

Runnymede Borough Council

LICENSING SUB-COMMITTEE

Thursday 2 September 2004 at either 10 a.m. or 6 p.m.

in the Council Chamber or Committee Room

at the Civic Offices, Addlestone

TIME AND VENUE TO BE CONFIRMED



Members of the Committee

Councillors D.W. Parr (Chairman), Mrs J. Norman (Vice-Chairman), A.J. Davis, P.A. Greenwood, and B.J. Relph.

In accordance with Standing Order 29.2 any non-member of the Committee who is considering attending the meeting should first request the permission of the Chairman.

AGENDA

Notes:

- i) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- ii) The relevant "background papers" are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Miss C. Pinnock, Department of Administration and Leisure, Committee Section, Civic Offices, Station Road, Addlestone (Tel. Direct Line: 01932 425627). (Email: clare.pinnock@runnymede.gov.uk).**
- iii) Agendas and Minutes are available on a subscription basis. For details, please ring Mr. B.A. Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
- iv) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

LIST OF MATTERS FOR CONSIDERATION

PART I

Matters in respect of which reports have been made available for public inspection

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PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.

a) Exempt Information

(No reports to be considered under this heading).

b) Confidential Information

(No reports to be considered under this heading)

1. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF INTEREST

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Committee Administrator at the start of the meeting. A supply of the form will also be available from the Committee Administrator at meetings.

In the event of an interest being declared, the Member must leave the room, or refrain from voting, as may be appropriate according to the nature of the interest.

4. APPLICATION FOR AN OCCASIONAL PUBLIC ENTERTAINMENT LICENCE (DTS)
 1. The Sub-Committee is asked to consider an application for the grant of an Occasional Public Entertainment Licence for 'Junior Beats', John Battleday Waterski, Thorpe Road, Chertsey in respect of a fundraising event on Friday 3rd September from 8 p.m. until 3 a.m. involving a wakeboard competition and display with a Disc Jockey playing amplified music.
A copy of the Application and an Insurance quotation are attached at Annex '1'. The applicant will be providing further information which will be circulated shortly.
 2. The Proper Officer's Report will be circulated as soon as possible and prior to the meeting.
 3. A plan showing the position of the site in relation to neighbouring properties is attached at Annex '2'.
 4. Any objections to the application will be reported at the meeting.
 5. Guidance notes on the procedures for considering the application are attached at Annex '3'.

(TO RESOLVE)

Background Papers

None stated.

5. EXCLUSION OF PRESS AND PUBLIC

If Members are minded to consider any of the foregoing items in private, it is the

OFFICERS' RECOMMENDATION that -

the press and public be excluded from the meeting during discussion of the following report under Section 100A(4) of the Local Government Act 1972 on the grounds that the report in question would be likely to involve disclosure of exempt information of the description specified in the appropriate paragraphs of Part 1 Schedule 12A of the Act.

(TO RESOLVE)

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.

- a) Exempt Information
(No reports to be considered under this heading).
- b) Confidential Information
(No reports to be considered under this heading)



RUNNYMEDE BOROUGH COUNCIL

LICENSING SUB-COMMITTEE

2 SEPTEMBER 2004

ANNEXES

<u>ANNEX</u>	<u>REPORT</u>	<u>PAGE</u>
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2	PLAN OF THORPE WATERSKI IN RELATION TO NEIGHBOURING PROPERTIES	11
3	GUIDANCE NOTES ON PROCEDURE	12



RUNNYMEDE BOROUGH COUNCIL

CIVIC OFFICES
STATION ROAD
ADDLESTONE
SURREY
KT15 2AH

TELEPHONE: (01932) 425722
FAX: (01932) 425703

TECHNICAL SERVICES DEPARTMENT

Application For Occasional Open Air Public Entertainment Licence

Name of event JUNIOR BEATS PRESENT 'AL FRESCO'

Event location JOHN BATTLEDAW WATERSKI, THORPE ROAD, CHERTSEY
Landowner's name
and address

Event date(s) FRI SEP 3rd 04 Times: Start 8.00pm Finish 03.00 AM

What type of Licence do you require?			
Public Music & Dancing	<input checked="" type="checkbox"/>	Music Only	<input type="checkbox"/>
		Sunday Music	<input type="checkbox"/>
Sport Entertainment	<input type="checkbox"/>	Film Exhibition	<input type="checkbox"/>
		Stage Play	<input type="checkbox"/>

Organiser Details

- Name of organisation JUNIOR BEATS
- Name of Event organiser/s (1) PETER WALSH (2)
- Date Place of Birth (1) 17/04/69 (2) MARLINGTON
- Contact address (1) 1 AGINCOURT VILLAS (2)
- Postcode (1) UXBRIDGE ROAD, HILLINGDON (2)
- Tel No. - Home (1) UB10 0NX (2)
- Tel No. - Work (1) - (2)
- Mobile No (1) 020 8573 0656 (2)
- Fax No (1) 01977 900474 (2)
- E-mail address (1) 020 8573 0656 (2)
- Event public enquiries number (1) djpetewalsh@hotmail.com (2)
- Event public enquiries number 01977 900474

Event Details

• Description of proposed event A FUNDRAISING EVENT FOR THE "EARLY BIRTH FUND" ST. PETERS HOSPITAL, CONSISTING OF A WAKEBOARD COMPETITION AND DISPLAY WITH DJ'S PLAYING MUSIC.

• Is there any national Association, Guidance or regulation for this event Yes No

• Is this a (please tick one box only)
Registered Charity
Other

• For Charity Event - Name of Charity EARLY BIRTH FUND

• Charity Registration Number _____

• Will all income raised go to the Charity concerned? (Please tick) Yes No
If no, please give details:

• Date/time to enter site for preparation THURSDAY 2ND SEPT | 5.00 PM

• Start time each day _____

• Finish time each day _____

• Date/time the site will be vacated after the event _____

• Is the event free? Yes No

• Approximate number of people expected to attend
Under certain circumstances, a fixed number of people may be imposed by the licensing authority
How do you propose to control numbers? 600 - TICKET

• Approximate age of audience profile e.g. children. ADULT 18-50

• Please give a brief description of the crowd profile WATER SPORTS FANS / MUSIC LOVERS

• Is a supply of clean drinking water available free to patrons? YES / ~~NO~~
(this is required as a condition of a licence.)

• Possible alternative site N/A

• Possible alternative date N/A

• Do you intend to use the following:

Highway Directional Signs Banners/Posters

(Written approval must be obtained from SCC Highways Authority)

• Please provide full details: (this is required for information purposes only)

.....
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.....
.....
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.....

Note: You are advised that the Council reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organisers.

• Do you anticipate the need for:

Road closure Traffic diversion
On street parking restriction Car park closure

If you have ticked any of the above, please provide details of locations, dates and times.

.....
.....
.....

If a formal traffic order is required, then please give S.C.C. at least twelve weeks notice.

Catering

Will food be available during the whole period of entertainment, other than the last half hour?

Yes/No

Please provide details of food concessionaires.(section 4 Guidance Pack)

Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.

Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites).

Fireworks/pyrotechnics/lasers	<input type="checkbox"/>	Live music **/Broadcasting	<input type="checkbox"/>
		pre-recorded music	<input type="checkbox"/>
Carnival/procession	<input type="checkbox"/>	Live entertainment **	<input type="checkbox"/>
Fairground equipment + Attractions:			
Please specify	<input type="checkbox"/>	Amplified music [▲]	<input checked="" type="checkbox"/>
Aircraft	<input type="checkbox"/>	Barrier/fencing	<input type="checkbox"/>
Parachutists	<input type="checkbox"/>	Marquees	<input checked="" type="checkbox"/>
Balloon launch	<input type="checkbox"/>	Portable generator	<input type="checkbox"/>
Hot Air Balloons	<input type="checkbox"/>	Power supply	<input type="checkbox"/>
Re-enactment groups	<input type="checkbox"/>	Alcohol	<input type="checkbox"/>
Inflatables (eg bouncy castle)	<input type="checkbox"/>	Bonfire/barbecue	<input type="checkbox"/>
Portable staging	<input type="checkbox"/>	Video/photography	<input checked="" type="checkbox"/>
Water (limited supply at some sites)	<input type="checkbox"/>	Market stalls	<input type="checkbox"/>
Animals (please specify)	<input type="checkbox"/>	Living history or other	<input type="checkbox"/>
Motor vehicles (please specify)	<input type="checkbox"/>	P.A. System	<input type="checkbox"/>
Other: (please specify)	<input type="checkbox"/>	On site communications	<input type="checkbox"/>

Notes:

▲ What measures will be made to control noise levels?

WE WILL ~~MAKE~~ LIAISE WITH ENVIRONMENTAL HEALTH
AND WILL HAVE A DB METER AND WILL MONITOR
WEATHER CONDITIONS

- You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals indicating how many male / female / disabled toilets including the method of disposal of any effluent. Also if toilets are hired, the name and address of the hire company. You will also

need to ask the hirer for copies of COSHH forms for any chemicals used:

.....
.....
.....

- How many stewards will be employed? Please give details of security firm, if employed, or Guildford Borough Council registered stewards:

PARAMOUNT PROTECTION UK LTD, TALBOT HOUSE, 204-226

IMPERIAL DRIVE, RAYNES LANE, HARROW, X 10/12 GUARDS
0208-429-5958 - Fax 57

- The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day to ensure that the council's obligation under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this then the council reserves the right to carry out the works in default and charge the event organiser the cost incurred.

Please identify the method to be used in order to maintain the area free of litter and refuse:

WE HAVE HIRED A CLEANING COMPANY.

.....
.....

Note:

- (1) After this application has been submitted, no additional items may be included without advising the Event Safety Team.

Traffic Management

Will you be requiring car parking space for event staff and/or general public?

Yes No

If yes, please indicate the approximate number of vehicles attending the event, indicate on your site plan your proposed car parking area and how you intend to manage the access and egress to the parking of those vehicles.

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.....

If no please indicate other arrangements for parking

.....
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Camping: If allowed on site, please give details and numbers allowed:

NO

.....
.....
.....

Insurance

- Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate) and Employee Liability Insurance.
- Organisers will be required to produce evidence of their insurance cover. The organiser should ensure that any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event, has insurance cover in their own right.

Note: All documentation must be produced when requested by an authorised officer prior to the event.

Emergency Services and Support Organisations

Please indicate contact made if any:

Name of person contacted

Police

.....

(name/station/date liaised)

Ambulance Service

Fire

First Aid Cover

Please supply details of the first aid cover to be provided:

.....
.....
.....

Additional Requirements

- Please supply a draft site plan, to each statutory Authority, showing the positions of permanent structures, toilets, first aid, access in and out for emergency vehicles, stalls, marquees, arena, exhibition units, car parking etc. and list of programme items is required. In respect of races etc. a detailed route plan showing location of route marshals, must be provided.

I have also enclosed, where necessary, the following:

Documentation	Yes →	To follow	Yes →	To follow
3 Draft Site Plan/Route Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Insurance for event organise	<input type="checkbox"/> <input checked="" type="checkbox"/>
3 Draft Event Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Draft Medical Plan	<input type="checkbox"/> <input checked="" type="checkbox"/>
Draft Emergency Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fire Risk Assessment	<input type="checkbox"/> <input checked="" type="checkbox"/>
			Draft Health and Safety policy, and risk assessment.	<input type="checkbox"/> <input checked="" type="checkbox"/>

I/we hereby confirm that a Public Notice was displayed in accordance with the Council's regulations on 20.08.09 (date) and will continue to be displayed until this application has been dealt with.

I/we hereby certify that we have served a copy of this application form (along with a site plan and event plan) on the following statutory authorities.


Police..... P.C. 992 Medhurst, Surrey Police, Addlestone Police Station, Garfield Road,

Addlestone, Surrey KT15 2NW

Fire: Community Fire Officer, Surrey Fire & Rescue, Walton Fire Station, Hershams Road,
Walton-on-Thames, Surrey KT12 1 RZ

Ambulance: Emergency Planning Officer, Surrey Ambulance Service The Horse Shoe,
Banstead, Surrey, SM7 2AS

I also hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the Council and members of the Event Safety Team. I / we hereby apply pursuant to Schedule 1 of the Local Government (Miscellaneous Provisions) Act 1982 for a Licence in accordance with the above facts which I / we declare to be correct.

Signed		Signed	
Position		Position	
	ORGANISER		
Date	19-Aug 07	Date	

Please send this completed form, together with any supporting documentation to:

Mr. P Groves.
Senior Licensing Officer
Runnymede Borough Council
Station Road
Addlestone
Surrey
KT15 2AH

	Official use only	
Event reference number	Date	Comment



EXHIBITION CONFERENCE & EVENT INSURANCE FACILITY

Quotation No. : 27120

Dated: 16 July 2004

We have pleasure in submitting the premium(s) required based on the information which you have provided. If you wish to proceed please sign and return the form at the end of this quotation and we will provide cover accordingly.

We recommend early acceptance of this quotation in order to obtain the maximum benefit of premium and terms.

This quote is valid for 60days or to the date of the first event whichever is the sooner.

1026

Authorised Signatory

Insured: PETER WALSHE
Address: C/O STINGRAY
 1 AGINCOURT VILLAS
 UXBRIDGE ROAD
 HILLINGDON
 UB10 0NX

Event: Junior Beats
Venue : Thorpe Waterski
 Thorpe Road, Chertsey, Surrey KT16 8PH

Open Dates - From : 03/09/2004 **To :** 03/09/2004

Part 1 : CANCELLATION OR ABANDONMENT NOT INSURED

Part 2 : PHYSICAL DAMAGE TO PROPERTY NOT INSURED

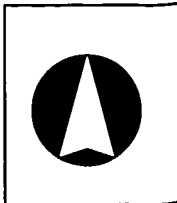
Part 3 : LEGAL LIABILITIES

Limit of Liability

- | | | | |
|-------------------------------------|---|-----------|--|
| 1. Contingent Employers Liability : | £ | 0 | In the aggregate any one Event including costs and expenses. |
| 2. Contingent Public Liability: | £ | 5,000,000 | Any one occurrence. |
| 3. Products Liability: | £ | 5,000,000 | In the aggregate any one Event. |
| Premium Inc. Tax | | £ | 420.00 |

Deductible : Each and every occurrence £ 750 .

Country whose law courts have jurisdiction : United Kingdom



SCALE: 1:12,500
 DATE: 24/08/04

ADDRESS:
 JOHN BATTLEDAY WATERSKI
 THORPE ROAD
 CHERTSEY

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RUNNYMEDE BOROUGH COUNCIL

CIVIC OFFICES
STATION ROAD
ADDLESTONE
SURREY
KT15 2AH

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

PUBLIC ENTERTAINMENT LICENCE REGULATIONS

GUIDANCE NOTES

1. GENERAL:

- 1.1 The Local Government (Miscellaneous Provisions) Act 1982 empowers local authorities to licence various public entertainments and events. The activities to be regulated by virtue of this and other legislation include public music and dancing, other similar entertainments, film exhibitions and any public contest, exhibition or display of boxing, wrestling, judo, karate and any similar sport.
- 1.2 Accordingly, with effect from 1 January 1983 this Council became the Licensing Authority for public entertainments within the Borough of Runnymede. The Council adopted revised regulations on 15 July 1992 and applications shall be heard and determined in accordance with them.
- 1.3 At any meeting other than at the Annual Licensing Meeting, the appropriate Sub-Committee may grant intermediate licences for the use of premises for music and dancing, boxing or wrestling entertainments, etc., as the case may be, on weekdays except Good Friday, during the remainder of the current licensing year.
- 1.4 Regulation 2.21 gives the right to the Police and any members of the public being in the vicinity of the premises for which an application for a licence is made to raise an objection and to be heard by the Sub-Committee and to call witnesses who shall be subject to cross-examination and re-examination.
- 1.5 The meetings of the Sub-Committee shall be open to the public except in respect of exempt or confidential matters in accordance with the provisions of the Local Government (Access to Information) Act 1985.

2. PROCEDURE:

2.1 To accord with the Regulations and Conditions the order of hearing for applications for licences where objections have been received shall be as follows: -

1. The Applicant, or his accredited representative, shall state the grounds of the application and give evidence. Witnesses may be called in support thereof.
2. The Proper Officer's report shall be received and witnesses may be called.
3. The Objector(s), or their accredited representative, shall state the grounds for objection and give evidence. Witnesses may be called in support thereof.
4. The Proper Officer may comment on evidence given by the Applicant and Objector(s).
5. The Objector(s) and Applicant will be invited to make a closing statement.
6. The Sub-Committee will then consider its decision and may retire to deliberate in private in respect of exempt and confidential matters as provided for by the Local Government (Access to Information) Act 1985, after which the hearing will be resumed and the decision communicated to the parties concerned.

2.2 At each stage in the proceedings prior to the Proper Officer's final comments, the Applicant, Objector(s), Proper Officer and witnesses may be subject to cross examination from the Objector(s) or Applicant, as appropriate, and questions from the Sub-Committee.

3. APPEALS AGAINST THE REFUSAL OF AN APPLICATION:

3.1 An Applicant for an entertainment licence in respect of any place, whose application is refused, may at any time before the expiration of the period of 21 days beginning with the date of which he/she is notified of the refusal, appeal to the Magistrates' Court. An appeal against the decision of a Magistrates' Court may be brought to the Crown Court.