b>Fri</b>	<b>10:00</b>	<b>22:00</b>	<u>Non-standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)  None		
<b>Sat</b>	<b>10:00</b>	<b>22:00</b>			
<b>Sun</b>	<b>10:00</b>	<b>22:00</b>			

## G

<b>Performances of dance</b> Standard timings (read guidance note 6)			<b>Will the performance of dance take place indoors, outdoors or both? Please tick. (Read guidance note 2)</b>	Indoors	
				Outdoors	
				Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
<b>Mon</b>					
<b>Tue</b>					
<b>Wed</b>			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
<b>Thurs</b>					
<b>Fri</b>			<b><u>Non-standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
<b>Sat</b>					
<b>Sun</b>					

## H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard timings (read guidance note 6)			<b><u>Please give a description of the type of entertainment you will be providing</u></b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Will this entertainment take place indoors, outdoors or both? Please tick. (Read guidance note 2)</b>	Indoor	
<b>Mon</b>				Outdoor	
				Both	
<b>Tue</b>			<b><u>Please give further details here</u></b> (please read guidance note 3)		
<b>Wed</b>					
<b>Thu</b>			<b><u>State any seasonal variations for entertainment</u></b> (please read guidance note 4)		
<b>Fri</b>					
<b>Sat</b>			<b><u>Non-standard timings. Where you intend to use the premises for the entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
<b>Sun</b>					

I

<b>Provision of facilities for making music</b> Standard timings (read guidance note 6)			<b><u>Please give a description of the facilities for making music you will be providing</u></b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Will the facilities for making music be indoors, outdoors or both? Please tick. (Read Guidance note 2)</b>	Indoor	
<b>Mon</b>				Outdoor	
				Both	
<b>Tue</b>			<b><u>Please give further details here</u></b> (please read guidance note 3)		
<b>Wed</b>					
<b>Thurs</b>			<b><u>State any seasonal variations for the provision of facilities for making music</u></b> (please read guidance note 4)		
<b>Fri</b>					
<b>Sat</b>			<b><u>Non-standard timings. Where you intend to use the premises for the provision of facilities for making music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
<b>Sun</b>					

J

<b>Provision of facilities for dancing</b> Standard timings (read guidance note 6)			<b><u>Please give a description of the type of facilities for dancing that the premises will be providing</u></b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Will the facilities for dancing be indoors, outdoors or both? Please tick. (Read Guidance note 2)</b>	Indoor	
<b>Mon</b>				Outdoor	
				Both	
<b>Tue</b>			<b><u>Please give further details here</u></b> (please read guidance note 3)		
<b>Wed</b>					
<b>Thurs</b>			<b><u>State any seasonal variations for the provision of facilities for making music</u></b> (please read guidance note 4)		
<b>Fri</b>					
<b>Sat</b>			<b><u>Non-standard timings. Where you intend to use the premises for the provision of facilities for making music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
<b>Sun</b>					

# K

<b>Provision of facilities for entertainment of a similar description to that falling within I or J</b> Standard timings (read guidance note 6)			<b><u>Please give a description of the type of entertainment facility you will be providing</u></b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Will the entertainment facility be indoors, outdoors or both? Please tick. (Read Guidance note 2)</b>	<b>Indoor</b>	
<b>Mon</b>				<b>Outdoor</b>	
				<b>Both</b>	
<b>Tue</b>			<b><u>Please give further details here</u></b> (please read guidance note 3)		
<b>Wed</b>					
<b>Thurs</b>			<b><u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within I or J</u></b> (please read guidance note 4)		
<b>Fri</b>					
<b>Sat</b>			<b><u>Non-standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
<b>Sun</b>					

# L

<b>Late Night Refreshment</b> Standard timings (read guidance note 6)			<b>Will the provision of late night refreshment take place indoors, outdoors or both? Please tick. (Read guidance note 2)</b>	<b>Indoor</b>	
<b>Day</b>	<b>Start</b>	<b>Finish</b>		<b>Outdoor</b>	
				<b>Both</b>	
<b>Mon</b>			<b><u>Please give further details here</u></b> (please read guidance note 3)		
<b>Tue</b>					
<b>Wed</b>			<b><u>State any seasonal variations for late night refreshment</u></b> (please read guidance note 4)		
<b>Thu</b>					
<b>Fri</b>			<b><u>Non-standard timings. Where you intend to use the premises for late night refreshment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
<b>Sat</b>					
<b>Sun</b>					

				Off the premises	
Day	Start	Finish		Both	<del>NE</del>
Mon	10:00	22:00	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4) A selection of F&B will be available from the designated external stands within the Christmas Market and within the event and will also include bar snacks served within the internal and covered Umbrella bar area only		
Tue	10:00	22:00			
Wed	10:00	22:00			
Thurs	10:00	22:00	<u>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 on the left, please list</u> (please read guidance note 5)  None		
Fri	10:00	22:00			
Sat	10:00	22:00			
Sun	10:00	22:00			

**M**

State the name and details of the individual whom you wish to specify on the licence as the designated premises supervisor.											
Name		Mr Nicholas Anton Illes									
Address		The Green Man,									
		Joles Field, Partridge Green									
		West Sussex				Post Code	R	H	I	3	8
Telephone Number		01403 892 616									
E-Mail Address		nickilles@hotmail.co.uk									
Personal Licence Number (if known)				176-05-0309/PERS							
Issuing Licensing Authority (if known)				Horsham District Council							

## N

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (Please read guidance note 8)

The Horsham Christmas Fantasia Event is a Christmas themed event that is open to the public and is centred on a temporary ice rink experience. The event also will host a Christmas market consisting of 20 wooden retail sheds, three fairground rides, a Santa's Grotto experience and an Alpine themed Umbrella Bar.

The attractions and entertainment is made up of:

- A temporary covered (real) ice rink
- A Ferris Wheel and 1 x child's roller coaster
- A Santa's Grotto
- A Christmas Market
- Alpine themed Umbrella Bar

The sale of alcohol will be strictly within the permitted regulations and will only extend to the sale of mulled wine, warm cider, hot chocolate and craft beer. Because the site is rural and therefore needs to be driven to, it is not anticipated that the drinking of alcohol will be a primary reason for attending the event.

The target audience is likely to be families, its not anticipated that any antisocial behaviour would be prevalent during the event.

A well proven "Lost Child" procedure will be in place to manage any incident in the appropriate manner.

Performances, all forms of entertainment and food and beverage offerings will be fully risk assessed to ensure they are practical and suitable for the environment.

The staff, contractors and team on site will be DBS (Disclosure and Barring Service) checked especially those whose specific role is to cover the Lost Child Tent, Meeting Point and Grotto.

## O

Hours premises are open to public Standard timings (read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	10:00	22:00	None
Tue	10:00	22:00	
Wed	10:00	22:00	<u>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</u> (please read guidance note 5)
Thurs	10:00	22:00	
Fri	10:00	22:00	None
Sat	10:00	22:00	
Sun	10:00	22:00	

## P

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

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

### **Health and Safety**

A comprehensive Event Management Plan and RAMS documentation will be created and distributed to all key stakeholders which evaluates and mitigates as much risk as could be reasonably expected.

Christmas Fantasia employs a professional H&S officer (Richard Bradley) and a Professional Event Producer (Adam Proto) to oversee the build, show and strike of the event.

Terbell Ltd has a comprehensive H&S policy which all contractors and suppliers are required to adhere to whilst working on the event.

All the contractors and suppliers will be briefed both verbally and in writing as to standard of H&S on site and will be expected to comply with the PPE guidelines in place.

All contractors will be required to provide evidence of insurance and the appropriate training for the task they are employed for and or the equipment they are using.

Contractors, suppliers and performers will be required to submit the relevant documentation inc. risk assessment, structural calculations / tolerances and method statements prior to setting up or performing

No petrol generators are allowed on site, power will be provided via an appropriate source and power distribution supplied by the event electrician.

Waste will be carefully managed with regular sweeps to ensure that any build up from the contractors and catering is cleared to the appropriate location.

A well proven "Lost Child" procedure will be in place to manage any incident in the appropriate manner.

Performances, all forms of entertainment and food and beverage offerings will be fully risk assessed to ensure they are practical and suitable for the environment.

A traffic management plan will be in place to ensure congestion around the venue is kept to a minimum the plan will be coupled with a communication plan in to monitor car park space and advise motorist accordingly.

Event team communication will be via radios with a well briefed protocol and channel assignment.

Suitable cover from the elements has been included in the planning process along with a covered ice rink, warm spaces and the availability of warm F&B as required.

The audience are required to wear a wrist band on entry to the event, parents or guardians are encouraged to write a contact number on the children's wrist band as part of the lost children procedure.

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

#### **Security and Stewarding**

The security team on site will be made up of an appropriate number of S.I.A registered security team contracted from a reputable local supplier under direct supervision of the nominated H&S advisor on site.

The stewarding and event team are recruited from an existing resource pool of freelance event professionals.

The staff, contractors and team on site will be DBS (Disclosure and Barring Service) checked especially those whose specific role is to cover the Lost Child Tent, Meeting Point and Grotto.

A written security/staff event document gives the backup information and verbal briefings every morning ensure the team work "joined up" and any incidents are dealt with in a professional manner and according to the event policies. The team will also have a de-brief at the end of the day to provide an update and feedback on the event.

The site will be broken into grid areas to provide the team with an accurate positioning system

An incident reporting system will be employed that triggers the appropriate level of response including the involvement of the local Police if necessary.

The entire site is secured behind a steel security fence and an infrared beam perimeter alarm.

We will not employ any staff unless they have been properly trained in those aspects of their job which may have an impact on crime and disorder. The only exception will be for staff still undergoing training, provided that they are closely supervised when serving customers.

The training will advise how to deal with angry customers and how to respond if crimes or anti social behaviour are witnessed. We will have a simple CCTV system, aimed at deterring anti-social behaviour and making it easier to influence troublesome customers.

If it seems likely that serious disorder is about to break out or is already happening in the locality, we will take police advice on whether to suspend operation of the event until the trouble has subsided.



### **c) Public Safety**

We take a single approach to dealing with all of the public safety issues affecting the event. This umbrella approach also takes into account our licensing responsibilities.

A risk assessed approach is used, so that we can identify problems and deal with them effectively. Maintenance of the event site has a key role to play in making sure that the premises are safe, so alongside our risk assessments, we have a long term strategy for keeping it in good order.

Historically it's shown that the audience profile presents little or no risk in terms of hostile or confrontational behaviour. This could only be an issue if the public thought they were not getting value for money or in the case on non-delivery of the experience. The producing team have a twenty-five year reputation of delivering events that always exceeds expectation. The promoters are keen not to tarnish their current excellent business reputation and fully accept that a quality delivery is essential to any success.

All the staff and contractors on site are briefed in both written and verbal form regarding the emergency procedures and how to report or respond to an incident.

The appropriate fire extinguishers and fire fighting equipment will be supplied and positioned at key locations around the site and well sign posted.

6 units of exit space have been designed into the space for an expected occupant capacity of 720 persons with a maximum estimated evacuation time of 3min from any one area.

Noise pollution to residents or businesses in the area is not expected, all sound will be directed away from the residential area to the South of the venue.

The audience profile, historical evidence and the entertainment program suggests a very Low Risk audience in terms of crowd management and the potential of crowd disruption. Crowd control barrier, Soft trees, picket fencing barrier will be used for crowd management both internally and externally to the site.

Special effects will extend only to fake snow machines and set dressing which will all be in place prior to any public opening. The use of special effects will be strictly monitored by the H&S officer with the relevant certification and licences presented before the event. Risk assessments will be obtained prior to the event and the site design will take into account the controls outlined.

The site will have a First Aid medical team and all staff will hold a basic first aid certificate. The staff will come under the supervision of an experienced event professional who has knowledge about the potential accidents and injuries common with ice rinks and live events.

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

The event is not expected to create a public nuisance to local residents and businesses, the expected occupant capacity is not large enough and the target audience is not historically known to present a disorder problem. Any noise pollution would be directed away from the local residents and the Db levels managed across the entire site in accordance with licence stipulation and consultation with the local residents.

The site is self contained so waste management, deliveries and day to day operations will not present a public nuisance to local residents or businesses.

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

All the staff and contractors on site are briefed in both written and verbal form regarding the emergency procedures and how to report or respond to an incident.

The team producing the event have extensive experience in dealing with a young audience and creating an event experience appropriate for the target audience. Extra precautions will be in place to secure back of house areas and hazard zones around the site.

The team will be trained in the art of talking to children and maintaining the correct environment, such as, the site will be a no smoking site with designated smoking areas. The F&B offering will be appropriate and accommodate children, there will be ample changing facilities and given the time of year, warm spaces to take cold children.

#### Lost child/parent or guardian

A well proven "Lost Child" procedure will be in place to manage any incident in the appropriate manner.

Lost Parent (Lonely Christopher Robin)

A child is found on the site without an apparent parent or guardian nearby.

The staff member or security (that find the child (Find Team) should remain in the same location and report into Control using the Priority Call system. No details will be transmitted and the appropriate code will be used.

The Find Team should remain in situ for approx. 10min to see if the parents or guardians find them.

After the 10min Control will instruct the Find Team to escort the child to the Lost Child Point inside the main shop building.

DBS checked staff will remain with the child at the tent until the parents are found and escorted to the location. The parents or guardians will be asked the name of the child, age etc. to ensure the identity of correct Christopher Robin is validated.

Lost Child (Christopher Robin has flown)

A parent or guardian reports a child missing or lost

The staff or security that are approached by the parent or guardian (Find Team) should remain and search the same location and report into Control using the Priority Call system. No details will be transmitted and the appropriate code will be used.

Control will order a "Lock Down" procedure and all the exits from the secure site will be shut to the public until the lock down is cancelled by control.

The Find Team should remain in situ for approx. 10min to see if the child is found nearby. Roaming stewards and security support will move the reported location be advised of the description and extend the search.

Staff, security, concessions and crew will search the immediate area they are responsible for, reporting back to control once they are satisfied that their location is clear.

After the 10min Control will instruct the Find Team to escort the parent to the Lost Child location. (or the main exit)

The search will continue until the child is found and reunited with the parent or guardian.

#### Check List

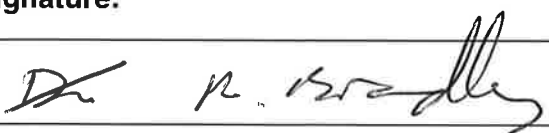
If yes please tick

- 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 others where applicable ☒
- I have enclosed the consent form completed by the individual I wish to be premises supervisor ☒
- 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**

#### **Part 5 – Signatures** (The application must be signed)

**Signature of applicant or applicant's solicitor or other duly authorised agent.** (please read guidance note 10) **If signing on the behalf of the applicant please state in what capacity.**

Signature:	Capacity:	Date:
	Director	20/6/16

**Where the premises licence is jointly held signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent.** (Please read guidance note 11) **If signing on behalf of the applicant please state in what capacity.**

Signature:	Capacity:	Date:

		Director		20.06.2016	
<b>Contact name (where not previously given) and address for correspondence associated with this application.</b> (Please read guidance note 12)					
<b>Title:</b>	Mr	Mrs	Miss	Ms	Mr
<b>Forenames</b>	Adam			<b>Surname</b>	Proto
<b>Address for Correspondence associated with this application</b>	Terbell Ltd				
	Fir Tree Cottage, Handcross Road				
	Horsham			<b>Post Code</b>	R H 1 3 6 N U
<b>Telephone Number</b>	01403 891 408		<b>Mobile Number (optional)</b>	07831756 701	
<b>E-Mail Address (optional)</b>	adam@terbell.co.uk				

## 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.
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.*