Reigate & Banstead
BOROUGH COUNCIL
Banstead I Horley I Redhill I Reigate

REPORT OF:	HEAD OF HEALTH & WELLBEING
AUTHOR:	DIANNE MITCHELL
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TO:	LICENSING & REGULATORY COMMITTEE
DATE:	TUESDAY APRIL 17TH 2018

AGENDA ITEM NO	***5:***	***WARD(S) AFFECTED:***	REIGATE CENTRAL

SUBJECT:	APPLICATION FOR A NEW PREMISES LICENCE FOR REIGATE PRIORY PARK, BELL STREET, REIGATE RH2 7RL
PURPOSE OF THE REPORT:	TO DETERMINE THE APPLICATION FOR A PREMISES LICENCE

OPTIONS

The Committee has the following options:

1. **To grant the licence subject to such conditions as are consistent with the operating schedule accompanying the application, modified to such extent as the authority considers necessary for the promotion of the licensing objectives.**

2. **To exclude from the scope of the licence any of the licensable activities to which the application relates;**

3. **To refuse to specify a person in the licence as the premises supervisor;**

4. **To reject the application.**

The Committee has authority to determine the above options.

Background

1. An application for a premises licence has been received from Greenspaces, Reigate and Banstead Borough Council to license an area in Priory Park for up to 4,999 people. The application and location plan showing the proposed licensed area and the proximity of adjacent roads is attached at Annex 1.
2. The Licensing Sub-Committee Hearing Rules, last amended on 6 March 2008, state that Council applications for premises licences will be decided by the full Licensing Committee.

Application Summary

3. The application requests authorisation for the following activities and locations during the hours shown in the table below:

Activity	**From** Monday	**To** Sunday	**Location**
Plays:	10:00 hrs	22:30 hrs	Indoors and outdoors. For the avoidance of doubt, indoors will be within a tent/marquee or similar
Films:	10:00 hrs	22:30 hrs	
Live Music : No more than 10 events during each annual licence period (including recorded music)	10:00 hrs	22:30 hrs	
Recorded Music :	10:00 hrs	22:30 hrs	
Performance of dance:	10:00 hrs	22:30 hrs	
Anything of a similar description (to music, dance):	10:00 hrs	22:30 hrs	
Sale of Alcohol:	10:00 hrs	22:30 hrs	On and off the premises
Opening Hours:	10:00 hrs	23:30 hrs	

4. There are no detailed plans in the application showing the layout for an event. The applicant has advised that each event will be unique but subject to the requirements as laid out in Section M of the application. This includes a requirement for the event organiser to submit all plans and documents as requested (which include an Event Management Plan and Event Safety Plan) to the Council's Safety Advisory Group for approval, at least 3 months prior to the event, unless agreed otherwise.
5. Personal licence details of the proposed Designated Premises Supervisor (DPS) are to be confirmed. A mandatory condition, which will automatically be attached to the licence, will require that no supply of alcohol may be made at a time when the DPS does not hold a personal licence
6. Council officers are satisfied that the application has been correctly made and advertised according to the following statutory requirements:
    - pale blue notices of no less size than A4 containing a brief summary of the application to be placed around the boundary of the premises where it abuts the highway
    - a notice to be published within ten working days of the application being made, in a newspaper circulating in the local area
    - key details of the application to be published on the Council website during the consultation period

Representations.

7. In total three valid representations were received from interested parties in respect of this application. The relevant parts of the representations refer to

potential noise nuisance due to volume and frequency of events. The representations are reproduced in full at Annex 2.

8. A representation was also received from the responsible authority for environmental protection advising that the application for live and recorded music had the ability to cause public nuisance. This representation is included at Annex 3.

9. A further ten invalid representations were received. Three of these confirmed their objection to the application, and seven were in support. In the spirit of openness and transparency, these representations have been included at Annex 4. The Committee are reminded to attach appropriate weight to these representations in their decision making.

Mediated conditions

10. The applicant has agreed with the responsible authority for environmental protection to amend the conditions relating the prevention of public nuisance. The proposed amended conditions are more stringent than the original and have been taken from the Code of Practice issued by the Noise Council on Environmental Noise Control at Concerts, where it is proposed to hold between four to 12 concert days per calendar year. The mediated conditions are as follows;

    - Music Noise Levels shall not exceed the background noise level by more than 15 dB(A) over a 15 minute period.
    - If the Music Noise Level exceed the background noise level by more than 15 dB(A) over a 15 minute period the person monitoring the sound levels will have the authority to direct appropriate action to be taken to reduce the sound levels to below 15 dB(A) above the background at the nearest noise sensitive properties during the events.
    - Sound checks: Members of the Environmental protection team shall be invited to be present to ensure that sound levels are set such that they do not exceed the background noise level by more than 15 dB(A) over a 15 minute period.'

Policy and Legal Considerations

11. Relevant to this application are section 8 of the Council's Statement of Licensing Policy – The Licensing Objectives. Section 149 Equality Act 2010 - Public Sector Equality Duty, Human Rights Act 1998. Licensing Act 2003; Part 2 Licensing Authorities (sections 4-6); Part 3 Premise Licences (sections 11-23); section 182 Home Office guidance; section 183 Hearings and other matters considered relevant on the facts.

Appeals Procedure

12. In cases where an application for a premises licence is either rejected or granted, in full or in part, an appeal may be made to the Magistrates Court within 21 days beginning with the day on which the appellant was notified of the decision. The rights of appeal are available to both the applicant, in cases

where the application is rejected, and to persons who made relevant representations in cases where the application is granted.

Background Papers: None

Annex 1	Application form & location plan
Annex 2	Interested parties representations
Annex 3	Responsible authority representation
Annex 4	Irrelevant representations

REIGATE & BANSTEAD BOROUGH COUNCIL

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 REIGATE & BANSTEAD BOROUGH COUNCIL
(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 **The grounds of Priory Park**			
Post town	**Reigate**	Postcode	**RH2 7RL**

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 ☐	Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)	
Surname				**First names**	
I am 18 years old or over				☐ 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 ☐	Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)	
Surname				**First names**	
I am 18 years old or over				☐ 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 **Reigate & Banstead Borough Council**
Address **Town Hall** **Castlefield Road** **Reigate** **RH2 0SH**
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.) **Local Authority**
Telephone number (if any) **01737 276000**
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
2	1	0	2	2	0	1	8

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

DD		MM		YYYY			

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

The premise is a grassed open park situated to the south of Reigate High Street with access from all directions.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend. 4,999

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)			**Will the performance of a play take place indoors or outdoors or both – please tick** (please read guidance note 2)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	✓
Mon	1000	2230	**Please give further details here** (please read guidance note 3) For the avoidance of doubt, indoors will be within a tent/marquee or similar.		
Tue	1000	2230			
Wed	1000	2230	**State any seasonal variations for performing plays** (please read guidance note 4)		
Thur	1000	2230			
Fri	1000	2230	**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** (please read guidance note 5)		
Sat	1000	2230			
Sun	1000	2230			

B

Films Standard days and timings (please read guidance note 6)			**Will the exhibition of films take place indoors or outdoors or both – please tick** (please read guidance note 2)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	✓
Mon	1000	2230	**Please give further details here** (please read guidance note 3) For the avoidance of doubt, indoors will be within a tent/marquee or similar.		
Tue	1000	2230			
Wed	1000	2230	**State any seasonal variations for the exhibition of films** (please read guidance note 4)		
Thur	1000	2230			
Fri	1000	2230	**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** (please read guidance note 5)		
Sat	1000	2230			
Sun	1000	2230			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			**Please give further details** (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			**State any seasonal variations for indoor sporting events** (please read guidance note 4)
Wed			
Thur			**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** (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			**Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick** (please read guidance note 2)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☐
Mon			**Please give further details here** (please read guidance note 3)		
Tue					
Wed			**State any seasonal variations for boxing or wrestling entertainment** (please read guidance note 4)		
Thur					
Fri			**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** (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	☐
				Outdoors	☐
Day	Start	Finish		Both	✓
Mon	1000	2230	**Please give further details here** (please read guidance note 3) For the avoidance of doubt, indoors will be within a tent/marquee or similar. Music will be both amplified and unamplified.		
Tue	1000	2230			
Wed	1000	2230	**State any seasonal variations for the performance of live music** (please read guidance note 4)		
Thur	1000	2230			
Fri	1000	2230	**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	1000	2230			
Sun	1000	2230			

F

Recorded music Standard days and timings (please read guidance note 6)			**Will the playing of recorded music take place indoors or outdoors or both – please tick** (please read guidance note 2)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	✓
Mon	1000	2230	**Please give further details here** (please read guidance note 3) For the avoidance of doubt, indoors will be within a tent/marquee or similar. Music will be both amplified and unamplified.		
Tue	1000	2230			
Wed	1000	2230	**State any seasonal variations for the playing of recorded music** (please read guidance note 4)		
Thur	1000	2230			
Fri	1000	2230	**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)		
Sat	1000	2230			
Sun	1000	2230			

G

Performances of dance Standard days and timings (please read guidance note 6)			**Will the performance of dance take place indoors or outdoors or both – please tick** (please read guidance note 2)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	✓
Mon	1000	2230	**Please give further details here** (please read guidance note 3) For the avoidance of doubt, indoors will be within a tent/marquee or similar.		
Tue	1000	2230			
Wed	1000	2230	**State any seasonal variations for the performance of dance** (please read guidance note 4)		
Thur	1000	2230			
Fri	1000	2230	**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** (please read guidance note 5)		
Sat	1000	2230			
Sun	1000	2230			

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	**Will this entertainment take place indoors or outdoors or both – please tick** (please read guidance note 2)	Indoors	☐
Mon	1000	2230		Outdoors	☐
				Both	✓
Tue	1000	2230	**Please give further details here** (please read guidance note 3) For the avoidance of doubt, indoors will be within a tent/marquee or similar.		
Wed	1000	2230			
Thur	1000	2230	**State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)** (please read guidance note 4)		
Fri	1000	2230			
Sat	1000	2230	**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** (please read guidance note 5)		
Sun	1000	2230			

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	☐
				Outdoors	☐
Day	Start	Finish		Both	☐
Mon			**Please give further details here** (please read guidance note 3)		
Tue					
Wed			**State any seasonal variations for the provision of late night refreshment** (please read guidance note 4)		
Thur					
Fri			**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** (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	☐
				Off the premises	☐
Day	Start	Finish		Both	✓
Mon	1000	2230	**State any seasonal variations for the supply of alcohol** (please read guidance note 4)		
Tue	1000	2230			
Wed	1000	2230			
Thur	1000	2230	**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)		
Fri	1000	2230			
Sat	1000	2230			
Sun	1000	2230			

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

Name **Mr Mark Jolley**	
Address **Greenspaces, Earlswood Depot,** **Reigate & Banstead Borough Council,** **Horley Road,** **Redhill**	
Postcode	**RH1 6PN**
Personal licence number (if known) **TBC**	
Issuing licensing authority (if known) **TBC**	

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)

Day	Start	Finish
Mon	1000	2330
Tue	1000	2330
Wed	1000	2330
Thur	1000	2330
Fri	1000	2330
Sat	1000	2330
Sun	1000	2330

State any seasonal variations (please read guidance note 4)

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 (please read guidance note 5)

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 events will be fully managed in conjunction with Reigate & Banstead Borough Council's SAG process who may give permission for the event to go ahead unless the Responsible Authorities state otherwise.

Each event in Priory Park is unique. All plans and documents requested must be submitted by the event organiser to the Responsible Authorities and SAG for approval at least 3 months prior to the event, unless agreed otherwise.

Environmental Protection at Reigate & Banstead Borough Council will determine during the SAG process which events must deliver to local residents a letter informing them of the event, no later than 7 days and no earlier than 28 days before each event. They will determine which addresses must receive the letter. The letter must include:

- The proposed event
- The mobile telephone number that will be manned during the event so that residents can contact the responsible person, and
- Details of the licensing conditions relating to noise control

A copy of the letter shall be sent to Environmental Protection at Reigate & Banstead Borough Council 28 days before the event, unless agreed otherwise.
No fireworks or other pyrotechnics shall be used other than with the prior written consent of the Licensing Authority.

At events where there is the supply of alcohol, a refusal/incident register shall be kept at the premises by the event organiser. It shall record the date and time of the refusal/incident, details of the product/nature of the incident, name of the individual(s) involved, action taken, and the name of any person involved. The register shall be kept up to date and on the premises at all times, be reviewed regularly by the event manager and made available for inspection on request by officers of the Licensing Authority, Police and Surrey County Council Trading Standards.

When the sale of alcohol and regulated entertainment takes place, at least 2 SIA door supervisors must be employed for the duration of the event, and shall increase at a ratio of 1:100 customers on the premises. A register of door supervisors employed will be maintained. This register will record their name, SIA licence number, contact details and be signed by the door supervisor as well as a member of the event management team.

The event manager shall ensure that all staff engaged in the sale of alcohol, before being allowed to make sales of alcohol shall undergo training in:

- The procedures to be used for checking that purchases of alcohol are over the age of 18 years. This shall include requesting and checking photographic identification, which is recognised in the Home Office guidance, from anyone who appears to be under the age of 25 years and that sales will not be made unless this evidence is produced satisfactorily. If there is any doubt to the person's age, staff will be trained to politely refuse service and record the incident in the register of refusals.
- The legal requirements under the Licensing Act 2003 relating to sales of alcohol including refusals of service to persons who appear to be drunk and not allowing disorderly conduct on premises, as well a proxy sales. Written training records shall include details of the names of staff trained, date of training, a summary of matters covered in the training, and a signature of the event organiser confirming that training has been undertaken. Records shall be made available promptly for inspection on request by officers of the Licensing Authority, Police and Surrey County Council Trading Standards.

A Personal Licence Holder shall be on site to oversee the sale of alcohol for the duration that bars are trading. They must produce in writing a list of staff that are authorised to serve alcohol. This must be made available for inspection on request by officers of the Licensing Authority and Police.

b) The prevention of crime and disorder

A detailed Event Management Plan (EMP) must be submitted to Surrey Police and the SAG prior to approval of any event. EMP must include:

- A comprehensive risk assessment relating to crime and disorder
- Details of security and stewarding for the entire duration of the event
- A site admission policy
- A drugs and alcohol policy
- A traffic plan for the duration of the event
- Any other plan or policy required by the SAG with the aim of preventing crime and disorder

c) Public safety

A detailed Event Safety Plan (ESP) must be submitted to the Responsible Authority for Health and Safety, Surrey Police, Surrey Fire & Rescue and the SAG prior to approval of any event. ESP must include:

- A comprehensive risk assessment related to public safety for the duration of the event, this should include the control of fire risks
- First aid and medical cover throughout the event
- Full details of any structures and their sign off
- Emergency and evacuation procedures
- Safe ingress and egress of persons visiting the site
- An admission policy detailing the controls in place to ensure that the maximum permitted number of persons on the licence (4,999) is not exceeded
- Any catering provision or concession engaged must have a Food Hygiene Rating Scheme rating of four or five from their relevant local authority
- A suitable number of toilet facilities shall be provided and checked by staff regularly, as recommended in 'The Purple Guide'.
- Any other plan or policy required by the Responsible Authorities or SAG with the aim of promoting public safety

The event organiser shall ensure they are provided with copies of risk assessments from all suppliers before the event which should be incorporated into the EMP, which will include but are not limited to the stage and marquee suppliers.

Details of any food stalls shall be provided to Environmental Protection at Reigate & Banstead Borough Council no less than two weeks prior to the event taking place.

d) The prevention of public nuisance

Music noise levels shall not exceed 65 dBA measured as a 15 minute LAeq over any 15 minute period when measured at or close to the boundary of any residential premises to which the organisers are allowed access.

Where live or recorded music is the main provision at the event, the event organiser will employ the services of a suitably qualified person to undertake noise measurements at the (accessible) boundaries of noise sensitive properties for the duration of the event. This will entail the measurement of noise levels in such a way that potential breaches of the 15-minute condition can be identified before they occur and corrective action taken to prevent a breach. The person undertaking these measurements will be able to immediately contact the person in control of the noise levels from the loudspeakers. Details of the consultants shall be included in the EMP.
If the sound levels exceed 65 LAeq (15 minutes) the person monitoring the sound levels will have the authority to direct appropriate action to be taken to reduce the sound levels to below 65 LAeq (15 minutes) at the nearest noise sensitive properties during the events.

A written record of noise complaints received arising from activities at the premises shall be kept in a log book. A named person at the event will be responsible for managing this and will have an allocated telephone number, the details of which must be informed to the Local Authority's Licensing Department

not less than seven days prior to the event. This person will be contactable throughout the duration of the event and such number will be provided to all the emergency services, the Licensing Team, the Environmental Protection Team and the Council's Emergency Call-Out Service prior to the event. A complaint from the public shall be channelled through the services as listed and appropriate responses from the organisers will be made directly to the public. This record shall include:

- Name and address of the complainant
- Complaint details and time of complaint
- Details of persons who undertook investigation of complaint and the nature of that investigation
- Any action taken as a result of the complaint
- Details of feedback to the complainant

Between 23:00 hours and 09:00 hours no generator will be audible within any room of any noise sensitive premises, with the windows left open for normal ventilation. The test for compliance of this condition is that the noise will be no more than barely audible outside any noise sensitive premises. Environmental Protection at Reigate & Banstead Borough Council will inform during the SAG process if only super-silenced generators must be used.

Events with the provision of live or recorded music must conduct a sound check on a date and time to be agreed with the Licensing Authority. Members of the Environmental Protection Team shall be invited to be present to ensure that sound levels are set such that they do not exceed 65 LAeq (15 minutes). The Environmental Protection Team will be provided with at least 48 hours' notice of the time of the intended sound check.

"Noise sensitive premises" includes premises used for residential purposes, hospital and similar institutions, education establishments (when they are in use), places of worship and any premises used for any other purposes likely to be affected by the music.
For the avoidance of doubt 'noise' is defined as any music amplified or otherwise and any amplified vocal noise.

No handling of goods or materials, which is audible from beyond the site boundary, shall be carried out at the premises between the hours of 23:00 hours and 09:00 hours. This shall particularly include operations such as putting bottles into waste and the erection/dismantling of stage and funfair.

Litter will be removed from the site throughout the duration of and after the event.
The EMP shall include details on waste management.
Adequate toilet provision for the size and nature of the event, cleaning and waste disposal shall be detailed in the EMP.

The event organiser will comply with any other requirements of the Responsible Authorities or SAG in relation to the prevention of public nuisance.

There should be no more than 10 events during each annual licence period with the main provision being live music or recorded music.

e) The protection of children from harm

In addition to the requirements placed on licensed premises by LA2003, event organisers shall have regard to the guidance provided by Surrey CC Children Safeguarding Unit for the protection of children from harm and provide and comply with a Children's Safeguarding Policy for their event which demonstrates:

- That applicants have familiarised themselves with the principles of 'Working Together to Safeguard Children 2015' or any subsequent updated guideline.
- That staff, volunteers and stewards will be facilitated and supported in attending any training on Child Protection and Safeguarding where suitable.
- Any other requirements of the SAG relating to the protection of children from harm.

All events must be suitable for a family audience.

The drugs and alcohol policy within the EMP should detail the measures to prevent under age sales or consumption at the event and age verification procedures relating to admission and age restricted sales (such as Challenge 25). Suitable measures will be put into place to reunite lost children with their parent(s)/guardian and should be detailed in the EMP. These will include where suitable the ability to make amplified announcements and a centralised information/meeting point.

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. **DPS PERSONAL LICENCE NUMBER TBC- WILL SEND AT THE SAME TIME**	☐
• 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	On behalf of Reigate & Banstead Borough Council
Date	21/02/18
Capacity	Greenspaces, Local Authority

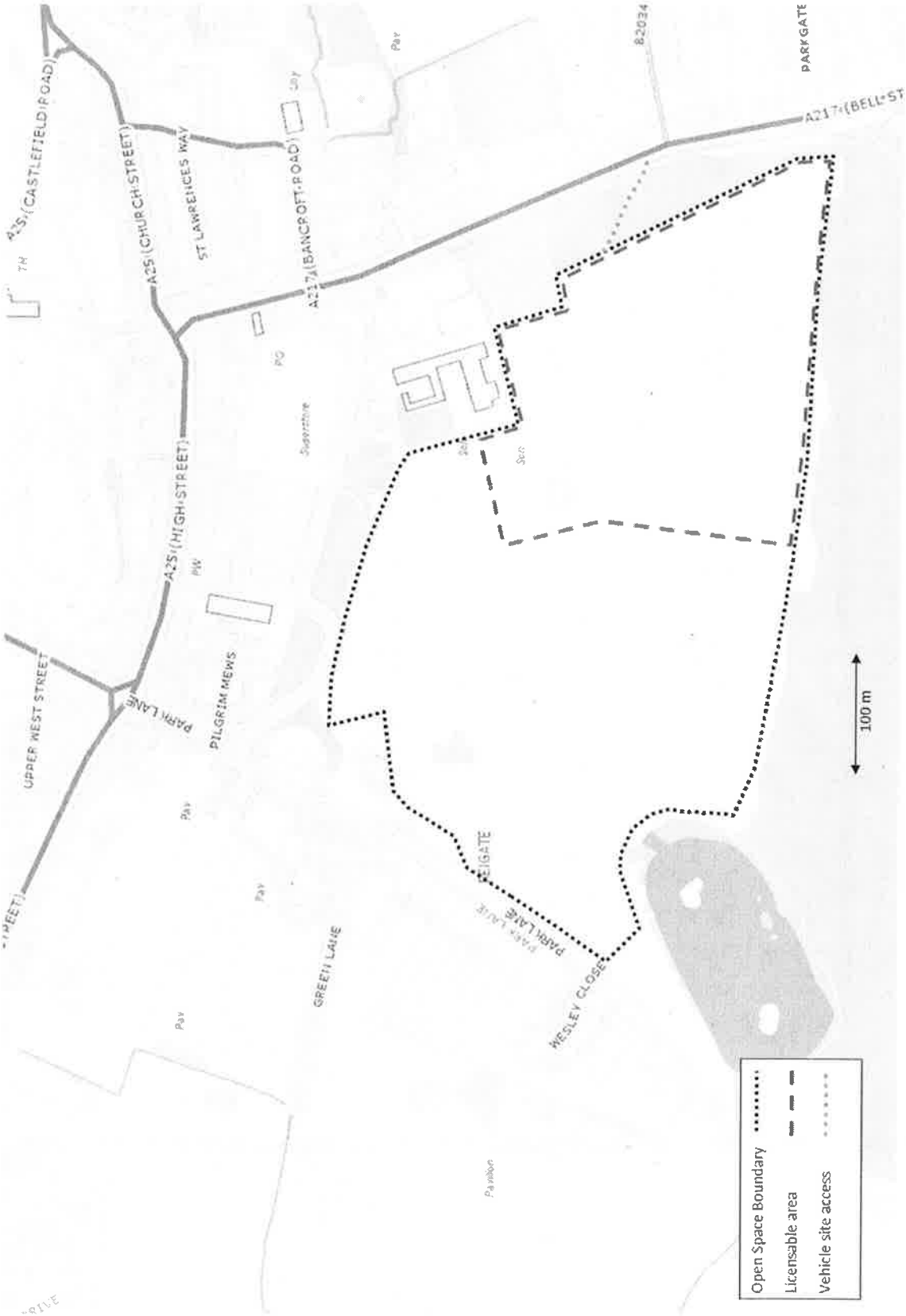
For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13) **Mark Jolley** **Greenspaces** **Reigate & Banstead Borough Council**			
Post town	**Reigate**	Postcode	**RH2 0SH**
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) **Mark.Jolley@reigate-banstead.gov.uk** and **Markj.smith@reigate-banstead.gov.uk**			

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.


A25 (CASTLEFIELD ROAD)
A25 (CHURCH STREET)
ST LAWRENCES WAY
A2174 (BANCROFT ROAD)
A2174 (BELL ST
PARKGATE
A25 (HIGH STREET)
UPPER WEST STREET
PARK LANE
PILGRIM MEWS
GREEN LANE
WESLEY CLOSE
100 m
Open Space Boundary
Licensable area
Vehicle site access

Lisa Stevens

From: [redacted]
Sent: 17 March 2018 11:32
To: Licensing
Subject: Comment on Licence Application - 18/00197/LAPREM

Application Ref - 18/00197/LAPREM

Name - A W S Bullock

Address - Priory Farm House, Park Lane, Reigate, RH2 8JX

Phone - [redacted]

Email - [redacted]

Wants to - Object to the Proposal

Comments - There has been virtually no publicity for this application. Even the Surrey Mirror and my local Councillor were not aware of it until I telephoned. On visiting the Town Hall it was not possible to see the details. Following this visit, a call to your help desk resulted in them being unable to access the details. They had to ring back sometime later with access details. I strongly recommend that consideration of this application be deferred until such time as there has been adequate publicity and interested groups and members of the public have had the opportunity to respond.

I consider it totally inappropriate for the Park, with its Green Flag award and being the jewel in the crown (to quote one Councillor) to be granted a live entertainment and alcohol licence for 365 days a year from 10.00am to 10.30pm. With such a blanket licence, the decision for individual events may be made on a more relaxed criteria than would have been applied by the Council to the individual licence application.

The blanket licence may result in many more events as a result of the simplification of the process to the detriment of the Park and to those who use the Park for quiet and peaceful recommendation.

The 365 day licence may also result in safeguards and considerations which would have applied to an individual application not being fully appraised and evaluated by the Council's licensing department.

The Council does not have the means to measure, and therefore effectively control the volume of noise at events. All applications should demonstrate how noise will be controlled and provide clear information as to who is responsible for this control and, most importantly, how that person can be contracted throughout the event in question. It is quite useless for the contact number to be the Town Hall when events run over weekends, Bank Holidays and late into the evenings. A complainant must be able to contact the responsible person during the event.

The proposals for the 365 day, alcohol and live entertaining licence, run contrary to the understanding that the Park is an inviolate area of green space offering simple recreational amenities and outdoor activities for all.

Should it be suggested that a 365 day licence, if granted, will not lead to an intensification of the use of the Park, then it should be questioned as to why such a licence is being applied for.

The hours that alcohol would be permitted under the terms of this application are excessive (from 10.00am!). Should the application be granted, the serving of alcohol should not be permitted before noon.

I urge the Council to turn down this application.

Priory Cottage 21 West Street Reigate Surrey RH2 9BL

20 March 2018

Licensing
Reigate& Banstead Borough Council
Town Hall
Castlefield Rd
Reigate RH2 0SH

Dear Sirs

Licensing Application by Greenspaces Ltd for Priory Park

I do not support this application as it stands since:

- it, de facto, encompasses two applications: one, for day-long alcohol sales every day of the year and, two, for a wide variety of non-open air recreational events for up to 5,000 people - all in an important high value recreational area, an asset which is already under pressure from existing user groups. We are expected to approve the one and, by default, also the other.
- it runs contrary to the supposition that the park is an inviolable area of green space affording simple recreational amenity and outdoor activities, available to all
- the intrusive nature (numbers, duration, noise) will have significant impact on existing groups of leisure users and on nearby residents.
- on the face of it there is a measure of conflict of interest if alcohol is freely sold, taking custom from nearby licensed premises from whom the Council takes business rates.

I do not believe that adequate consultation has taken place. Indeed I do not feel that adequate publicity has been given to the application – 2 unobtrusive notices within the park is all I have seen and, furthermore, the Council's website is unhelpful in the extreme in tracking any description of the intent of the application down. In essence, there has been an absence of transparency of intent. The very fact that the advertised application is made in the name of Greenspaces Ltd without identifying that this is actually the Council itself reflects this.

Were the Council to withdraw this application and, initially at least, apply only for a much more limited range of events with many fewer people in fewer, less space intensive locations and (most importantly) limit the number of days on which alcohol sales will be available and were it to make this information readily available and publicize it, then it would have met normal democratic requirements and park users could see how the whole thing is managed. As it stands it is unacceptable and could be seen as a means of gradually selling off the park.

Yours sincerely

[redacted]

(Mrs) Anne Morrow

Lisa Stevens

From: [redacted]
Sent: 21 March 2018 09:14
To: Licensing
Subject: Comment on Licence Application - 18/00197/LAPREM

Application Ref - 18/00197/LAPREM

Name - Park Lane ,Reigate, Residents' Association

Address - c/o Simon Buckingham, Chairman, 7 Wesley Close, Reigate RH2 8JS

Phone - [redacted]

Email - [redacted]

Wants to - Object to the Proposal

Comments - This application is, we understand, intended to avoid the submission of a licensing application for each entertainment and alcohol served event within a significant area of Priory Park. It does so by means of obtaining a 365 day license.

There will, we understand, still be a monitored SAG process, and event applications will need to be submitted for approval at least three months prior to the event. Members of our Association have asked us to determine the difference between the standards and criteria to be applied in deciding whether an application should be approved by the SAG on the one hand, and those normally applied by the Council?s Licensing Department on the other, and despite enquiry, we have been unable to answer their questions. Until those questions are answered, the Association has no alternative but to object to this proposal. We welcome the reassurances we have received that any intensification in the use of Priory Park as an entertainment venue is not planned, but many residents are alarmed at the abrogation of a licensing process which gives consideration to each planned event.

The main preoccupation with our members is with noise. None of our members is really qualified to determine whether 65 decibels is a reasonable limit. We are, however, all aware that Park Lane is surrounded by club venues (Old Reigatians, The Cricket and other Sports Clubs) and whilst everyone living here recognizes that they should tolerate the odd musical event and that people are entitled to enjoy themselves, the frequency of events at which amplified music is played is increasing. We believe that some consideration should be given to the fact that Priory Park is surrounded by residential properties and to the primary purpose of the Park. The stone erected at the top of the Park to commemorate its donation to Reigate Corporation by Mr and Mrs Randall Vogan requires Priory Park ?To be preserved in its natural beauty and for the use and quiet enjoyment of the Public?.

The concerns of this Association, which represents many households immediately adjacent to the Park, are that:

(a) whether local residents are informed of impending events is at the discretion of the Environmental Protection Team at the Council. Local residents will only have the mobile telephone details of the responsible person at the event and any licensing conditions relating to noise control at the event if the Environmental Protection Team decide to issue a letter;

(b) the measures set out to achieve the four licensing objectives are deficient because:

1. Whilst each Event Management Plan must include a site admission policy, this makes no sense in the context of a public park accessible to all;

2. The proposals to limit excessive noise levels are ineffective, because they rely on the event organiser employing a named person at the event to undertake noise measurements. The events will be entirely self-policed. The maintenance of a log book by such person recording complaints does not permit immediate action to be taken to meet local residents? complaints about excessive noise, merely an enquiry after the event. In addition, there seems little point in identifying a person at the event to whom logged complaints may be made if, as noted above, his/her telephone number is made available only to the Council?s Licensing Department. There should be a telephone contact point which is advised to all local residents for all events at which amplified music is to be played. One of the main concerns of residents is their inability to do anything about excessive noise during events, when Council offices are understandably closed for the weekend or evening.

3. The means to achieve the four licensing objectives include the policy that there ?should be no more than 10 events during each annual License period with the main provision being live music or recorded music?. 10 events is excessive, particularly if concentrated, as one would expect, during the summer months. Priory Park is both a historical site of special interest and a site of special scientific interest and those seeking to enjoy its tranquility will be ill served by the frequency of such events. This Association believes that 5 such events should be the limit, and that if a limit is to be imposed it should be couched in mandatory language (?will?) rather than using the word ?should? which is intrinsically imprecise;

4. The proposed license permit?s the sale of alcohol from 10 am. This seems to us to be far too early in the day. At the very least, we would not expect alcohol to be served until after 12 noon.

5. So far as we can determine, the status of the Pavilion- the only fixed structure in the Park serving refreshments-is inchoate. In fact, the territorial extent of the licence appears unclear. The Application clearly refers to the licence as extending to ?the Grounds of Priory Park?, whilst the associated map on the website seems to cover a more restricted area to the west of the Priory building. What is the scope of this licence? If it extends to the Pavilion (which is within the grounds of Priory Park), it is not thought appropriate that the Pavilion should be selling alcoholic drinks from 10 am or even 12 pm- or at all. If the Map attached to the application is definitive of the scope of the application, the concern expressed in this paragraph 5 disappears.

Our Association values the work done by the Council and its employees, in financially straightened circumstances, to maintain Priory Park to its current standards. We have great admiration for those who tirelessly work to ensure that the Park is properly managed and clear of litter. For all the reasons above, however, Park Lane Residents? Association objects to this application.

Environmental Health

The Licensing Authority for the District of Reigate & Banstead BC
c/o The Licensing Team
Community Safety and Environmental Health
Reigate and Banstead Borough Council
Town Hall, Castlefield Road
Reigate, Surrey
RH2 0SH

Date: 21 March 2018
Our Ref: CR/18/01888/EJLAPP
Contact: Christine Rogers
Your Ref:
Direct Line: [redacted]
E-Mail:

Dear Mrs Mitchell,

Licensing Act 2003. Application for a Premises Licence.
Priory Park, Bell Street, Reigate, Surrey

As a responsible authority as defined in section 13(4)(e) of the Licensing Act 2003 we hereby make representation in respect of the premises known as Priory Park, Bell Street, Reigate, Surrey

The reason for making representation is that the proposed licence in respect of the live and recorded music have the ability to cause public nuisance and the operating schedule does not contain sufficient measures to promote the licensing objectives.

Yours sincerely,

[redacted]

Christine Rogers
Environmental Services Officer

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31 WEST STREET REIGATE SURREY RH2 9BL
TEL: [redacted]

27th February 2018

Licensing
Reigate and Banstead Borough Council
Town Hall
Castlefield Road
Reigate
Surrey RH2 0SH

Dear Sirs
Re, application for Alcohol License Priory Park

I wish to strongly object to the granting of a license to Greenspaces Reigate and Banstead.
I am a ratepayer and daily morning user of Priory Park, and witness first hand the remains of discarded , often smashed, alcohol bottles, plus other litter, in all areas of the Park,and the accompanying vandalism that definitely is associated with this uncontrolled drinking, which us users have to endure in the mornings after most summer evenings ..
To make even easier access to alcohol, actually in the Park itself, beggars belief.
Since the Park was refurbished some ten years ago, or so, there has been a steady deterioration , year on year, due entirely to a lack of management and monitoring by the Parks Department , part of which is the vandalism associated with alcoholic drinking.
This drinking and vandalism is a cost to Ratepayers, and is a public nuisance.

I trust that you will refuse this application.

Yours faithfully
[redacted]
T D Gill

The Civic Society
for Reigate, Redhill
and Merstham

President:
Nicholas Owen

Chairman:
Michael Doughty
Garthlands
Sandy Lane
Reigate , Surrey, RH2 8QU
[redacted]

Secretary:
Bridget Doughty
Garthlands, Sandy Lane,
Reigate, Surrey, RH2 8QU
[redacted]

Hon. Treasurer:
Robert Bogin
Townsend House
64 Church Street, Reigate,
Surrey RH2 0SP
[redacted]

Licensing
Reigate and Banstead Borough Council
Town hall
Castlefield Road
Reigate
RH2 0SH

14th March 2018

Dear Sirs,

The Reigate Society has considered the Application for a New Premises Licence at The Grounds of Priory Park as posted publicly and dated 21st February 2018.

We wish to object to the application because, if granted, the license would have no time limit. We think that any such application/license should sensibly be limited (at least initially) to a maximum period of 2 years. If unexpected issues do arise as a result of the licensed activities then this would allow any future applications to properly take account of these.

It appears that the current application is some type of 'umbrella' license for activities in the Park and we assume that future 'event-specific' licenses for individual events would still be required (and advertised). If this is the case then we have no further comment. If this is not the case then we further object to the application since we find it, on its own, to be too far-ranging and non-specific.

Yours faithfully,
[redacted]

Michael C. Doughty [redacted]

Chairman

Lisa Stevens

From: [redacted]
Sent: 16 March 2018 17:00
To: Licensing
Subject: Comment on Licence Application - 18/00197/LAPREM

Application Ref - 18/00197/LAPREM

Name - Reigate Business Guild

Address - 40 West Street Reigate RH2 9BT

Phone - [redacted]

Email - [redacted]

Wants to - Support the Proposal

Comments - Reigate Business Guild supports this application as we feel that a greater variety of event could be produced in Priory Park: The Park is a great asset to the town and is a popular venue for the towns people. We would support any event that attracts people to use the facility and support other businesses within the town centre, as long the events are well managed and suitable parking provision is provided. The Summer music night were great examples of a more diverse use of the park and more events like this would greatly appeal to the general users of the facility.

Lisa Stevens

From: [redacted]
Sent: 19 March 2018 11:56
To: Licensing
Subject: Comment on Licence Application - 18/00197/LAPREM

Application Ref - 18/00197/LAPREM

Name - Alex. Brugger

Address - Geranium Cottage
12 Park Lane
Reigate, RH2 8JX

Phone - [redacted]

Email - [redacted]

Wants to - Object to the Proposal

Comments - I object to the application for the following reason;
1. There is no reason given why Reigate and Banstead Borough Council wishes a blanket licence for all future events in the park. What is driving this? There is no explanation at all to this effect. Why is this fundamental issue of granting a licence not being part of the application? Therefore this application should be declined on the lack of information.
2. Should the Licensing authorities agree to this application a detailed action plan should be submitted prior of its approval, on how the Council (as principal license holder) is approving and administrating the sub-issue of a licence to an applicant.
3. The Hours given in the application is for a Liquor Licence from 10am until 10.30pm. I think this is wrong. In the event a licence is being granted it should be from 12 noon to 10.30pm.
4. Cafeteria Pistachio; as the Cafeteria is within the boundary of the application could a licence be granted by R&B to change it into a pub?
5. The Council is already stretched in the physical upkeep of running the park, see the state of the greenspace where the ice rink stood 3 months ago (Surrey Mirror, March 15th 2018, page 9) as well as the miserable state of the park from Park Lane along the boundary with Morrisons including the open cage refuse area which is an absolute disgrace. By issuing R&B with the responsibility of holding a Liquor Licence the parks administration department will grow, with the effect that the physical upkeep of Priory Park will even more decline.

Lisa Stevens

From: [redacted]
Sent: 21 March 2018 15:38
To: Licensing
Subject: Comment on Licence Application - 18/00197/LAPREM

Application Ref - 18/00197/LAPREM

Name - Run Reigate

Address - Stanton House
1 Castlefield Road
Reigate RH2 0SA

Phone - [redacted]

Email - [redacted]

Wants to - Support the Proposal

Comments - Re: Licence Application Reference: 18/00197/LAPRE

Dear Sir/Madam

I wish to express our support for this new licence application.

Since our launch in 2014, Run Reigate has grown every year to become the largest community event in Reigate & Banstead with 16,740 people taking part to date, including 2,500 children. The event, held in September each year in Priory Park, has raised over £700,000 for local charities in the area and in 2017 won Gold for best Half Marathon in the UK, beating all the major established UK running events.

None of this would have been possible with the assistance, guidance and foresight of the Council, when we originally approached them with the concept, and every year since then. Events in and around the town generate a huge amount of goodwill, footfall with associated revenue for the local economy, and helps put Reigate on the map especially when so many other places in London and around the UK host major events. With the superb facilities and location of Priory Park, Reigate needs to be able to compete for and win the right to host appropriate events. Reigate & Banstead needs more events to
attract people, revenue and interest in the area and this application will help facilitate exactly that.

We fully support this application for all of the above reasons. Should you have any comments or queries, please feel free to write to me at the address below, or please just email me personally: [redacted]

Thank you

Kind regards

David Kelly
Race Director

Lisa Stevens

From: [redacted]
Sent: 21 March 2018 16:37
To: Licensing
Subject: Comment on Licence Application - 18/00197/LAPREM

Application Ref - 18/00197/LAPREM

Name - Claire Denchfield

Address - 6 Hylton Place, Watercolour, Redhill, Surrey, RH1 2NJ

Phone -

Email - [redacted]

Wants to - Support the Proposal

Comments - Priory Park is a great public space which supports the community of all ages. I believe that a license allowing more events will not only open this space to those who don't normally use it, but will bring in revenue to the local area by visitors using the many restaurants, hotels and other businesses in the vacinity.

Lisa Stevens

From: [redacted]
Sent: 21 March 2018 17:16
To: Licensing
Subject: Comment on Licence Application - 18/00197/LAPREM

Application Ref - 18/00197/LAPREM

Name - Jellyfish

Address - 31 London Road
Reigate

Phone - [redacted]

Email - [redacted]

Wants to - Support the Proposal

Comments - We think this is fantastic for Reigate and the local community

Lisa Stevens

From: [redacted]
Sent: 21 March 2018 22:43
To: Licensing
Subject: Comment on Licence Application - 18/00197/LAPREM

Application Ref - 18/00197/LAPREM

Name - Adrian Rothera

Address - Benting Mead, Lonesome Lane, Reigate RH2 7QT

Phone - [redacted]

Email - [redacted]

Wants to - Support the Proposal

Comments - Priory Park is a great asset that can be used for Reigate residents for a whole range of activities and entertainment. It should be used more widely for events for the local community but also to attract people from further afield, bringing investment into Reigate.

Lisa Stevens

From: [redacted]
Sent: 21 March 2018 16:22
To: Licensing
Subject: Comment on Licence Application - 18/00197/LAPREM

Application Ref - 18/00197/LAPREM

Name - David Baty

Address - The Folly
Castle Walk

Phone - [redacted]

Email - [redacted]

Wants to - Support the Proposal

Comments - Wholeheartedly support more events in the Park.

Lisa Stevens

From: [redacted]
Sent: 21 March 2018 16:28
To: Licensing
Subject: Comment on Licence Application - 18/00197/LAPREM

Application Ref - 18/00197/LAPREM

Name - Adrian Pointer/Simply Sports

Address - 28, High Street, Reigate, Surrey. RH2 9AY

Phone - [redacted]

Email - [redacted]

Wants to - Support the Proposal

Comments -