

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

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. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We EVENT BY EVENT LTD

(Insert name(s) of applicant)

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description London Road Recreation Ground, Grand Avenue, Camberley GU15 3QH			
Post town	Camberley	Postcode	GU15 3QH
Telephone number at premises (if any)	N/A		
Non-domestic rateable value of premises	£0		

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
- i. as a limited company please complete section (B)
- ii. as a partnership please complete section (B)
- iii. as an unincorporated association or please complete section (B)
- iv. other (for example a statutory corporation) please complete section (B)

- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please 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 in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

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

Please tick yes

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town			Postcode		
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of 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.

Name Event by Event Ltd
Address Abbey House, 25 Clarendon Road, Redhill, Surrey, RH1 1QZ
Registered number (where applicable) 6592314
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Liability Company
Telephone number (if any) 01737 852 180
E-mail address (optional) ian@eventbyevent.co.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
0	1	1 2 2 0 1 6

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

DD	MM	YYYY
0	1	0 1 2 0 1 7

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

The "Camberley on Ice" event will take place primarily in the tennis court area but will extend north to encompass the pavilion and 'Walk Garden' areas.

The event will include a public ice rink and skate lodge serving limited alcoholic beverages and food. In addition, there will be a number of Christmas market stalls in enclosed sheds, a bandstand and a limited number of amusements for young attendees.

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

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

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

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (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 late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

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

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed					
			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Thur			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Tue			
Wed			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Thur					
Fri			<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)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	11:00	21:00	Please give further details here (please read guidance note 3) Recorded seasonal music will be played across the site at a low ambient level for the duration of opening hours		
Tue	11:00	21:00			
Wed	11:00	21:00	State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur	11:00	21:00			
Fri	11:00	21:00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	11:00	21:00			
Sun	11:00	21:00			

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Recorded seasonal music will be played across the site at a low ambient level for the duration of opening hours		
Mon	11:00	21:00			
Tue	11:00	21:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Wed	11:00	21:00			
Thur	11:00	21:00	<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)		
Fri	11:00	21:00			
Sat	11:00	21:00			
Sun	11:00	21:00			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	11:00	21:00	<u>Please give further details here</u> (please read guidance note 3) Occasional display skating might take place on the ice rink with a public audience		
Tue	11:00	21:00			
Wed	11:00	21:00	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4) N/A		
Thur	11:00	21:00			
Fri	11:00	21:00	<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> (please read guidance note 5) N/A		
Sat	11:00	21:00			
Sun	11:00	21:00			

H

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

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)					
Mon								
Tue								
Wed						<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Thur								
Fri						<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat								
Sun								

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)					
Mon	13:00	21:00						
Tue	13:00	21:00						
Wed	13:00	21:00						
Thur	13:00	21:00						
Fri	13:00	21:00						
Sat	11:30	21:00						
Sun	11:30	21:00						
						Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		

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

Name Heike Kreuer	
Address Flat 3 22 High Street London	
Postcode	SW19 5DX
Personal licence number (if known) LBWands/02568	
Issuing licensing authority (if known) Wandsworth	

K

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).

N/A

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4) Additional Opening will be requested for New Years Eve/New Years Day
Day	Start	Finish	<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)
Mon	11:00	21:30	
Tue	11:00	21:30	
Wed	11:00	21:30	
Thur	11:00	21:30	
Fri	11:00	21:30	
Sat	11:00	21:30	
Sun	11:00	21:30	

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

All planning for the event will be in line with recommendations laid out in HSG195 and will be planned in strong consultation with local authorities and licencing staff via regular SAG meetings starting no less than 4 months before the proposed start date of any activities on the site.

The number of events featuring live or recorded music will be limited to 1 events per calendar year.

The final site layout shall be as agreed with the Event Director, the Event health and Safety Officer and Security consultant and all statutory authorities (which includes but is not limited to members of the council events department, licensing, highways, parking, and blue light services)

There shall be at least one personal license holder present whilst the bar is in operation. Furthermore, whenever the premises are open to the public the designated premises supervisor, or their designated deputy, shall be present within the licensed premises

Plastic glasses will be used at the bar. Where a drink is in a bottle and this is not plastic, the contents of said bottle will be decanted into a plastic glass.

The boundaries of the licensed premises will be clearly marked so that staff, interested parties, police and members of the public can clearly see what areas are licensed.

No event shall take place until an Event Management Plan has been submitted to and approved by all other relevant statutory bodies.

The Event Management Plan shall address the following matters as a minimum:

Site Security

Event Timetable

Major incident plan including emergency evacuation plan

Event control structure; site management and key responsibilities

Communications strategy and management including radio provision

Stewarding and crowd safety/audience management including details of steward training

Fire safety

Medical/first aid provision

On site welfare information including lost children

Traffic Management

Noise management and limitation

Food hygiene and food safety

Sanitation/toilet facilities

Electrical installations

Amusements, attractions and promotional displays

Disabled people

Water provision
Special effects
Waste management/litter strategy
Detailed site layout plan
Details of all structures to be used including stages, barriers together with drawings and calculations
Public information and public address systems
Set up, clean up, de-rigging arrangements

No event shall take place until the following safety certificates have been provided to, and approved by, the health and safety officer:

Certification for all temporary structures on site, including stages, marquees, lighting towers and other structures
Electrical safety certificates for all supplies on site, including mains supply and any portable or other generator
Safety certification for any fairground ride on site
Safety certification for any scaffolding or rigging

All core event staff and personnel will be issued with a radio and will be in contact with event control.

All licensed door staff will use radios to contact each other and will wear hi-visibility arm bands with their SIA badge clearly on display. They will also be in high visibility jackets or similar and should be clearly identifiable as security.

All stewards will wear high visibility jackets or similar and should be clearly identifiable as stewards.

A detailed Traffic Management plan shall be submitted for scrutiny and agreed with all statutory bodies to ensure limitation of inconvenience to local residents that must include but shall not be limited to:

A parking plan
Road use assessment and impact assessment
Additional services to prevent congestion
Additional Parking controls to protect local resident access

b) The prevention of crime and disorder

The appointed security contractor will provide SIA registered security staff provision, including the mix of male/female staff will be based on a risk assessment carried out no less than one month before any event.

Outside the permitted hours for alcohol, all alcoholic drinks shall be secured safely to prevent their sale or theft.

Any patrons displaying signs of drunkenness or use of drugs will be ejected from the premises. All persons ejected will be advised to leave the residential area. Where anti-social behaviour is observed in connection with alcohol or drugs the patron will be ejected

immediately where it is safe to do so or the police informed if assistance is required.

Refusal log books will be completed for any refusal of the sale of alcohol. Logs will be made available upon request to officers from the Licensing Authority, Trading Standards and Police.

All off sales will be from the traders only and can only be carried out in sealed containers.

c) Public safety

The license holder shall ensure that a health and safety risk assessment is submitted to the Surrey Heath Licensing Authority at least two months prior to the holding of any event.

All identified vehicle approach routes to the site will be stewarded.

Security will be posted at key locations, as identified within the EMP and agreed with all relevant statutory authorities, around the event site to ensure the protection of adjoining residences and businesses.

All drugs or illicit substances found or confiscated on site will be logged via radio at the point of confiscation and then returned to the event HQ where it will be securely stored and logged in a drugs book which shall be made available upon request to Officers from Surrey Police. All contraband along with seizure records will be handed to Surrey Police in event HQ at the end of the event.

Sufficient welfare provision will be made within the site to treat and ensure the safety of any vulnerable patrons in the premises

A robust traffic management plan will be submitted no less than one month before any event to ensure no additional risk is created.

An incident book will be completed for any incident that takes place within the licensed premises. The book will be made available upon request to officers from the Licensing Authority, Trading Standards and Surrey Police.

Event litter teams, alongside Surrey Heath council teams will be engaged to ensure all the event site, and surrounding areas are cleaned and returned to their previous condition.

d) The prevention of public nuisance

Potential attendees will be reminded of the residential location via digital media in advance of the event and clear signage through-out the event site will be used to remind and inform event goers of the residential nature of the site.

Noise limits will be agreed with local authority noise management agents and adhered to vigorously. All residents within the area will be advised of any use of the premises no less than one month before any event and a contact number to management staff issued to ensure any complaint can be dealt with in a timely fashion.

e) The protection of children from harm

A detailed child safety policy will be submitted for scrutiny by the relevant authorities no less than one month before any event is to take place at the premises.

All age restricted sales training undertaken by staff members will be fully documented and recorded prior to being allowed to sell alcohol. All training records shall be made available to Officers from the Licencing Authority including Trading Standards and Surrey Police.

The premises will adopt a 'Challenge 25' policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID as proof of their age. The only ID that will be accepted are valid passports and UK driving licences with a photograph or proof of age cards bearing the 'PASS' mark hologram. The list of approved ID may be amended or revised with the prior agreement of Surrey Police and the Licensing Authority without the need to amend the actual license.

Suitable sanitary facilities for babies will be provided.

Checklist:


Please tick to indicate agreement

- 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 designated 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 SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 11).
If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	30/06/16
Capacity	Director

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
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Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example 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 (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 the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish 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 which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.