



## Licensing Sub-Committee

**Date:** Thursday, 16 June 2022  
**Time:** 11.00 am  
**Venue:** Council Chamber, County Hall, Dorchester, DT1 1XJ

### Members (Quorum )

Jon Andrews, Susan Cocking and Cathy Lugg

**Chief Executive:** Matt Prosser, County Hall, Dorchester, Dorset DT1 1XJ

For more information about this agenda please contact Democratic Services Meeting Contact 01305 224202 [elaine.tibble@dorsetcouncil.gov.uk](mailto:elaine.tibble@dorsetcouncil.gov.uk)

Members of the public are welcome to attend this meeting, apart from any items listed in the exempt part of this agenda.

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### Agenda

Item		Pages
1.	<b>ELECTION OF CHAIRMAN AND STATEMENT FOR THE PROCEDURE OF THE MEETING</b>	3 - 6
	To elect a Chairman for the meeting and the Chairman to present and explain the procedure for the meeting.	
2.	<b>APOLOGIES</b>	
	To receive any apologies for absence.	
3.	<b>DECLARATIONS OF INTEREST</b>	
	To disclose any pecuniary, other registrable or non-registrable interests as set out in the adopted Code of Conduct. In making their disclosure councillors are asked to state the agenda item, the nature of the interest and any action they propose to take as part of their declaration. If required, further advice should be sought from the Monitoring Officer in advance of the meeting.	

#### **4. URGENT ITEMS**

To consider any items of business which the Chairman has had prior notification and considers to be urgent pursuant to section 100B (4) b) of the Local Government Act 1972. The reason for the urgency shall be recorded in the minutes.

#### **5. NEW PREMISES LICENCE APPLICATION FOR THE WIMBORNE BEER FESTIVAL, WIMBORNE** 7 - 104

An application has been made for a new premises licence for the Wimborne Beer Festival. The application has been out to public consultation and has attracted relevant representations. A Licensing Sub-Committee must consider the application and representations at a public hearing.

#### **6. NEW PREMISES LICENCE APPLICATION FOR THROOP HOLLOW FARM, THROOP** 105 - 168

An application has been made for a new premises licence for Throop Hollow Farm, Throop. The application has been out to public consultation and has attracted relevant representations. A Licensing Sub-Committee must consider the application and representations at a public hearing.

#### **7. EXEMPT BUSINESS**

To move the exclusion of the press and the public for the following item in view of the likely disclosure of exempt information within the meaning of paragraph x of schedule 12 A to the Local Government Act 1972 (as amended).

The public and the press will be asked to leave the meeting whilst the item of business is considered.



## **THE LICENSING ACT 2003 (HEARINGS) REGULATIONS 2005**

### Rights of a Party

1. A party has the right to attend the hearing and may be represented by any person.
2. A party is entitled to give further information where the authority has asked for clarification.
3. A party can question another party, and/or address the authority, with consent of the authority.

### Failure to Attend

4. If the authority is informed a party does not wish to attend, the hearing may proceed in their absence.
5. If a party has not indicated their attendance and fails to attend the hearing may be adjourned if considered in the public interest, or hold the hearing ensuring the party's representation is considered.
6. Where the authority adjourns the hearing it shall notify the parties of the date, time and place.

### Procedural Information

7. At the start of the hearing, the authority shall explain the procedure which it proposes to follow and shall consider any request for permission for another person to appear at the hearing.
8. A hearing shall take the form of a discussion led by the authority and cross-examination shall not be permitted unless the authority considers that it is required.
9. The authority will allow the parties an equal maximum period of time in which to speak.
10. The authority may require any person behaving disruptively to leave, and may refuse that person to return, but such a person may, before the end of the hearing, submit in writing information they would have been entitled to give orally had they not been required to leave.

### **FOOTNOTE:**

In relation to all other matters governed by the Licensing Act 2003 (Hearings) Regulations 2005 any party or their representative may contact the Licensing Services at Dorset Council and they will be provided with a full copy of the regulations on request.

## LICENSING SUB-COMMITTEE PROCEDURE

1. At the start of the meeting the Chairman will introduce:
  - the members of the sub-committee
  - the council officers present
  - the parties and their representatives
2. The Chairman will then deal with any appropriate agenda items.
3. The Licensing Officer will be asked to outline the details of the application, including details of any withdrawn representations.
4. The applicant or their representative is then invited to present their case.
5. Committee members will be invited to ask questions.
6. Where appropriate the Responsible Bodies e.g. representatives of Police, Fire Services, Environmental Services or Trading Standards will be invited to address the sub-committee on any relevant representations they may have.
7. The Chairman may then allow an opportunity for questions.
8. The Chairman will ask any person who has made representations, who have already expressed a wish to do so, to address the sub-committee. The sub-committee will have read all the papers before them, including any letters of representation. Members of the public are asked to keep their comments concise and to the point.
9. All parties will be given the opportunity to “sum up” their case.
10. The Chairman will ask the Legal Advisor if all relevant points have been addressed before advising all parties present that the sub-committee will withdraw from the meeting to consider its decision in private. The sub-committee will be accompanied by the Democratic Services Officer and the Legal Advisor can be called upon to offer legal guidance.
11. The Chairman will:
  - advise when the sub-committee’s decision will be confirmed in writing.
  - Inform those present of their right to appeal to the Magistrates’ Court.

## **NOTE**

The Chairman may vary this procedure, as circumstances require but will have regard to the rules of natural justice and the Licensing Act 2003 (Hearings) Regulations 2005.

The meeting will take place in public. However, the public can be excluded from all or part of the meeting where the sub-committee considers that the public interest in so doing outweighs the public interest in the meeting or that part of the meeting, taking place in public.

Under no circumstances must the parties or their witnesses offer the sub-committee information in the absence of the other parties.

The Chairman and the Sub-Committee have discretion whether to allow new information or documents to be submitted and read at the meeting.

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## Licensing Sub-Committee

16 June 2022

## New Premises Licence Application for The Wimborne Beer Festival, Wimborne

### For Decision

**Portfolio Holder:** Cllr L Beddow Customer and Community Services  
**Local Councillor(s):** Cllrs Bartlett, Cook and Morgan

**Executive Director:** J Sellgren, Executive Director of Place

Report Author: Kathryn Miller  
Title: Senior Licensing Officer  
Tel: 01305 252214  
Email: Kathryn.miller@dorsetcouncil.gov.uk

**Report Status:** Public

**Brief Summary:** An application has been made for a new premises licence for the Wimborne Beer Festival. The application has been out to public consultation and has attracted relevant representations. A Licensing Sub-Committee must consider the application and representations at a public hearing.

**Recommendation:** The Sub-Committee determines the application in the light of written and oral evidence and resolves to take such steps as it considers appropriate and proportionate for the promotion of the licensing objectives of;

- a) The prevention of crime and disorder
- b) The prevention of public nuisance
- c) Public safety
- d) The protection of children from harm

**Reason for Recommendation:** The Sub-Committee must consider the oral representations and information given at the hearing before reaching a decision.

The steps that the Sub Committee may take are:

- a) To grant the licence subject to such conditions as the authority considers appropriate for the promotion of the licensing objectives, and the mandatory conditions
- b) To exclude from the scope of the licence any of the licensable activities to which the application relates
- c) To refuse to specify a person in the licence as the designated premises supervisor
- d) To reject the application

## 1. **Background**

1.1 Section 4 of the Licensing Act 2003 sets out the duties of the Licensing Authority, it sets out that a Council's licensing functions must be carried out with a view to promoting the four licensing objectives of:

- (a) the prevention of crime and disorder;
- (b) public safety;
- (c) the prevention of public nuisance; and
- (d) the protection of children from harm.

1.2 All applications and decisions are made with due regard to the [Licensing Act 2003](#) (the Act), the [Revised Guidance issued under Section 182 of the Licensing Act 2003](#) (the Guidance) and the [Dorset Council Statement of Licensing Policy](#) (the Policy).

## 2. **Details of the Application**

2.1 The Wimborne Beer Festival has applied for a new premises licence at The Wimborne Showground, Pamphill, Wimborne, BH21 3DQ.

2.2 The description of the premises within the application is:

“The premises is used for agricultural purposes. Approx. 36 acres. It is an open field next to the main A31 bypass with access to Wimborne and surrounding areas. It has water mains on site.”

2.3 The full application including the event management plans, risk assessment and the site plans for the premises, as received, are attached at Appendix 1. The site location can be viewed at Appendix 2 taken from the Council's Dorset Explorer page, which shows the proximity of nearby residential properties.



2.4 The application is to permit:

**Live music (indoors and outdoors):**

Friday to Sunday 1000 to 2300 hours

**Recorded music (indoors and outdoors):**

Friday to Sunday 0900 to 2300 hours

**Anything of a similar description to that falling within E: live music, F: recorded music or G: performance of dance (indoors and outdoors):**

Friday to Sunday 0900 to 2300 hours

**Sale of alcohol (on and off the premises):**

Friday to Sunday 1000 to 2330 hours

**3. Representations from Responsible Authorities**

- 3.1. Section 13 of the Licensing Act 2003 contains the list of Responsible Authorities who must be consulted on each premises application. Dorset Police, Dorset and Wiltshire Fire Service, Public Health Dorset, the Immigration Authority, Dorset Council Trading Standards, Dorset Council Planning Department, Dorset Council Environmental Health Team, Dorset Council Children's Services and Dorset Council Health and Safety Team have all been consulted.
- 3.2. Dorset Police have requested additional conditions to be added to the licence, which the applicant has agreed and can be found at Appendix 3.
- 3.3. There were no comments from Environmental Health as the conditions agreed between the Police and the applicant addressed the issues that Environmental Health would have raised. There were no other representations from the other responsible authorities.

**4. Representations from Other Persons**

- 4.1. There was one representation received from a member of the public which is included at Appendix 4. The matters concerning anti-social behaviour must be taken into consideration.

4.2. The Guidance sets out at 8.13 the role of “other persons”: -

“As well as responsible authorities, any other person can play a role in a number of licensing processes under the 2003 Act. This includes any individual, body or business entitled to make representations to licensing authorities in relation to applications for the grant, variation, minor variation or review of premises licences and club premises certificates, regardless of their geographic proximity to the premises. In addition, these persons may themselves seek a review of a premises licence. Any representations made by these persons must be ‘relevant’, in that the representation relates to one or more of the licensing objectives. It must also not be considered by the licensing authority to be frivolous or vexatious. In the case of applications for reviews, there is an additional requirement that the grounds for the review should not be considered by the licensing authority to be repetitious. Chapter 9 of this guidance (paragraphs 9.4 to 9.10) provides more detail on the definition of relevant, frivolous and vexatious representations.

4.3. The guidance states at paragraph 9.4 what a “relevant” representation is;-

“A representation is “relevant” if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives. For example, a representation from a local businessperson about the commercial damage caused by competition from new licensed premises would not be relevant. On the other hand, a representation by a businessperson that nuisance caused by new premises would deter customers from entering the local area, and the steps proposed by the applicant to prevent that nuisance were inadequate, would be relevant. In other words, representations should relate to the impact of licensable activities carried on from premises on the objectives.”

5. **Considerations**

5.1 Paragraphs 9.42 to 9.44 of the Section 182 Guidance sets how the Authority should decide what actions are appropriate.

“9.42 Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their

areas. All licensing determinations should be considered on a case by-case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be.

9.43 The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

9.44 Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. While this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that the condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters. As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business. Further advice on determining what is appropriate when imposing conditions on a licence or certificate is provided in Chapter 10. The licensing authority is expected to come to its determination based on an assessment of the evidence on both the risks and benefits either for or against making the determination.”

**6. Financial Implications**

Any decision of the Sub-Committee could lead to an appeal by any of the parties involved that could incur costs.

**7. Climate Implications**

None

8. **Well-being and Health Implications**

None

9. **Other Implications**

Public Health and Community Safety

10. **Risk Assessment**

10.1 **HAVING CONSIDERED:** the risks associated with this decision; the level of risk has been identified as:

Current Risk: Medium

Residual Risk: Medium

11. **Equalities Impact Assessment**

None

12. **Appendices**

- Appendix 1 – Application and plan
- Appendix 2 – Site location
- Appendix 3 – Comments from Police
- Appendix 4 – Representations from interested party

13. **Background Papers**

[Licensing Act](#)

[Section 182 Guidance](#)

[Dorset Council Licensing Policy](#)

**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 The Wimborne Beer Festival  
*(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 <b>The Wimborne Showground</b> <b>Pamphill</b> <b>Wimborne</b> <b>BH21 3DQ</b>			
<b>Post town</b>	Wimborne	<b>Postcode</b>	<b>BH21 3DQ</b>

Telephone number at premises (if any)	
Non-domestic rateable value of premises	<b>£N/A as Agricultural land</b>

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as **appropriate** **Please tick as**

- |    |  |                                     |                             |
|----|--|-------------------------------------|-----------------------------|
| a) | an individual or individuals *                       | <input checked="" type="checkbox"/> | please complete section (A) |
| b) | a person other than an individual *                  |                                     |                             |
|    | i as a limited company/limited liability partnership | <input type="checkbox"/>            | please complete section (B) |
|    | ii as a partnership (other than limited liability)   | <input type="checkbox"/>            | please complete section (B) |
|    | iii as an unincorporated association or              | <input type="checkbox"/>            | please complete section (B) |
|    | iv other (for example a statutory corporation)       | <input type="checkbox"/>            | please complete section (B) |
| c) | a recognised club                                    | <input type="checkbox"/>            | 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 (by ticking yes to one box below):

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 <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth:</b>		I am 18 years old or over		Please tick	
<b>Nationality:</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth:</b> I am 18 years old or over				Please tick yes	
<b>Nationality:</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(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.**

<b>Name</b> The Wimborne Beer Festival
<b>Address</b> [REDACTED]
<b>Registered number (where applicable)</b>
<b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b>

Telephone number (if any)
E-mail address (optional) cheers@thewimbornebeerfestival.co.uk

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
01	08	2022

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 premises is used for agricultural purposes. Approx. 36 acres.  
 It is an open field next to the main A31 bypass with access to Wimborne and surrounding areas.  
 It has water mains on site.

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

Under 5000 people
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What licensable activities do you intend to carry on from the premises?

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

- |   |                            |
|---|----------------------------|
| Provision of regulated entertainment (please read guidance note 2)  | Please tick all that apply |
| a) plays (if ticking yes, fill in box A)  | <input type="checkbox"/>   |
| b) films (if ticking yes, fill in box B)  | <input type="checkbox"/>   |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input type="checkbox"/>   |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input type="checkbox"/>   |
| e) live music (if ticking yes, fill in box E)   | x                          |
| f) recorded music (if ticking yes, fill in box F)   | x                          |
| g) performances of dance (if ticking yes, fill in box G)  | <input type="checkbox"/>   |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | x                          |



**Provision of late-night refreshment** (if ticking yes, fill in box I)

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

x

**In all cases complete boxes K, L and M**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)			
Mon						
Tue			<b>State any seasonal variations for performing plays</b> (please read guidance note 5)			
Wed						
Thur			<b>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</b> (please read guidance note 6)			
Fri						
Sat						
Sun						

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)			
Mon						
Tue						
Wed			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)			
Thur						
Fri			<b><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></b> (please read guidance note 6)			
Sat						
Sun						

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Wed			
Thur			<b><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></b> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day				Start	Finish
Mon				<b>Please give further details here</b> (please read guidance note 4)	
Tue					
Wed					
Thur					
Fri			<b>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</b> (please read guidance note 6)		
Sat					
Sun					
				Both	<input type="checkbox"/>

E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3) Live music will take place within an erected marquee with a stage, facing away from residential areas to reduce noise pollution.		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	x
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4) Music will be amplified.			
Mon						
Tue						
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)			
Thur						
Fri	10:00	23:00	<b>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</b> (please read guidance note 6)			
Sat	10:00	23:00				
Sun	10:00	23:00				

F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3) Live music will take place within an erected marquee with a stage, facing away from residential areas to reduce noise pollution		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	x
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)			
Mon						
Tue			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)			
Wed						
Thur			<b>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</b> (please read guidance note 6)			
Fri	09:00	23:00				
Sat	09:00	23:00				
Sun	09:00	23:00				

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue					
Wed					
			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur					
Fri					
Sat					
Sun					
			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		



H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	x
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri	09:00	23:00			
Sat	09:00	23:00	<b><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></b> (please read guidance note 6)		
Sun	09:00	23:00			

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><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></b> (please read guidance note 6)		
Sat					
Sun					

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8) Alcohol will be consumed within the event premises and the majority being consumed within the erected marquee, at least for the first year. However, some stall holders will be able to sell their own products such as breweries which may be consumed outside the marquee and visitors may consume on site or take home. There may also be consumption of alcohol within the camping area for those that are camping overnight.	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish		Both	x
Mon			<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Tue					
Wed					
Thur			<b>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</b> (please read guidance note 6)		
Fri	10:00	23:30			
Sat	10:00	23:30			
Sun	10:00	23:30			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name: Jeremy Walton
Date of birth: <span style="background-color: black; color: black;">██████████</span>

<b>Address</b> [REDACTED] [REDACTED] [REDACTED]	
<b>Postcode</b>	[REDACTED]
<b>Personal licence number (if known)</b> NDPA0743	
<b>Issuing licensing authority (if known)</b> North Dorset	

**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 9).

None

**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			
Wed			

			<p><b>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</b> (please read guidance note 6)</p> <p>However, there will be camping available to those prebooked to stay overnight which reflects the timing to the left.</p>
Thur	10:00	00:00	
Fri	00:00	00:00	
Sat	00:00	00:00	
Sun	00:00	23:30	

**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 10)

This license will permit a three-day event known as The Wimborne Beer Festival each year

An event management plan will be submitted in writing to the licensing authority for approval additionally with site plan attached.

The event management plan will include but will not be limited to:

1. Event overview
2. Site management
3. Incident management
4. Traffic management

For the duration of the event the event management plan shall act as the operating schedule.

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

We will be operating challenge 25 for the event  
Incident reporting book will be available and on site.

**c) Public safety**

**d) The prevention of public nuisance**

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

- All children that attend must be accompanied by a responsible adult  
- Identification will be requested of those who fall under the challenge 25 and the individual will be removed from site if this is not complied. Challenge 25 posters will be displayed and bar staff and those selling alcohol will be reminded and briefed if they have any concerns or need to check identification. Refusal register/incident record book will be implemented.

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises. x
- I have sent copies of this application and the plan to responsible authorities and others where applicable. x
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. x
- I understand that I must now advertise my application. x
- I understand that if I do not comply with the above requirements my application will be rejected. x
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO**

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

**Part 4 – Signatures** (please read guidance note 11)

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

<b>Declaration</b>	<ul style="list-style-type: none"> <li>[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	<i>J. Winter</i>
Date	19.04.2022
Capacity	Event organiser

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	<i>L. Winter</i>
Date	19.04.2022
Capacity	Event organiser

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) [Redacted] [Redacted] [Redacted] [Redacted]
---

Post town	██████████	Postcode	██████████
Telephone number (if any)	██████████		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) laura@thewimbornebeerfestival.co.uk or james@thewimbornebeerfestival.co.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. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.



- a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:
    - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. 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.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. 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.
  8. 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'.

9. 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.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

#### **15. Entitlement to work/immigration status for individual applicants and applications**

##### **from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

##### **Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.

- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

### **Home Office online right to work checking service**

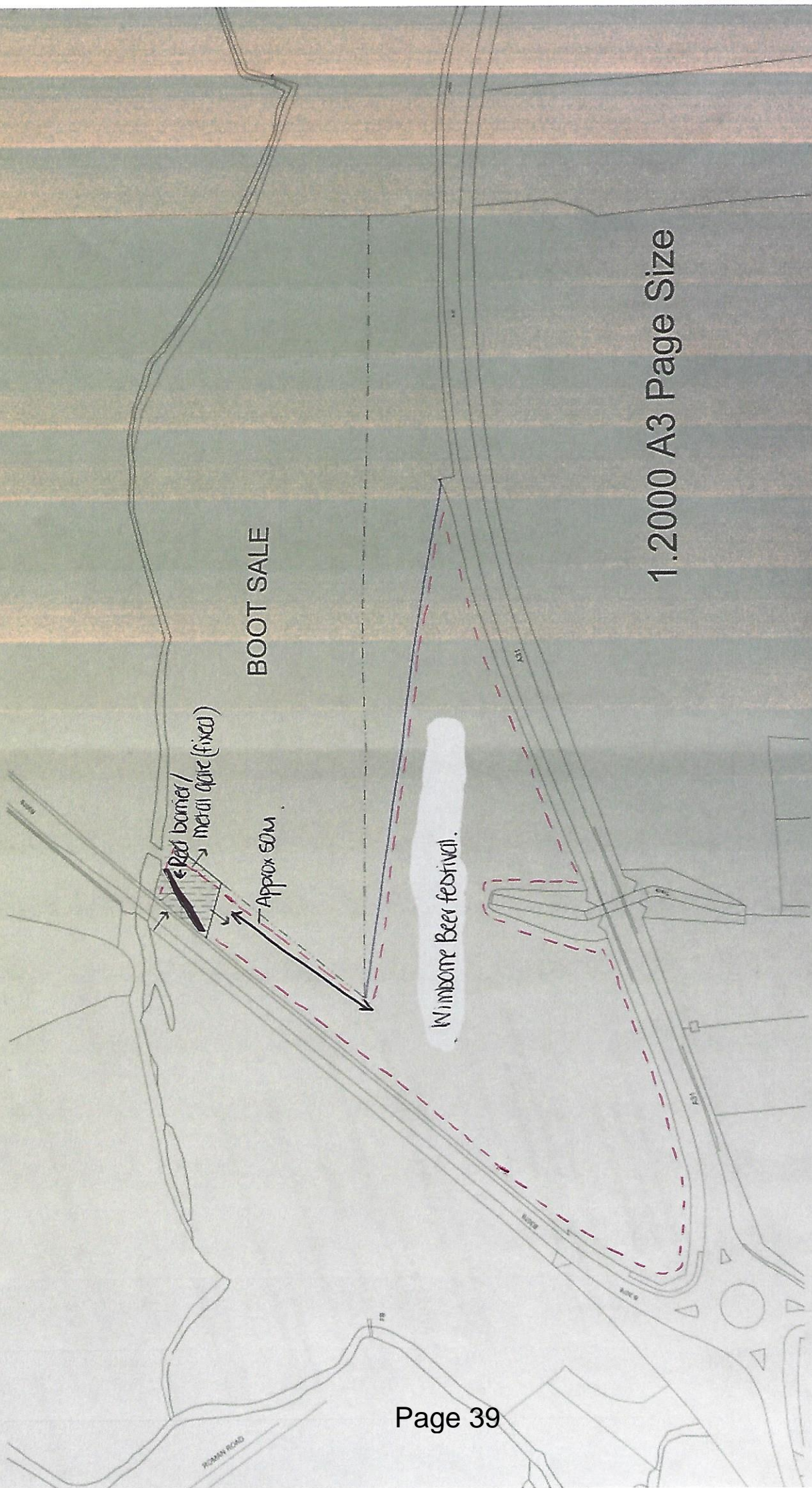
As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

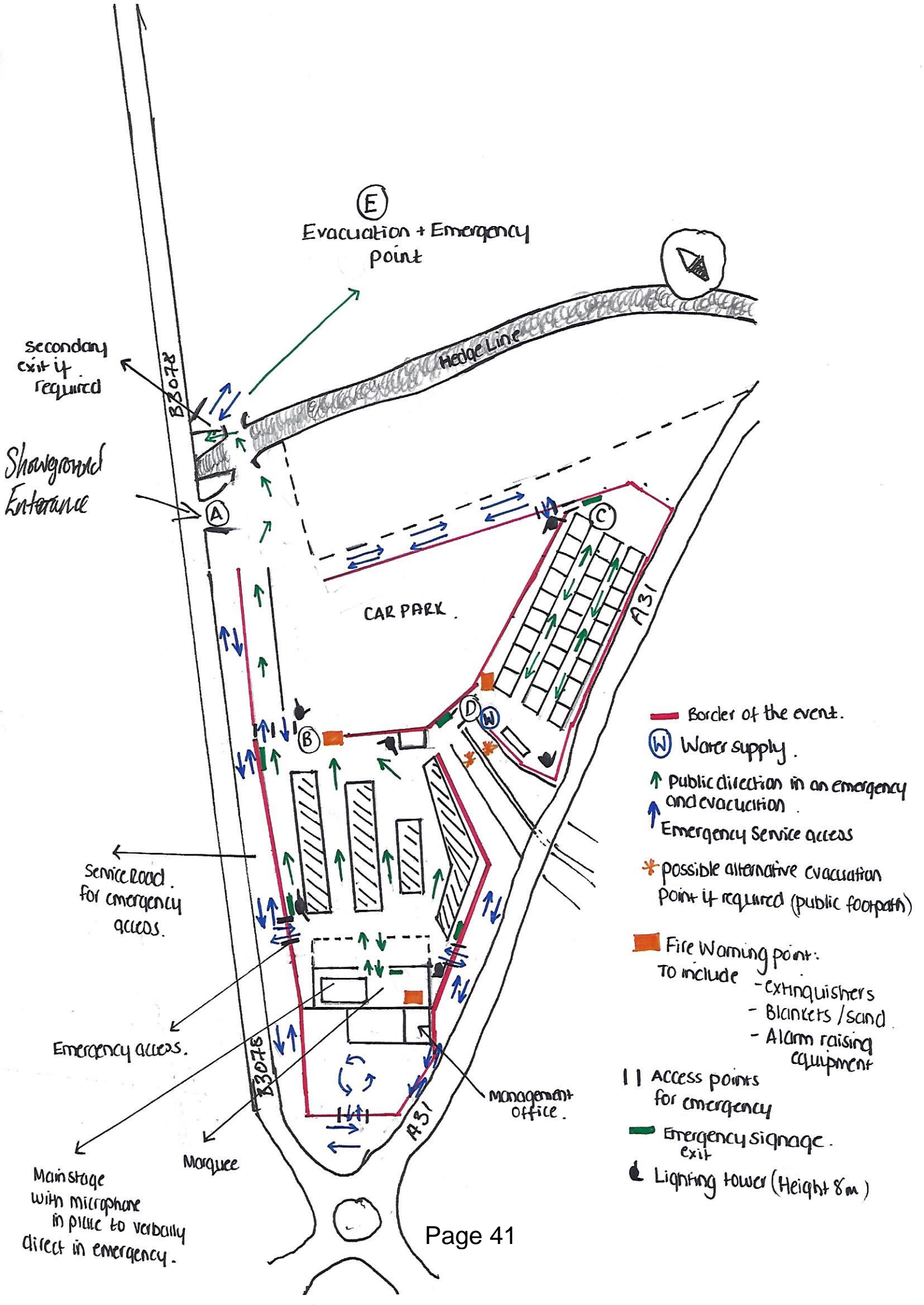
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## Licensing

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**From:** Busfield, Louise [REDACTED]  
**Sent:** 10 May 2022 16:00  
**To:** The Wimborne Beer Festival  
**Cc:** licensingteamc; Ian Carter; Kathryn Miller  
**Subject:** RE: The Wimborne Beer Festival  
**Attachments:** Additional evidence for Premsis license for The Wimborne Beer Festival (005).docx

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Categories:** Kathryn

Good afternoon Licensing

Further to the application for a Premises Licence for The Wimborne Beer Festival, the applicant has agreed conditions to be included on the Premises licence; these additional conditions are set out both in the email as below, in addition to those as per the attached document.

Any queries, please come back to me.

Kind regards,



**DORSET  
POLICE**

**Louise Busfield**

Licensing Officer  
[REDACTED]

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Drug & Alcohol Harm Reduction Team  
Bournemouth Divisional Headquarters  
5 Madeira Road  
Bournemouth  
Dorset Police  
BH1 1QQ

---

**From:** The Wimborne Beer Festival [REDACTED]  
**Sent:** 10 May 2022 12:35  
**To:** Busfield, Louise [REDACTED]  
**Cc:** licensingteamc@dorsetcouncil.gov.uk; ian.carter@dorsetcouncil.gov.uk  
**Subject:** The Wimborne Beer Festival

Good morning, Louise

Thank you for your email.

We can confirm that after discussions this morning we agree and will ensure that the Event Management Plan reflects the conditions outlined in your email and will amend the current Event Management Plan to incorporate and fulfil those requirements in accordance with the premises license.

This will include the following:

This premises license shall be valid for one event (known as The Wimborne Beer Festival) held over a period of Friday to Sunday each calendar year.

No later than 12 weeks before the start of the event the license holder will submit to the Licensing Authority for approval an Event Management Plan for that event. The Event Management Plan will include:

- a. Key Contact List
- b. Site Plan
- c. Security and Crime Reduction Plan
- d. Major Incident Plan
- e. Noise Management Plan
- f. Risk Assessments
- g. Venue and Bar Operating Times
- h. Security and Crowd Management
- i. Traffic Management Plan
- j. Emergency Procedures
- k. Medical Plan
- l. Child Protection Policy
- m. Event Safety Plan
- n. Fire Safety Management Plan
- o. Site and Production Plan
- p. Alcohol Sales & Management Plan
- q. Drug and Alcohol Policy to include search policy, amnesty point and Drugs awareness & Control

All licensable activities at each event will take place in accordance with the relevant approved Event Management Plan which will act as the operating schedule for the premises.

Any breach of the EMP will constitute a breach of the Conditions of the Premises License.

The final approved Event Management Plan will be given to the Licensing Authority and the responsible authorities at least 5 working days prior to the event. Any change, or any deviation from the plan during the event, will only be made in exceptional circumstances and is to be approved in advance by the Licensing Authority and the relevant responsible authorities.

Kind regards

James Winter

\*\*\*\*\*

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The event will be held every year around this period identified on the premises license application, however we can not be specific on dates due to the calendar year changing and may not fall on the weekend.

This year we aim to hold the event on the 05<sup>th</sup>, 06<sup>th</sup> and 07<sup>th</sup> August 2022.

See below additional information requested:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

This license will permit a three-day event known as The Wimborne Beer Festival each year

An event management plan will be submitted in writing to the licensing authority for approval additionally with site plan attached.

The event management plan will include but will not be limited to:

1. Event overview
2. Site management
3. Incident management
4. Traffic management

For the duration of the event the event management plan shall act as the operating schedule.

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

There will be an adequate number of stewards, bar staff, security and supervisors throughout the event who will be delegated to roles to ensuring the management and prevention of antisocial behaviour and to monitor consumption of alcohol. With a view to preventing crime and disorder by incorporating the following:

- Checking of identification and using the challenge 25
- No drugs policy – to include random searches as necessary, report to relevant supervisor and be escorted off site. Incident reporting which can include reporting to the police.
- Plastic cups will be used throughout the event rather than glass to prevent injury and use of weapon.
- All staff will be briefed daily or as they enter the premises which will include health and safety, remaining vigilant on visitors to the event and report if there is escalation of poor behaviour concerns, any suspicious items/bags that may be left or anyone acting suspicious, and general monitoring of crowds.

**c) Public safety**

- There will be a designated car park steward who will ensure an ease of flow of traffic entering site and be directed into the main car park situated outside the main circular of the event itself. Live music will be monitored and contained within the marquee, facing away from residential areas to reduce noise nuisance/disturbance.
- Everyone working on site will be made aware of emergency procedures and evacuations to enable a clear direction for the public to get to a safe place efficiently. Additionally, all areas of access in emergency evacuation to be remain clear and maintained.
- Boundaries to event will be monitored.
- The public/traffic will be directed by stewards/security in where to enter and exit the event with the aim to have a free flow of individuals in prevention over-crowding.
- Waste will be maintained throughout the event
- Sanitation such as toilets will be available and maintained throughout the event.
- Medical assistance will be available by first aiders
- Incident reporting system will be in place.
- Checks will be continued throughout the event to ensure health and safety is applied in order to prevent harm/injury and must be reported to supervisor if they have concerns or there is a fault etc.

All of the above is outlined in event management plan and risk assessment.

**d) The prevention of public nuisance**

We understand that noise can impact those in neighbouring areas to the event premises and will endeavour to reduce as much as disruption or nuisance by incorporating the following:

- Live music will be held within the main marquee with the noise direction facing away from residential areas and noise to be reduced if it is felt deemed too loud. This is outlined in the risk assessment and event management plan.
- Waste will be disposed of correctly and maintained throughout the event.
- Crowds will be maintained throughout the event by our registered SIA security staff that will be present as well as ensuring a ease of flow of traffic from the main road into the site.

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

- All children that attend must be accompanied by a responsible adult – The responsible adult will have the options to provide details in case the child becomes lost.
- There will be a designated lost child, which provides safety for the child until reunited with their responsible adult.
- Identification will be requested of those who fall under the challenge 25
- Challenge 25 posters will be displayed and bar staff and those selling alcohol will be reminded and briefed if they have any concerns or need to check identification. Refusal register will be implemented.
- Those intoxicated will be asked to leave site and refusal of more alcohol will be implemented.



## Licensing

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**From:** Licensing  
**Sent:** 25 May 2022 13:37  
**To:** [REDACTED]  
**Subject:** RE: Query to Kathryn Miller re closing date for objection to Alcohol license Wimborne Beer Festival

**Importance:** High

Dear [REDACTED] I have had a reply back from the applicant for the Wimborne Beer Festival and they are said:

*Dear Kathryn*

*I can clearly understand the individuals concerns in relation to the amount of hours assumed that live music will be playing as per outlined within the licence application.*

*In order to ease this concern, live music this year will only be playing approx 15 hours for the whole weekend with live music starting at 12:00 (midday) and finishing at 23:00 with the exception of Sunday whereby the event closes at 16:00. These timings will include setup/set down and breaks in-between. I can provide a full breakdown of slots if necessary.*

*Some live music will also consist of one individual playing and will be at an even reduced level of noise due to the type of acoustic music played.*

*Noise will be closely monitored throughout the event, incorporated within our risk assessment and this is something we have to consider for everyone who visits or is working at the event.*

*This will be a family run event and has always been at the heart of the community of Wimborne in the last 15 years, and has been managed effectively to reduce the impact it may have on the local community.*

*I hope this provides reassurance.*

Please can you let me know by 26 May if these comments have addressed your concerns and whether or not you wish to withdraw your representation.

**Many thanks**

**Kathryn Miller**  
**Senior Licensing Officer**  
**Community and Public Protection**  
**Dorset Council**

01305 838028

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



---

**From:** Licensing  
**Sent:** 25 May 2022 09:02  
**To:** [REDACTED]  
**Subject:** RE: Query to Kathryn Miller re closing date for objection to Alcohol license Wimborne Beer Festival

Dear [REDACTED] I have forwarded your comment onto the applicant, and asked them to address your concerns, I will respond back to you with their reply. Please note, I have removed your personal details but if they ask to see them I have a legal obligation to un-redact the information.

In the meantime, I will arrange for a Licensing Sub Committee hearing to take place and I will invite you to attend and speak at this once I have a date.

If you have any questions please let me know.

**Many thanks**

**Kathryn Miller**  
**Senior Licensing Officer**  
**Community and Public Protection**  
**Dorset Council**



01305 838028

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



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**From:** [REDACTED]

**Sent:** 24 May 2022 16:51

**To:** Licensing <[licensing@dorsetcouncil.gov.uk](mailto:licensing@dorsetcouncil.gov.uk)>

**Subject:** Re: Query to Kathryn Miller re closing date for objection to Alcohol license Wimborne Beer Festival

Dear Ms Miller,

Thank you for your email and explanation of what can and cannot be considered as part of an objection to this application.

I have read the attached documents and they do not alleviate my concerns about potential noise nuisance. From what I understand, this is a three day event with operating hours from 0900 - 2300 hrs over three consecutive days. It is not specified in the documents what the timetabling of music may be. We could then be subjected to a total of 45 hrs of live music over this period. There is no specification as to what is considered a reasonable volume for this music. What does the term reasonable mean? The marquee will be situated approximately 400 metres from residential properties, and whilst it is stated the stage will face away from residential areas I have never yet encountered a canvas marquee that contains sound to any great degree.

I feel that proper clarification of these concerns should be made.

Thank you.

Yours sincerely

[REDACTED]

[REDACTED]

On 19 May 2022, at 17:36, Licensing <[licensing@dorsetcouncil.gov.uk](mailto:licensing@dorsetcouncil.gov.uk)> wrote:

█ thank you for informing me that the date on the notices states 19 May, therefore, I will accept your letter. However, under the Licensing Act 2003, I can only include the issues you have stated in relation to music noise (prevention of public nuisance licensing objective). The matters you have raised regarding the site being on a Roman Camp and a designated scheduled monument do not fall under any of the licensing objectives nor does the issues around the usage of site and permitted rights or traffic problems – this would fall under planning who are a statutory consultee and they have not raised an objection to the application.

With regards to the noise from music, I have attached correspondence and a copy of an e-mail between Dorset Police and the applicant for Wimborne Beer Festival, where the Police have requested conditions to go on the licence, if granted and the applicant has agreed to these. The conditions have also satisfied the Environmental Health Officer's concerns regarding noise issues.

I am required under the Licensing Act to ask if the points above have, or have not, alleviated your concerns and if you are now satisfied with the application. Due to the time constraints surrounding an application I would be grateful if you could please let me know by 25 May 2022 whether or not you wish to have your representation withdrawn. If, however, you wish to continue with your representation, a Licensing Sub Committee hearing will be arranged within 20 working days from 19 May to which you will be invited to attend and speak.

Please let me know if you have any further questions.

**Many thanks**

**Kathryn Miller**  
**Senior Licensing Officer**  
**Community and Public Protection**  
**Dorset Council**

01305 838028

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

<image002.jpg>

<image004.png> <image006.png> <image008.png>

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**From:** █

**Sent:** 19 May 2022 16:44

**To:** Licensing <[licensing@dorsetcouncil.gov.uk](mailto:licensing@dorsetcouncil.gov.uk)>

**Subject:** Query to Kathryn Miller re closing date for objection to Alcohol license Wimborne Beer Festival

Dear Ms Miller,

Thank you for your email stating that the consultation period for objections closed on 18th May, ie yesterday, and for your other information about licensing.

The notice displayed at the site clearly states 'by 19th May' by which I would understand to be midnight on 19th May, and is why I thought my objection would still be considered?

I would be grateful for clarification of the notice showing 19th May.

Thank you.

██████████

Sent from my iPad

On 19 May 2022, at 12:55, Licensing <[licensing@dorsetcouncil.gov.uk](mailto:licensing@dorsetcouncil.gov.uk)> wrote:

██████████

Thank you for your e-mail regarding the new licence application for The Wimborne Beer Festival, the 28 day public consultation period for this application ended on 18 May 2022 and we can no longer take any representations into consideration.

Any premises that holds a licence under the Licensing Act 2003, can be subject to a review at any time if an establishment fails to satisfy one or all of the four licensing objectives (the prevention of crime and disorder, public safety, prevention of public nuisance and the protection of children from harm). A review can be applied for by any of the responsible authorities, eg Police or members of the public and would be heard at a Licensing Sub Committee where conditions or restrictions may be added to the licence to resolve outstanding issues.

Please let me know if you have any further questions.

**Many thanks**

**Kathryn Miller**  
**Senior Licensing Officer**  
**Community and Public Protection**  
**Dorset Council**

01305 838028

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

<image001.jpg>

<image002.png> <image003.png> <image004.png>

-----Original Message-----

From: ██████████

Sent: 19 May 2022 11:48

To: Licensing <[licensing@dorsetcouncil.gov.uk](mailto:licensing@dorsetcouncil.gov.uk)>

Subject: Wimborne Showground Beer Festival License Application OBJECTION

To whom it may concern

I wish to object to the application for an alcohol license for the above event.  
I note that the application is not for a one-off event, but for an annual event with no time limit as to how many years this could be in operation.  
I object on the following grounds :

This is on the site of the Roman Camp at Lake Gates and as such is designated a Scheduled Monument. Disturbance of this protected ground is not permitted and it is inevitable that an event such as a Beer Festival with a large marquee and stage will damage this important site. Erecting a marquee, driving in long stakes and all the many and varied other vehicles that will be required just to set up this event are liable to damage the ground, and that doesn't even take into account the large numbers of other visitor vehicles/camper vans/tents and stalls selling products that will also inevitably damage the ground. Concern has already been expressed about very large stakes driven into the ground for circus marquees that are frequently held on this site.

This is agricultural land. The landowner holds multiple events throughout the year on this land including circuses, fairs, weekly car boot fairs and miscellaneous other events. These add up to many days use of this ground, with no change of use permission. The car boot sales alone are openly advertised as weekly, so that is already up to 52 days useage. The fairs and circuses are often there for over a week at a time, and in all, far exceed the 28 days allowable which I understand is permitted without planning consent/change of use.

The landowner has called this land the Wimborne Showground. This is a made-up title in order to make what is an agricultural field sound like an events venue.

The entrance/exit road to the location is situated on the very busy and fast main road into Wimborne and it is dangerous to have large numbers of vehicles entering and exiting this ground. The traffic generated by this event will not only cause hold ups on Julian's Road, but with traffic backing up on the A31 as queues mount. This happens already every time there is a car boot sale on this ground. It is not acceptable to the general public to impose this sort of unnecessary traffic congestion on them.

I note there will be live music and a stage, and the timings are given as 0900-2300hrs. It is stated in the application that the stage will face away from a residential area in order to minimise the impact of the music on local residents. The proposed location of the stage will make this impossible as it is situated so close to the Lake Gates roundabout and will adversely affect all the residents of Willett Rd, some of whom have young children. Already the noise nuisance from the fairs that are regularly held there for days on end has been considerable at times, and is not acceptable in a rural area.

The fact that it is a Beer Festival and may therefore include day long drinking by some visitors poses a potential threat to others, as well as to motorists travelling along the busy Julian's Rd, especially at night if revellers choose to walk into Wimborne.

Thank you

██████████  
██████████████████  
██████████

Sent from my iPad

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<Additional evidence for Premsis license for The Wimborne Beer Festival (005).docx>

<Police response Wimborne Beer Festival.pdf>



# Event Management Plan

## Contents

1. Event Overview
2. Site Management
3. Incident Management
4. Traffic Management Plan

## Event Organiser Details

Event Organiser Name	James Winter and Laura Winter
Organisation	The Wimborne Beer Festival
Contact Telephone Number	[REDACTED]
Email Address	<a href="mailto:cheers@thewimbornebeerfestival.co.uk">cheers@thewimbornebeerfestival.co.uk</a>
Name of Event	The Wimborne Beer festival
Location of Event	Wimborne Showground
Date of Event	05/08/2022 – 07/08/2022
Contact Telephone Number on day of the event (if different to above)	[REDACTED]

## 1. Event Overview

### 1.1 Event Overview

#### Description of the event

The Wimborne Beer Festival has been held for 14 years within Wimborne. Firstly, through Wimborne Round Table and due to the unfortunate folding, James continued with this fundraising event.

We are expanding this year, holding the event outside which means bringing it forward in the calendar year whereby weather conditions are better.

Wimborne Beer Festival 2022

James Winter, Organiser – [REDACTED]

After the 2 years we have all experienced we want to bring the community of Wimborne together and draw in a wider audience to enhance and raise the profile of Wimborne.

History of The Wimborne beer festival includes raising money to support local charities and have since raised approx. £80,000 over the last 14 years. Charities have included Dorset and Somerset Air Ambulance, Julia’s House, and High Mead Farm to name a few.

We provide around 50 ales from around the country in one place to give opportunity to ale enthusiasts to taste the variations of ale on offer and previously had CAMRA support/representation.

James and Laura Winter will be the event organisers but with extra work this year on expansion we are seeking help to enable the event to take place. This will be sourced from a delegated fundraiser who will source extra funding through sponsorship and other type of fundraising support from businesses.

The event will consist of 50 or more different ales whereby a programme and commemorative plastic beer cup will be issued on purchase of a ticket. There will be a token system rather than cash to prevent too much money having to be stored and managed.

Other activities include:

- Local bar within the marquee to offer alternatives to ale to maintain variety to all visitors
- Local business stands to help promote Wimborne and other local businesses
- Food vendors
- Brewery stands to provide ale enthusiasts to discuss and explore other brews
- Children’s entertainment such as a bouncy castle or fairground style ride which will be managed by an out-sourced company
- Live music performed by local bands within the marquee
- Local stands that are selling their own products of which they will remain self-sufficient
- Prebooked camping available to enable those that wish to stay have the option without concern of driving and also a camping experience for families.

Car parking will be available on site to prevent highway congestion and to maintain public safety

Please provide the following information about your event	
<b>Event start time</b>	10:00 Friday (Camping will be available from 09:00, to encourage a steady flow upon entry) 10:00 Saturday and Sunday
<b>Event end time</b>	23:30 (Camping is available in designated area but event site will be clear from the public after this time)

## 1.2 Event Itinerary

Please provide timings of your event including set up and break down timings	
<b>Date / Time</b>	<b>Action</b>



Wednesday 03 <sup>rd</sup> August	Set-up day – marquee will be erected Barriers around the site to enhance security
Thursday 04 <sup>th</sup> August	Set-up day – marquee will be in situ barrels will be coming onto site Bouncy castle and fairground ride to be set up Food vendors to arrive Any stands that need putting up
Friday 05 <sup>th</sup> August	Food vendors to arrive Any stands that need putting up Open to the public from 10:00 Campers can start arriving from 09:00 Evening will end with last orders at 23:00 and public to disembark by 23:30 and site cleared and checked by security.
Saturday 06 <sup>th</sup> August	Open to the public from 10:00 However, campers can gain entry at 09:00 in order to obtain food. Evening will end with last orders at 23:00 and public to disembark by 23:30 and site cleared and checked by security.
Sunday 07 <sup>th</sup> August	Open to the public from 10:00 However, campers can gain entry at 09:00 in order to obtain food. Afternoon will end with last orders at 15:30 and public to disembark by 16:00. Campers should be leaving site no later than 20:00 Site to be cleared from 16:00 Site will start to be cleared down of stands.
Monday 08 <sup>th</sup> August	Marquee to be taken down and site left in condition for next event.

### 1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

Time	Activity
Friday 05 <sup>th</sup> August	Alcohol can be served from 10:00 with the bar open Live music will start at 12:00 Bands timetable: <ul style="list-style-type: none"> <li>- 12:00-14:00 George Hoyle/Cunning folk</li> <li>- 15:00 – 17:00 Mother Ukers</li> <li>- 18:00 – 20:00 The Few</li> <li>- 21:00 – 23:00 Sixteen string jack</li> </ul> Bouncy castle/fairground rides to commence throughout the day and to be closed at:
Saturday 06 <sup>th</sup> August	Alcohol can be served from 10:00 with the bar open

	<p>Live music will start at 12:00</p> <p>Bands timetable:</p> <ul style="list-style-type: none"> <li>- 12:00 – 14:00 George Hoyle/Cunning folk</li> <li>- 15:00 – 17:00 Andy Oldfield</li> <li>- 18:00 – 20:00 George Hoyle</li> <li>- 21:00 – 23:00 German oompah band</li> </ul> <p>Bouncy castle/fairground rides to commence throughout the day and to be closed at:</p>
Sunday 07 <sup>th</sup> August	<p>Alcohol can be served from 10:00 with the bar open</p> <p>Bands timetable:</p> <ul style="list-style-type: none"> <li>- 11:00 – 13:00 DJ dapper dan</li> <li>- 14:00 – 16:00 Alibi (pending/not confirmed)</li> </ul> <p>Bouncy castle/fairground rides to commence throughout the day and to be closed at:</p>

## 1.4 Event Management

### Roles and Responsibilities on Event Day (s)

<p>Please provide a brief description of the roles of event staff and their main responsibilities. There may be other roles that are not listed here that are applicable to your event.</p> <p>Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section</p>	
Role	Responsibilities
Event Organiser	To be available for any cases of an emergency, evacuation, and isolated incidents and general running of the event to ensure that all roles and responsibilities are completed. This will incorporate liaising with emergency services. Delegating roles to supervisors/stewards on site. This will be working alongside the event manager.
Event Manager	To be available for any cases of an emergency, evacuation, and isolated incidents and general running of the event to ensure that all roles and responsibilities are completed. This will incorporate liaising with emergency services. Delegating roles to supervisors/stewards on site. This will be working alongside the event manager
Site Manager	
Health & Safety Officer	To include daily checks of the site as outlined in the risk assessment in ensuring the public are safe and to raise and deal with any risks highlighted. Ensuring food vendors have the relevant documentation and those working on site in preparation. These documentations should be provided prior to the event.
Arena/stage Manager	Bar supervisor alongside the event manager will ensure the setup is arranged and organised throughout the event to make certain of public, staff and band safety.

Steward Coordinator	This individual will assist in the daily briefings to maintain standards throughout the event and verify everyone is of the understanding of roles and responsibilities in order to maintain public safety and prevention of crime and disorder.
Press and PR coordinator	
Other	

## 1.5 Crowd Management

Please provide details on how you will manage the crowd at your event
<b>Is your event ticketed? If yes, what arrangements are in place for this?</b>
<p>The Wimborne Beer Festival will be a ticket event which can be purchased online or pay on arrival. There will be two lanes at entry to prevent crowding and free flow of attendees. If there are a large number of visitors or the site reaches capacity then a 'one in, one out' system will be imposed.</p> <p>Access areas will be clear and harris fencing will surround the site to restrict access for those trying to enter without a ticket. Security staff will be monitoring entry points.</p> <p>Additionally, security staff/stewards will be counting numbers of visitors in and out of the event and will be monitoring crowding throughout the day especially within the main marquee.</p> <p>Staff within the bar area will be vigilant should this area become too crowded.</p> <p>There is going to be a service lane surrounding the event in order to provide safety of bands entering site and for emergency services to enter quickly and safely for both them and the public. This will also mean it can be used in an emergency or evacuation situation off site.</p>
<b>How will you manage capacity at your event?</b>
<p>The event this year will be under 5000 attendees including staff and visitors Counting of visitors will be at the entry point and counting of staff/stewards/security/volunteers on site at the beginning of each day by filling in forms at briefings and contact details in an emergency and for health and safety.</p>
<b>How will you manage the access and egress of the crowd?</b>
<p>The site will have harris fencing surrounding the site to ensure security and safety of those visiting the site which will be monitored.</p> <p>There will be a service entry for those attending who require access to the stage or marquee (see site plan).</p> <p>An entry system will be at the front for visitors to enter and exit effectively.</p> <p>Please see site plan for details.</p>

## 1.6 Advertising

Please provide details of how you will advertise your event
<b>How and where do you plan to advertise your event?</b>

A site notice will be placed and monitored for 28 days at the site after submission of Premises licence application.

An advertisement in the paper within 10 days of submitting premises license.

Advertising of the event will be via our website [www.thewimbornebeerfestival.co.uk](http://www.thewimbornebeerfestival.co.uk)

Social media using the following platforms: Facebook, Instagram, and Twitter.

Banners placed on site at The Wimborne Showground – agreement has been gained with the landowner

Banners placed around Wimborne Town.

Sponsors may advertise via their own social media platforms or websites.

We may use a local radio station to advertise our event.

**Will the media be in attendance and if so how will you handle them?**

There may be a local radio station on site, this will be pre-arranged only. No other media to be attending.

## 2. Site Management

### 2.1 Contractor Management

Please provide details of any contractors that will be involved with your event Please ensure that you check any safety documentation of contractors that you hire	
Company	What are they providing/doing?
Marlin Marquees – Damerham, Hants – 01725 551117	Marquee Loo facilities
Insight security – Unit 4 Verwood Trading Estate, Blackhill, Verwood, Dorset, BH21 6HA – 01202 824520	Security
TBC	Harris fencing

### 2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event Please ensure that you check any safety documentation of traders	
Name of Organisation	Concession Type
TBC	

**Sale of Alcohol**

Please explain below how you will manage the sale of alcohol.

All alcohol being sold will be to those over the age of 18 ONLY – Challenge 25 will be implemented, and Identification will be requested using driving licence and/or passport only.

All those under the age of 18 must be accompanied by a responsible adult

If visitors are in anyway intoxicated or causing disruption or disorder, they will be asked to vacate site and security will assist as necessary.

Challenge 25 posters will be visible, and an incident reporting book will be available for those that are refused alcohol.

**Catering Requirements (Food, drink, water)**

For each catering supplier/food stall that you have attending your event, please provide the following information:

- Name of Business
- Address of Business
- Contact telephone number
- Name of local authority that they are registered with
- National food hygiene rating (if available)

TBC

**2.3 Fencing and/or barriers**

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location

Please ensure that you check any safety documentation of contractors that you hire.

There will be harris fencing surrounding the site for security and safety of the public.

This will be supplied by the contractor below:

TBC

**2.4 Electricity, Water, Gas Supply and Generators**

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.

Please ensure that you check any safety documentation of contractors that you hire.

Electricity and water will be used on site.

There is water on site at The Wimborne Showground and is metered of which the cost will be invoiced after the event.

Power will be sourced through generators independently through marquee contractor. Food vendors will source their own which we will ensure has correct safety documentation handed to us prior to the event or on site.

Maintenance checks throughout the event will ensure any faults or concerns are reported to the designated supervisor.

## 2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging

Please ensure that you check any safety documentation of contractors that you hire.

Marquees will be erected on site with a main stage inside as shown on the site plan.

Stands may have gazebos erected around the site. Delegation will be by James as to where they are placed to ensure site plan is followed and large space/aisles are maintained keeping accesses clear in the event of an evacuation or emergency and to prevent risk/hazards. This will also ensure the prevention of overcrowding.

## 2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here. Please ensure that you check any safety documentation of contractors that you hire.

All food vendors will have provided a copy of their safety certificates if they are to use gas and electricity such as PAT testing and gas safety register.

There will be ease of access for fire service to attend in the event of a fire where areas of access are to remain clear with assistance from stewards/security to maintain crowds should this happen and directed to a safe place. A service lane is to be located around the event for ease and swift access for emergency vehicles with breaks to gain access to main arena of the event.

Monitoring of all aspects in fire prevention will be carried out through the event and reported to the event manager/health and safety supervisor if any concerns or any faults arise and dealt with immediately.

1. In the event of a fire the public will be alerted via voice from supervisors, security, and staff as well as visual.
2. This will also include direction and raising the alarm via the microphone on the main stage within the marquee
3. The alarm will be raised using either of the following: Rotary alarm bells, hand pump energy

horns or emergency gas horns.

4. On the map we have indicated 'fire warning points' which will include the following: Extinguishers, blankets/sand, and alarm raising equipment.
5. As you can see the green arrows indicate the direction the public will move towards in the event of a fire, emergency, or evacuation.
6. The blue arrows indicate the direction in which emergency vehicles can travel safely to gain access to the emergency using the service road, including break points to access the main arena/site. At the end of the site heading towards the roundabout end emergency vehicles can turn if needed.
7. The service road will be approx. 8 metres in width.
8. The public pathway is not currently in use but could be used in an emergency if necessary.
9. Water point is located at the end of this public pathway and can be accessed via the service road and camping if required.
10. The public can exit site via the main entrance or get to safety evacuation and emergency pint in the field opposite.

Camping will be available, and terms and conditions will be found on our website.

However, we are not allowing barbeques, fire pits or lanterns etc and will be advising use of camping gas stoves only.

There will be a 2m gap between each pitch and a 6m gap for fire break within the aisles. The same will apply to stands on site within the main arena/event.

Lighting towers are indicated on the site map which will provide sufficient lighting for emergency procedures and the safety of the public when light of the day fades.

Signage is located around sight with direction of fire exit as indicated on site map.

A full risk assessment has been completed.

## **2.8 Musical Entertainment**

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.

Live music will be played throughout the event – risk assessment has been completed for safety relating to this.

Live music will be retained within the marquee and facing away from residential areas to reduce/prevent disturbance.

All band members are experienced and competent and will be providing own equipment checks.

Any complaints can be made via making contact via telephone or email of the event organiser or Dorset Council, details are below:

James Winter: [REDACTED] Laura Winter: [REDACTED]  
[cheers@thewimbornebeerfestival.co.uk](mailto:cheers@thewimbornebeerfestival.co.uk)

Dorset council: 01305 221000

[customerservices@dorsetcouncil.gov.uk](mailto:customerservices@dorsetcouncil.gov.uk)

Any complaint we may receive will be dealt with discreetly and confidentially and endeavour to work with those to ensure a satisfactory response.

## 2.9 Attractions

Please provide details of any attractions that will be at your event e.g. inflatable's, funfair/children's rides, fireworks

For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme)

Please ensure that you check any safety documentation of contractors that you hire.

Name, address, and telephone number of organisation	Attraction and ADIPS number if applicable
Inflatable bouncy castle	TBC
Children's funfair	TBC

## 2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location

There will be a minimum of 4 first aiders available throughout the event.

Contact details of local doctors' surgery and emergency contact details available within the staff folder/incident reporting which will be available within the office/bar on site. This will include incident reporting system which will be highlighted at every briefing.

## 2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following:

### Toilet Facilities

Please provide details of sanitary arrangements, including number ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities.



There may be a charge if toilets are required outside normal opening times (check with Dover District Council). If inadequate provisions are available this can lead to a risk of a disruption to public order and safety.

We aim to provide between approx. 10 - 30 portable toilets (TBC) on site with a further 10 within the main camping area which will be checked daily and arrangement for them to be emptied regularly through our contractors.

**Waste Disposal**

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor. Dover District Council is NOT responsible for arranging waste disposal at your event.

Rubbish bins will be provided. These will be maintained, checked, and emptied when necessary by stewards/volunteers. Waste disposal will be.....  
Bins will be located as per site map.

As the event organiser if you anticipate that any waste bins within the event area may get full please indicate the position of these bins on the event site plan. If extra 'wheelie' bins are required in those areas, please state below how many and where.

**Over flow of rubbish or bins that have been emptied will be situated at the rear of the event, out of view/access and held within one area to maintain health and hygiene.**

As the event organiser, are you happy to monitor waste and empty bins, moving bags to an agreed location?

**This will be the role of designated individual to monitor and maintain. However if this is needed to be carried out then yes the event organiser will also be monitoring.**

**Noise Management**

Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music.

We will ensure that music is not at an excessive volume and will remain within 96 decibels. Live music will be played within the marquee and facing away from residential area to prevent noise disturbance. Recorded music will be played at much lower levels in between performances.

**2.12 Accessibility**

Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access

**Parking will be provided on site which will be flow managed by stewards/volunteers/stewards. A risk assessment has been completed and incorporates ensuring access for medical assistance or emergency services via the service lane surrounding the site. Aisles within the site/event are clear with enough width to prevent crowding and ease of access in an emergency or evacuation/situation.**

**The flow of traffic will be managed by security/ stewards to offer a one way system including upon entering and exiting site to prevent congestion on the highway.**

**Toilets will be situated around the site and within the main camping area, which again will be maintained throughout the event by designated individual and contractors for health, hygiene and safety.**

### **2.13 Steward and Marshal Management**

Please provide details of the arrangements you have made for stewards at your event

#### **What are the roles and responsibilities of your stewards?**

Each supervisor will have a designated role to maintain that area of organisation. (e.g., car park supervisor who will ensure ease of access, traffic flow, emergency services access, pedestrian safety within this area is maintained and report as necessary) This will be alongside the security team.

Supervisor/steward for the following key areas:

- Bar – to manage crowds and prevent overcrowding, public disorder, band safety, Identification (challenge 25), alcohol within the bar area.
- Upon entry – check tickets and those paying on arrival, wristbands, and counting of visitors in and out of sight.
- Health and safety – maintain checks around site with a checklist over the period of the event. To include maintenance of structure, trip/slips/falls hazards, generators, lighting, cables etc.
- Stands/stalls/food/Cleaning/bin maintenance – general tidiness on site, emptying bins, also being vigilant of any faults and report as necessary, ensuring all stands are safe and structures do not pose any risk.
- Fairground rides, lost children, and incident reporting
- First aiders – safety of those on site including both staff and the public
- Car Park – ensuring ease of entry is maintained, traffic flow, pedestrian safety, and direct emergency services as necessary

#### **Where will they be positioned and why?**

Each steward/supervisor will be positioned in the areas they are designated and/or within the main showground of the event

#### **Who are your stewards? How will they be identified?**

**We do not require names, just where you have recruited them from.**

Stewards/supervisors will be selected from a list of volunteers who have volunteered at The Wimborne Beer Festival previously.

New recruitment or advertising of volunteers will be requested on our website and via social media in the coming months – generally this will be those within the local community.

When on site they will be identified with high vis jackets and named on the back. We will have t-shirts with The Wimborne Beer Festival logo and staff on the back to remain visible.

**Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?**

Unit 4  
Verwood trading estate  
Blackhill  
Verwood  
Dorset  
BH31 6HA  
Telephone: 01202 824520  
E-mail: [info@insightsecurityservices.co.uk](mailto:info@insightsecurityservices.co.uk)

Their role will be to assist in maintaining security, welfare and health and safety on site and within the camping throughout the event.

**How will your stewards be trained?**

Initially we will meet/verbally over the phone with those that intend to be stewards before and leading up to the event and maintain contact. This will entail understanding what experience they have had previously and what capacity they are able to assist at the event. This will include collecting details for emergency purposes and will apply the data protection act with those details. Additionally, they can gain a better understanding of what responsibilities are and up to date with any changes and ensure they are aware of all emergencies, health and safety procedure. This will provide opportunities for questions if they unsure of anything.  
A briefing will take place every day to update ad ensure everyone is aware of procedures and protocols.

**When will your stewards be briefed?**

**Please provide a copy of the information that will be given to Stewards (briefing document)**

Intentions is that stewards will have spoken to the organisers leading up to the event and had a meeting to understand roles and responsibilities as disclosed above. Briefings will take place daily in the morning before opening to the public, to ensure up to date information is additionally communicated.

**How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?**

Via radio communication – Anything that needs being announced to the public from stewards can also be communicated via the microphone which is located on the stage.

### **3. Incident Management**

#### **3.1 Welfare of Children**

Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following:  
What is your procedure?  
Who is the designated person in charge of this?  
Where is the rendezvous point?  
How will announcements be made?

Children will have a wristband which has the option to place the responsible adult, parent/guardians' details should they become lost.

There will be a designated lost child area where a supervisor/steward will be available to assist in the finding of the responsible adult, parent/guardian. Located at the fairground or bouncy castle (TBC)

A microphone on stage will announce if a child has been lost.

Upon entry the responsible adult, parent/guardian will be made aware of the lost child area.

### 3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

An incident report form will have to be filled out by those reporting the incident. If any further input is required, then the designated supervisor or health and safety will be requested using radios to assist those that may need further assistance such as relaying information to emergency services/doctor etc. additionally the event organiser/manager will be informed.

First aiders will be on hand to assist as necessary.

### 3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.

It is advisable to have emergency messages scripted before the event for use on the day

Communication will be made via the microphone on stage to the public and verbally across site from stewards/supervisors.

### 3.4 Emergency Plans

Please provide details of your emergency plan for the event

It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning).

What are your contingency plans for situations, such as:

Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?

This is not an exhaustive list and the specific nature of your event will suggest others.

- In the event of a fire, emergency, or evacuation: Visitors will be directed by stewards/security out of the main area of the event and encouraged to either depart site entirely through the field adjoining using the service lane or towards the field opposite to provide a distance away from the field – see site plan. This will mean that emergency services can enter from the main entry to site without cause for concerns of those evacuating.
- Power failure: We will be in touch with local contractors who supplied generators, Crowds will be reassured.
- Collapse of temporary structure: To evacuate everyone from within that structure and

assist those that may be affected and gain medical assistance if necessary. Emergency services will be called as necessary. Visitors will be evacuated from the marquee for example and guided towards the other side of site which will prevent panic, and anyone further being hurt. Contractors will be called to rectify the structure. Incident report forms to be filled in with those affected and if the structure has severely collapsed where it is unsafe to carry on then the whole event will be closed until further notice.

- Road traffic collision: This may not affect us directly as we are not within the highway, but our entrance is off of the highway. We would request if those in sight/nearby and who are competent or comfortable to assist if necessary, ensuring it is safe to do so. Make contact with emergency services – all SIA security is first aid trained and we have first aiders on site that will be able to assist. Within our site if a collision was to happen then car park stewards and security are on hand to assist as above. Emergency services to be called and incident report completed. Dependent on the severity of the situation the site may need to commence the emergency plan.
- Medical emergency: Communicate this emergency to the team, highlighting need for first aider immediately. Assist as competently as possible until assistance arrives. Emergency services to be called and emergency plan to be implemented and this will be communicated via the radio.
- Fatality: Communicate this emergency to the team, highlighting need for first aider immediately. Additionally, James and/or Laura will need to be in attendance. Emergency services to be called. Assist as competently and safely as possible until assistance arrive. Emergency plan to be implemented and this will be communicated via the radio.
- Adverse weather condition: If weather conditions permit that it is unsafe to the public to hold the event then it will be postponed or cancelled – weather reports will distinguish the outcome, with considerations to structure safety and hazards of slips/trips/falls. Communication will be relayed to visitors via our website and social media platforms and highlight the hazards and making people aware of those risks.
- Key location becomes unavailable: The event will endeavour to source an alternative venue, but if this is not possible then the event will be postponed/cancelled and will be relayed with updates via the website or social media platforms.
- Cancellation prior to or during the event: This will be announced via our website and social media platforms in either case of before or during event. If this cancellation happened during the event, then it will be communicated via radio and to the public using the microphone on stage. If necessary and dependant on situation an evacuation plan may need to be implemented.

Areas will be made wide enough for ease of access for emergency vehicles needing to enter site and stewards and security will be briefed before the event to ensure it is clearly understood.

**At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?**

James or Laura Winter will be responsible if an incident turns to a major incident and all supervisors and security will be informed through communicating via the radios to commence the evacuation plan. First aiders may be expected to remain with the individual/s if an emergency and expected to wait for the emergency services.

**Who will report this to the emergency services?**

James and Laura Winter – additionally anyone that may have made the initial call or was witness to any incident.

**What systems do you have in place to contact the local emergency services?**

All staff will have access to a mobile phones and communication throughout the event will be through radios.

**Who will liaise with the emergency services when they get to the site?**

James and Laura Winter – additionally anyone that may have made the initial call or was witness to any incident.

**What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?**

The main entrance as directed on the site map – ease of access will be maintained.  
There is a service road surrounding the site which provides access for all emergency services and will remain clear from the public.  
Additionally, all security and stewards will be able to direct services from the highway into the showground.  
If the emergency services need to access anyone within the main arena, then this will be managed effectively from the service road for ease of access and gain entry at any point in order to get as close as possible.  
All stands within the main site will have sufficient width for access.

**Who will be responsible for crowd control during an incident?**

Security/ stewards and designated supervisors – additionally James or Laura are to be made aware and become present.

**If required, how would you evacuate your event? What steps would you take?**

1. Call emergency services using mobile – relevant services.
2. Communicate with those who have a radio that an evacuation plan is being implemented.
3. All supervisors in designated posts will be responsible for gathering, informing and directing individuals to proceed to the evacuation area in the other field or exiting the whole site completely and that the site will be closing, ensuring everyone is evacuating and getting to a safe place quickly, safely and effectively.
4. Security to ensure that everyone is leaving and that no one is left behind – to include checking hidden areas/toilets and stands etc – securing site of anyone that may be left behind.
5. Additionally ensuring that anything that may affect or cause further harm or incident such as gas/electricity or generators are turned off or moved away from the affected area
6. James and Laura to liaise with emergency services and those who may have made the initial call or directly involved.

**How will you communicate the evacuation instruction to your audience?**

Via the communication system – radios between staff  
Public will be instructed verbally by stewards/security/supervisors and via the microphone on stage.  
Stewards will assist in guiding those off site and signage will be visible for direction.

**Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)**

Emergency exit signs will be in place.  
Those working on site will have this instructed within their briefing every morning and will be made aware leading up to the event.

## 4. Traffic Management

### 4.1 Traffic Management

Please answer the following questions in detail regarding traffic management at your event

**Is your event taking place on or off the Highway?**

Off the Highway – it is on private agricultural land

**What is the best route for traffic to take in order to get to your event? How will this be communicated?**

This will be communicated on our website on how to get to our event and access.  
Stewards/security will be signposting those entering site from the highway onto the agricultural land.

We aim to have a system where those entering will go straight through to car park and those exiting will be advised to go left and head up to the roundabout in order to prevent congestion.

Pedestrians can also access site on foot using the public pathway.

**What is the best and safest route for traffic to exit your event? How will this be communicated?**

Traffic can exit either on foot or by car. There is a public pathway which pedestrians can exit and then vehicles will exit per main entrance – see site plan.

Stewards/security will be signposting those leaving site from the agricultural land and onto the highway safely.

**In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.**

Pedestrians can access site on foot and will be directed by steward/security to maintain safety.  
Flow of this will be managed by separating pedestrian flow to those attending via vehicle which will be directed and signposted – Please see site plan.

**Can people enter your event without causing an obstruction on the road?**

People can enter site by vehicle which they will be directed by a car park steward or security on arrival. If there is a large amount of traffic entering, then a holding area is available to prevent obstruction and an easy flow of traffic.

Pedestrians can also access on foot where there is a pedestrian walkway/path.

**If you are providing off-road parking, please complete the information below:  
Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.**

Location	Wimborne showground
Number of spaces	Approx. 1000 vehicles if necessary – additional overflow is available in the field behind the site if necessary but unlikely.
How will the area be managed?	By stewards/security

#### **4.2 Road Closures**

Please answer the following questions in detail regarding any road closures at your event

**Are you applying for a road closure as part of your event?**

No

#### **5. Event Safety Measures (Covid-19)**

**Please provide full details of what control measures will be in place to ensure the safety of members of the public and staff/volunteers as a general outline in relation to hygiene.**

All toilets will have hand cleaning disinfectant within the loo. Some stands incorporate their own sanitation facilities.

### **Appendices**

i. **Site Map**

ii. **Risk Assessment**

iii. **Public Liability Insurance**

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)





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## Event Risk Assessment

This is the statement of general policy and arrangements for:	The Wimborne Beer Festival
Overall and final responsibility for health and safety:	James Winter Laura Winter Designated Health and Safety supervisor TBC
Day to day responsibility for ensuring this policy is put into practice is delegated to:	James Winter Laura Winter Designated event manager TBC
Licensee who is responsible for sale of alcohol:	Jeremey Walton
Delegated premises supervisor:	James Winter
Designated first aiders	TBC

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Statement of general policy	Who is responsible?	Action/Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety arising from work activities.	Designated health and safety supervisor (TBC). James Winter Laura Winter Event manager	Health and safety checks will be maintained and completed throughout the event and reported as necessary and implement action for a resolution to ensure public safety. Risk assessment will be available at all times to those working on site and will be outlined in daily briefings to highlight and for those to remain vigilant and report to health and safety advisor as necessary.
To provide adequate training to ensure employees are competent to do their work.	Designated supervisor (TBC) to each area they are supervising stewards/volunteers which will coincide with daily briefings.	
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Designated health and safety supervisor (TBC).	Briefings Will take place daily with those working on site to ensure up to date information is provided alongside roles and responsibilities. Additionally all information will be available behind the marquee in the office where individuals are able to report and refresh on health and safety and risk assessment, alongside other relevant paperwork that will be of benefit.
To implement emergency procedures and/or evacuation in case of fire or other significant incident.	James Winter and Laura Winter Event manager Security, stewards and staff will assist in evacuation/emergency procedure.	Should this arise then all communication is to be made via radio and an announcement to the public via the microphone on stage. The public will be directed by security, stewards and those working on site in the direction of the evacuation area in the field opposite or guided to the exit of the showground.

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<p>To maintain safe and healthy working conditions, area of public visiting by providing and maintaining plant, equipment, machinery, structures, ensure safe storage/use of substances and any other element that is disclosed within this risk assessment.</p>	<p>Health and safety supervisor (TBC) James Winter Laura Winter</p>	<p>Health and safety checks will be carried out throughout the event to ensure risks are identified and dealt with in a timely manner. All structures will be supplied by suitable and experienced contractors. Please see the risk assessment below for a detailed plan of individual risks and how they will be managed.</p>
<p>Health and safety law poster is displayed:  First aid box, accident box and incident reporting book location:  Accidents and ill health at work reported under RIDDOR (Reporting of Injures, Diseases and</p>	<p>James Winter and Laura Winter will be providing this for on site. Event manager (TBC)</p>	<p>All first aid and incident reporting book will be located in the office located behind the main marquee. Individuals are also advised to ensure incidents that need communicating are communicated to the relevant designated supervisor.</p>



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Dangerous Occurrences Regulations):		
Signed:		Date:
Subject to review, monitoring, and revision by:		Revision every: 12 months Revision date:

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Hazard identification:	Who might be involved/harmed?	Preventative measures already in place?	Additional/further action to be taken?	Action/delegation to whom?	Action by when?	Completion: Yes/No
<b>Emergency evacuation/procedures</b>	Anyone working or visiting the premises/event at risk of serious or possible fatal injury.	An event management plan and site map with details of evacuation and emergency procedures. This includes details of access and exits for emergency vehicles with a step-by-step protocol of how this is to be implemented. Assembly	Ensure regular checks are carried out daily to maintain access is clear and maintained. The site map will clearly identify areas where wide access is	Any member working within the event/security, or the public can raise the alarm but there will be an emergency/evacuation plan to follow as per event management plan. Individuals will be	Prior to the event being open to the public daily. Additionally, those that attend site once the event is open to public will be subject to the same briefing	

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Page 77		point will be in the joining field and exit by the main gate. A briefing will take place daily with relevant health and safety details with reminders of emergency and evacuation details. Meeting is to be held prior to the event for those working on site during the event. For visitors this information will be documented on the main website.	achieved between stands and around the event. During setup there will organisation of where stands are placed as per site map to ensure this is achieved.	expected to sign a document to confirm they have read and understood these policies and protocol.	before commencing duties. The same applies to those individuals involved in setup or pack down.	
	<b>Pedestrian/vehicle movement or conflict</b>	Anyone working or visiting the premises/event risk serious or fatal injury if struck by a vehicle within the car park or from the public highway on leaving the premises	There will be parking stewards/supervisors and security who will be directing visitors to one side for car parking and another for pedestrians in order to keep vehicles and pedestrians separate to reduce risk. Signs will be displayed	This direction of transport will be highlighted on the website to inform visitors. We are mindful of the highway and will endeavour to maintain ease of access for those	Designated carpark steward/supervisor and security team.	During the entire event including setup and pack down.

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Page 78		for direction and sufficient lighting for visibility. Additionally there will be a service road for emergency vehicle access and can be used for bands to gain access to the rear of the marquee to maintain public safety by reducing vehicle movement within the main arena.	attending by car to prevent traffic congestion on entry to premises by offering an overflow car park and holding bay.			
	<b>Slips/trips/falls</b>	Anyone working or visiting the premises/event if they trip, slip or fall especially being within agricultural land and unlevel. Additionally, weather conditions can cause ground to be wet and muddy.	<ul style="list-style-type: none"> <li>- All areas to remain well-lit throughout the event.</li> <li>- All areas to be well maintained with good housekeeping and areas to be kept clear. E.g., No boxes in areas that could cause a trip hazard, fall or obstruction of access in emergencies.</li> </ul>	Maintenance checks will be completed throughout the day in relation to monitoring of guide ropes and pegs for example and checking areas that may be obstructive.	Designated Health and safety member of staff. Additionally, all those working will need to follow protocol in reporting incident as outlined in event management plan. First aiders are on site to attend to individual to assess as necessary should this occur.	Throughout the whole period of using the site.

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Wimborne  
Dorset, BH21 1UU

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Page 79		<p>Additionally, to clear spillages as soon as possible. Storing of products to be maintained correctly.</p> <ul style="list-style-type: none"> <li>- No trailing of wires or cables as much as possible.</li> <li>- All marquee pegs and ropes will be correctly placed, and prevention of access will be limited down the sides of marquee to prevent trips/falls.</li> </ul>				
<b>Collapse of structure</b>	<p>Anyone working or visiting site that is within proximity of the marquee and outdoor structures with risk of serious injury or possible fatal injury.</p>	<ul style="list-style-type: none"> <li>- Stages and marquees to be erected by competent person/contractor and signed off when erected and checks are complete.</li> <li>- Contractor to provide sign off certificates for all</li> </ul>	<ul style="list-style-type: none"> <li>- To carry out more checks and monitor throughout the day should weather conditions deteriorate.</li> <li>- Check with contractor the</li> </ul>	<p>Contracted individual who erects marquee. Those designated on quality checks throughout the event. Designated Health and Safety person. Anyone working on site to be vigil of any faults</p>	<p>Prior to contractor leaving site. Designated supervisor to check prior to event opening to public.</p>	

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Page 80		<p>structures as necessary, including emergency details.</p> <ul style="list-style-type: none"> <li>- Daily checks maintained by a designated supervisor/steward and report to James or Laura when there is a fault/damage/risk to be able to contact relevant contractor.</li> <li>- If weather conditions are poor which could impact the structure, then liase with contractor to ensure safety to the public and postpone if necessary.</li> </ul>	<p>wind speeds that the marquee can withstand and further details as necessary to weather conditions.</p>	<p>and report as necessary.</p>	<p>Staff to be aware during daily briefings.</p>	
	<b>Hearing damage</b>	<p>Anyone working or visiting within the marquee or at close distance to live music being played with long</p>	<ul style="list-style-type: none"> <li>- All live music will be contained within the marquee and will be within 96 Decibel.</li> <li>- Additionally, music will be facing in the direction</li> </ul>	<p>Further advance warning of this will be documented for visitors on our website to make</p>	<p>James Winter who will be monitoring noise levels and communicating and liaising with bands to</p>	<p>Throughout the event when music is played.</p>

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Page 81	<p>exposure to loud music. Those identified are bar staff, performers, stewards/security staff and the public.</p>	<p>of the roundabout on the A31 to prevent nuisance to those in residential areas nearby.</p> <ul style="list-style-type: none"> <li>- Staff rotation within the marquee to prevent long term exposure to loud music.</li> <li>- All those working within this area will be briefed to inform the relevant person should noise/loud music be a risk to their health and will not remain in this area for health and safety.</li> <li>- The marquee will have one main front up to provide dispersing of noise levels.</li> <li>- Visitors will be prevented from being within 1 metre of the stage and live band to</li> </ul>	<p>them aware of live music.</p> <ul style="list-style-type: none"> <li>- Supervisor to be able to tell performers to reduce volume if necessary.</li> </ul>	<p>ensure levels are maintained.</p> <p>All staff/stewards/marshals and security</p>		
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Page 82		<p>prevent damage to hearing.</p> <ul style="list-style-type: none"> <li>- Staff encouraged to take regular breaks to a quiet area</li> <li>- Ensure music volume is not excessive as staff need to be able to hear drinks orders and need to be able to speak loudly when in an emergency in directing the public. If staff cannot hear customers, the music is too loud.</li> </ul>				
	<b>Medical emergency</b>	<p>Anyone working or visiting the premises/event who could become seriously ill if emergency first aid is not sufficient to their needs.</p>	<ul style="list-style-type: none"> <li>- Minimum of 4x qualified first aiders onsite during the event.</li> <li>- Medical emergency protocol to be disclosed in daily briefings and is outlined in the event management plan.</li> <li>- Additionally, there will be radios provided to</li> </ul>	<ul style="list-style-type: none"> <li>- Incident report forms will need to be completed and logged to be held in designated area which all staff have access to.</li> </ul>	<ul style="list-style-type: none"> <li>- Everyone on site.</li> <li>- First aiders will be present to attend to medical emergency</li> <li>- James and Laura Winter</li> <li>- Security staff</li> </ul>	<p>Will be outlined daily in briefings. Relevant paperwork will be held in a pack in designated area. Supervisors/staff will need to sign a form to confirm they have read</p>

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		those delegated to ensure effective communication is maintained throughout the event.			and understood the protocol.	
<b>Lost children</b>  Page 83	Children could be separated from parent/s or guardian/s	Designated supervisor for lost child will be responsible for effectively trying to locate the child's parent/guardian. There will be a designated area for children to be supervised until the parent/guardian is located. Children will have a specific colour wristband with the option of attaching parent/guardian details as a form of contact the child become lost.	Check DBS status of the individual who is delegated.	Designated supervisor at area of Lost children site. All staff to be vigilant and make relevant staff aware, following protocol and communicating via the radio.	Will be outlined daily in briefings. Remaining vigilant for all staff throughout the event.	

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Page 84			Parents to be made aware of lost child location.				
	<b>Electrical danger</b>	Anyone working or visiting the premises/ event that could suffer electric shock or burns should they encounter wiring/electrical equipment which is faulty or installed incorrectly.	<ul style="list-style-type: none"> <li>- All electrical equipment will be checked for electrical safety by a competent person. Additionally, this will apply as part of the sign off from contractors. All electrical appliances/equipment will be PAT tested.</li> <li>- No trailing cables on the floor in the main public area and those that are trailing behind the scenes will be secured with cable covers to avoid trip hazard. Food vendors will need to ensure their own electrical equipment is PAT tested.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure contractors and performers that are bringing electrical equipment to the event have all been PAT tested.</li> <li>- Regular checks daily to ensure there are no faults or damages and to inform the designated contractor or Health and Safety supervisor to resolve the issue with immediate effect.</li> </ul>	<ul style="list-style-type: none"> <li>- Band members</li> <li>- Electric contractors</li> <li>- Food vendors</li> <li>- All staff on site and security to remain vigilant.</li> <li>- Health and safety supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>- Will be outlined daily in briefings.</li> <li>- Supervisors/staff will need to sign a form to confirm they have read and understood the protocol.</li> </ul>	

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Page 85		- - First aiders are on site throughout the event to assist should anyone become injured and if necessary dependent upon the situation arising then an emergency procedure will be implemented				
	Fire safety	If trapped or have injury through fire will affect those working or attending event and at risk of serious or possibly fatal injuries from smoke inhalation or burns.	<ul style="list-style-type: none"> <li>-Ease of access incorporates wider aisles within the event and in the event of a fire the emergency procedure will be implemented.</li> <li>- Fire warning points are located on the site map and will indicate what is included.</li> <li>- Both camping and between stands a 2m width between sides (sitting side by side) and the aisles will have a 6m gap to provide</li> </ul>	Designated health and safety supervisor to check fire exits and potential hazards and keeping exits clear around areas that are at higher risk such as the live performance stage, keeping exits clear during performances.	- Designated Health and safety supervisor. James and Laura should there be an evacuation or emergency procedure. All staff to remain vigilant of any concerns, faults or risks and report to supervisors	<ul style="list-style-type: none"> <li>- Will be outlined daily in briefings.</li> <li>-Supervisors/staff will need to sign a form to confirm they have read and understood the protocol.</li> <li>- Staff to remain vigilant throughout event and report to designated supervisor.</li> </ul>

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		<p>emergency vehicle access when required.</p> <ul style="list-style-type: none"><li>- All items that may cause risk of fire is outlined in each section of the risk assessment which includes, electrical, gas, preventative measures of risk that could lead to a fire.</li><li>- Those that are camping will not be allowed barbeques and this will be monitored by security staff throughout the event.</li><li>- First aiders are on site throughout the event to assist should anyone become injured and if necessary, dependent upon the type of situation arising then an</li></ul>				
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		<p>emergency protocol will be implemented.</p> <p>There will be a service road around the event site for ease of access for emergency vehicles</p>				
<p><b>Gas safety</b></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 87</p>	<p>Anyone attending or visiting the event risk serious, possible fatal injury from fire or explosion if incorrect fitting of appliances or faulty cylinders/gas leakage</p>	<ul style="list-style-type: none"> <li>- Food vendors and supply of gas used on site using LPG to be required to ensure gas instillation and equipment has been installed correctly in the last 12 months by a reputable Gas safety registered contractor. These certificates are to be kept on food vendor stands.</li> <li>- Food vendors will regularly check and maintain any cylinders to ensure there is no leaking or fault.</li> </ul>	<p>We will be requesting that this information is obtained before and during the event on arrival. Designated bar supervisor is to be competent in changing of barrels.</p>	<ul style="list-style-type: none"> <li>- Food vendors</li> <li>- Fire safety designated individual</li> <li>- Health and safety individual</li> </ul>	<ul style="list-style-type: none"> <li>- Will be outlined daily in briefings.</li> <li>- Supervisors/staff will need to sign a form to confirm they have read and understood the protocol.</li> <li>- Staff to remain vigilant throughout event and report to designated supervisor.</li> </ul>	

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		<p>-Any fridges or gas used for cooling within the bar for barrels will be PAT tested or if supplied by reputable contractor will need this in place before hand and has been signed off and will source this information of certificate prior or on the day of the event.</p> <p>- Those that are camping will need to use reputable gas cans and this will be well documented in the terms and conditions of camping outlined on the website.</p> <p>-- First aiders are on site throughout the event to assist should anyone become injured and if necessary, dependent upon the type of</p>				
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		situation arising then an emergency protocol will be implemented.				
<p><b>Barrier failure</b></p> <p>Page 89</p>	Anyone working or visiting the event/premises risk possible or serious injury if barriers collapse.	<ul style="list-style-type: none"> <li>- Barriers to be erected by contractor/competent person and signed off.</li> <li>- Daily checks to be completed by designated person</li> <li>Security will check barriers to ensure safety and security of site and access points, reporting any concerns/fault.</li> </ul>	<ul style="list-style-type: none"> <li>- Any issues with barriers to be immediately reported to supervisor and dealt with swiftly to maintain safety and security.</li> </ul>	<ul style="list-style-type: none"> <li>- James Winter</li> <li>- Security staff</li> <li>- Car park stewards</li> <li>- All staff to remain vigilant</li> <li>- Designated health and safety supervisor</li> </ul>	Daily checks throughout the event. It will be asked that staff remain vigilant in daily briefings.	
<p><b>Fairground rides</b></p>	Anyone working or visiting the event/premises risk serious or fatal injury should the fairground rides collapse or encounter faults/defects	<ul style="list-style-type: none"> <li>- Only reputable fairground supplier to be used on the premises</li> <li>- Copies of public liability and certificates (ADIPS) to be obtained before the event.</li> <li>- Copies of inspection certificates</li> </ul>	The bouncy fairground ride/s will have approved staffing upon initial hire which will be undertaken by reputable contractors	<ul style="list-style-type: none"> <li>- Fairground ride contractors</li> <li>- security staff</li> <li>- All staff and stewards/marshals to remain vigilant and report as necessary</li> </ul>	Prior to the event relevant documentation will need to be obtained in relation to health and safety.	

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Page 90	<b>Bouncy castle</b>	Anyone working or visiting the event/premises risk serious or fatal injury should the fairground rides collapse or are faulty/defects	<ul style="list-style-type: none"> <li>- Only reputable fairground supplier to be used on the premises</li> <li>- Copies of public liability and certificates (ADIPS) to be obtained before the event.</li> <li>- Copies of inspection certificates</li> <li>- First aiders are on site throughout the event to assist should anyone become injured and if necessary, dependent upon the type of situation arising then an emergency protocol will be implemented.</li> </ul>	The bouncy castle will have approved staffing upon initial hire which will be undertaken by reputable contractors.	<ul style="list-style-type: none"> <li>- Bouncy castle contractor and those supervising the bouncy castle area.</li> </ul>	Prior to the event relevant documentation will need to be obtained in relation to health and safety.	
	<b>Lighting</b>	Anyone working or visiting the event/premises risk possible serious or fatal injury should lighting collapse.	<ul style="list-style-type: none"> <li>- All lighting to be erected by competent person/contractor and sign off complete.</li> <li>- Regular daily checks to ensure there is no hazard or fault.</li> </ul>		<ul style="list-style-type: none"> <li>- Lighting contractors</li> <li>- Band members</li> <li>- Health and safety and bar supervisors</li> <li>- All staff to remain vigilant and monitor</li> </ul>	On initial erection of lighting. Daily checks by designated health and safety supervisor.	

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		- Be mindful of weather conditions and how this may impact lighting.		and communicate to supervisors	All staff to remain vigilant and report as necessary.	
<b>Food safety</b>	Anyone working or visiting the event/premises risk food poisoning due to unhygienic food preparation	<ul style="list-style-type: none"> <li>- Competent, reputable, and experienced food vendors will be sourced</li> <li>- Bins are provided for litter with regular checks to be emptied and maintained by designated supervisor.</li> <li>- Food vendors to supply food hygiene training and food safety management system with them to the event.</li> <li>- First aiders are available during the event should anyone become unwell relating to food.</li> <li>- Incident reporting system is in place.</li> </ul>		<ul style="list-style-type: none"> <li>- Food vendors</li> <li>- All staff who may need to report an incident</li> <li>- Stewards/supervisors to empty and maintain bins</li> </ul>	Documentation to be obtained prior to event. Organisation of waste disposal prior to event and to be followed at the end of the event.	
<b>Alcohol/beer safety</b>	Anyone working or visiting the	- All visitors at the event will receive a plastic		- Licensee – Jeremy Walton	Daily checks to be carried out.	

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Page 92	<p>event/premises could become unwell if there is poor hygiene and potential of slips/trips/falls if working area of serving is not clear/maintained</p>	<p>beer festival pint cup which will be for their sole use.</p> <ul style="list-style-type: none"> <li>- Taps will be sterilised before use on the barrels</li> <li>- All staff to maintain good hand hygiene and ensure hands are washed regularly, including after using the toilet and before and after working behind the bar</li> <li>- Ensure the bar is suitably lit</li> <li>- Ensure that the plastic cup is held from the bottom third of the cup to prevent touching the rim and to must not touch the tab of the barrel</li> <li>- Boxes at the gate are to be open upside down so cups can be removed</li> </ul>		<ul style="list-style-type: none"> <li>- James and Laura Winter</li> <li>- Security team</li> <li>- Stewards and marshals to report as necessary on any concerns.</li> <li>- Health and safety designated person</li> <li>- Bar supervisor</li> </ul>	<p>Hygiene will be highlighted within daily briefings.</p>	
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		<p>from the bottom of the cup</p> <ul style="list-style-type: none"> <li>- Clean buckets to be located under the tap to catch spillages and buckets to be regularly emptied.</li> </ul>				
<p>Live music/performer safety on stage</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 93</p>	<p>Anyone working or visiting the event/premises risk serious or fatal injury if they were to fall off stage. Trips, slips, and falls hazard if area is not maintained. Additionally, anyone that is not authorised to get on stage and cause disruption/injury</p>	<ul style="list-style-type: none"> <li>- No staff or visitors to be on the stage during the event unless designated as responsible steward/supervisor for this area or evacuation procedures are implemented</li> <li>- All performers are experienced and competent. They will be providing own equipment which checks will be assessed as per electricity risk assessment and trips slips and falls</li> </ul>		<ul style="list-style-type: none"> <li>- Band members</li> <li>- Security team</li> <li>- Stewards/supervisors</li> <li>- All staff to remain vigilant and report to supervisor of any concerns identified</li> </ul>	<p>Band members will be informed of these details prior to the event. Daily checks will be carried out. Staff are to monitor and remain vigilant when working in this area.</p>	

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Page 94 <b>Public disorder</b>		assessment in relation to wires. - The stage will have a barrier to prevent the public in accessing onto or too near the stage during performances. - Should an injury arise then there are first aiders on site to assist.				
	Anyone working or visiting the event/premises risk serious injury if assaulted or become tangled in any public disorder.	- Security staff are trained to spot potential troublemakers/disorder and any escalation of poor behaviour. - There will be designated persons with radio communication throughout the even for when assistance is required or if anyone has any concerns - An adequate number of registered SIA security	- Incident reporting - Contacting the police in circumstances when someone is found to be in possession of illegal drugs or causing public disorder/using violence/ assault.	- Security team - Stewards/supervisors and marshals - All staff to remain vigilant and report to supervisors James and Lura should the situation escalate	This will be monitored throughout the event and staff are expected to remain vigilant and report should this situation arise.	

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Page 95		<p>will be situated throughout the premises</p> <ul style="list-style-type: none"><li>- There will be a prepaid ticket system as well as pay on arrival to assemble two separate queues with signage to inform the public and to prevent crowding and reduce conflict.</li><li>- Random bag searches will be carried out by registered SIA security staff.</li><li>- Security staff or supervisors will be counting the amount of people entering and exiting site.</li><li>- Security staff will be present to monitor crowds and ask those to leave if there are individuals who they</li></ul>				
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		<p>suspect of being under the influence</p> <ul style="list-style-type: none"><li>- No glass at the event</li><li>- There will be a token system to prevent too much cash being used and can be purchased at designated areas.</li><li>- Due to the size of the premises, there is plenty of room to disperse crowds with large walkways.</li><li>- Anyone believed to be intoxicated will be asked to exit site.</li><li>- Any suspicious items/bags will be reported and dealt with swiftly by security and event organisers with evacuation protocol implemented if necessary</li></ul>				
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<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Scaffolding safety and falls from height</b></p>	<p>Anyone working at the premises/event causing serious or potentially fatal injury from falls at height, sharp ends of scaffolding, or unstable scaffolding. Potential risk to visitors who climb scaffolding unauthorised or cause damage to scaffolding whilst on premises.</p>	<ul style="list-style-type: none"> <li>- Scaffolding is used to rack the beer barrels.</li> <li>- Experienced and competent people to erect scaffolding to ensure stability.</li> <li>- Exposed ends of scaffolding have plastic caps on the ends to prevent a sharp injury</li> <li>- Public do not have access to scaffolding and be placed at the rear of the marquee to prevent climbing.</li> <li>- No ladders will be used to prevent visitors climbing</li> <li>- Regular daily checks will be carried out to ensure no faults.</li> </ul>		<ul style="list-style-type: none"> <li>- Scaffolding contractor</li> <li>- Health and safety designated supervisor</li> <li>- All staff to complete incident reporting as necessary</li> <li>- First aiders should injury occur</li> </ul>	<p>Should be carried out on erecting scaffolding. Daily checks will be carried out. Staff to remain vigilant and report to designated supervisor.</p>	
<p><b>Manual handling, loading barrels onto scaffolding, and</b></p>	<p>Anyone working at the premises/ event are at risk of serious or fatal</p>	<ul style="list-style-type: none"> <li>- Wooden chocks to be used to secure barrels to scaffolding, staff to be aware of this and to</li> </ul>		<ul style="list-style-type: none"> <li>- James and Laura Winter</li> </ul>	<p>Prior to event upon moving of barrels and changing of</p>	

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<p><b>danger of barrels falling off.</b></p> <p>Page 98</p>	<p>injury with poor manual handling/lifting techniques. To include back, neck, and musculoskeletal injuries.</p>	<p>report loose barrels to supervisor</p> <ul style="list-style-type: none"> <li>- Ensure areas of work are well lit</li> <li>- for those erecting must ensure safety footwear protective gloves are used when lifting barrels prior to the event and during.</li> <li>- Barrels to be moved from truck to scaffolding on trolleys or sack trucks.</li> <li>- At least 2 people to lift barrels into place on scaffolding, observe safe lifting practices and be completed by competent person. 'If in doubt, don't lift' call for assistance.</li> <li>- First aiders are on site during the event should an injury be caused.</li> </ul>		<ul style="list-style-type: none"> <li>- All staff to report as necessary and include incident reporting</li> <li>- Stewards/supervisors</li> <li>- Competent staff who lift barrels.</li> </ul>	<p>barrels throughout the event.</p>	
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Page 99		Incident reporting should be commenced when necessary.				
	<b>Overcrowding or panic</b>	Anyone working or visiting the event/premises risk being squashed and potential serious injury. To include risk should emergency evacuation be delayed.	<ul style="list-style-type: none"> <li>- Calculation of numbers will be counted using a clicking system on arrival to maintain capacity.</li> <li>- Everyone will require a different colour wrist band for each day. Children will have the option to attach responsible parent/guardian details in case of becoming lost. All this is in order to aid capacity and prevent overcrowding</li> <li>- One in one out entry may need to be enforced if large crowds appear including guests and those on prepaid tickets.</li> </ul>		<ul style="list-style-type: none"> <li>- All staff/supervisors/stewards</li> <li>- Security team</li> <li>- James and Laura Winter</li> <li>- Designated Health and safety individual</li> <li>- Bar Supervisor</li> </ul>	This will be carried out daily and throughout the event. Additionally, security will be monitoring this overnight for camping.

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		<ul style="list-style-type: none"><li>- Discussions to be held if any concerns throughout the event and one in one out system implemented if concerns raised.</li><li>- Security will have a briefing monitor each day and continue to monitor throughout the event to ensure exits are clear and not blocked with clear signage being visible. To include checking of barriers.</li><li>- Staff to continue to monitor anyone without a wrist band a report to supervisor for investigation.</li><li>- Serving staff to be aware of overcrowding in the bar area and report if disturbances arise to both designated</li></ul>				
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Page 101		<p>supervisor and security staff.</p> <ul style="list-style-type: none"> <li>- Security staff to monitor entry points to ensure entry is restricted.</li> <li>- Police to be informed immediately if an incident arises which could cause harm or disorder.</li> </ul>				
	<b>Chemicals</b>	<p>Anyone working at the premises/event risk being in contact with cleaning materials, causing burns and potential serious injury if not used as directed.</p>	<ul style="list-style-type: none"> <li>- Staff to be competent and aware of safe use detergents, safe detergent rates to avoid residue -wash, leave, rinse etc</li> <li>Wear suitable gloves/eye protection.</li> <li>- First aiders are available should an injury occur, and incident reporting system is in place which will require documenting.</li> </ul>		<ul style="list-style-type: none"> <li>- All Supervisors and staff who may use chemicals to clean or have access to cleaning equipment.</li> <li>- Health and safety supervisor.</li> </ul>	<p>Throughout the event and report should a situation arise where injury has occurred.</p>

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Page 102	<b>C02 Gas pressurised equipment</b>	Anyone working or visiting the event/premises risk burns, eye injury or other potential serious injury if incorrect installation, faulty of pipes or incorrect usage.	Supervisor to be trained how to safely connect system and change barrels. Pipes and cables to be secured to prevent trip hazard. Gloves and eye protection to be worn when changing barrel or kegs. - installation should be carried out by competent individual/contractor who will need to sign off upon installation alongside details should there be a fault or problem.	- Bar supervisor - Competent person who can change barrels/kegs. - Health and safety supervisor	On installation at the event and to be monitored during the event for any faults or concerns.	
	<b>Public liability</b>	This will be in the event of any risks outlined above	Provided by Wimborne Insurance Brookers	Ensure this information is in information pack on site with contact details.	- James Winter	Prior to the event.

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<p><b>Underage drinking or drug use.</b></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 103</p>	<p>Anyone working or visiting the event/premises</p>	<ul style="list-style-type: none"> <li>- Anyone under the age of 18 will receive one colour wristband and those over 18 will be provided with a different colour.</li> <li>- All staff are to use the 'challenge 25' campaign and ask for Identification when the public purchase alcohol. If the person is to be found underage, then this will be documented in the refusal reporting system located behind the bar and staff/supervisors should be informed.</li> <li>- Identification will also be checked by security on entry if necessary.</li> <li>- Those attending during the day with children will need to be accompanied by an adult.</li> </ul>		<ul style="list-style-type: none"> <li>- Security staff</li> <li>- All staff and supervisors– especially those serving alcohol</li> <li>- James and Laura Winter</li> </ul>	<p>This will be continuously checked and monitored throughout the event. Daily briefings will include highlighting challenge 25.</p>	
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		- There will be visible signs with challenge 25 around the bar and upon entry as well as highlighting they may be asked for identification.				
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## Licensing Sub-Committee

16 June 2022

### New Premises Licence Application for Throop Hollow Farm, Throop

#### For Decision

**Portfolio Holder:** Cllr L Beddow Customer and Community Services

**Local Councillor(s):** Cllr L Miller & Cllr P Wharf

**Executive Director:** J Sellgren, Executive Director of Place

Report Author: Roy Keepax  
Title: Senior Licensing Officer  
Tel: 01258 484031  
Email: roy.keepax@dorsetcouncil.gov.uk

**Report Status:** Public

**Brief Summary:** An application has been made for a new premises licence for Throop Hollow Farm, Throop. The application has been out to public consultation and has attracted relevant representations. A Licensing Sub-Committee must consider the application and representations at a public hearing.

**Recommendation:** The Sub-Committee determines the application in the light of written and oral evidence and resolves to take such steps as it considers appropriate and proportionate for the promotion of the licensing objectives of;

- a) The prevention of crime and disorder
- b) The prevention of public nuisance
- c) Public safety
- d) The protection of children from harm

**Reason for Recommendation:** The Sub-Committee must consider the oral representations and information given at the hearing before reaching a decision.

The steps that the Sub-Committee may take are:

- a) to grant the licence subject to such conditions as the authority considers appropriate for the promotion of the licensing objectives, and the mandatory conditions
- b) to exclude from the scope of the licence any of the licensable activities to which the application relates;
- c) to refuse to specify a person in the licence as the designated premises supervisor;
- d) to reject the application.

## 1. **Background**

1.1 Section 4 of the Licensing Act 2003 sets out the duties of the Licensing Authority, it sets out that a Council's licensing functions must be carried out with a view to promoting the four licensing objectives of:

- (a) the prevention of crime and disorder;
- (b) public safety;
- (c) the prevention of public nuisance; and
- (d) the protection of children from harm.

1.2 All applications and decisions are made with due regard to the [Licensing Act 2003](#) (the Act), the [Revised Guidance issued under Section 182 of the Licensing Act 2003](#) (the Guidance) and the [Dorset Council Statement of Licensing Policy](#) (the Policy).

1.3 The relationship between planning and licensing is set out in paragraphs 6.2 to 6.5 of the Dorset Council Policy: -

The use of premises for the sale or provision of alcohol, regulated entertainment or late-night refreshment is subject to planning control. Such use will require planning permission or must otherwise be lawful under planning legislation. Planning permission is generally required for the establishment of new premises or the change of use of premises.

In line with the S182 Guidance the planning and licensing regimes involve consideration of different (albeit related) matters. Licensing committees are not bound by decisions made by a planning committee, and vice versa.

Where businesses have indicated, when applying for a licence under the

Act, that they have also applied for planning permission or that they intend to do so, licensing committees and officers will consider discussion with their planning counterparts prior to determination with the aim of agreeing mutually acceptable operating hours and scheme designs.

Where relevant representations are received, any decision on a licence application will not consider whether any decision to grant or refuse planning permission or building consent was lawful and correct. It will take into account what the impact of granting the application will be on the four licensing objectives.

## 2. **Details of the Application**

2.1 Philip Trim has applied for a premises licence at Throop Hollow Farm, Throop Hollow, Throop, Dorchester, DT2 7JD.

2.2 The description of the premises within the application form is: -

“Seasonal campsite operating under the 28 day scheme, with ad hoc charity events and or private parties a few times a year”

2.3 The full application and the plans for the premises, as received, are attached at Appendix 1. The site location can be viewed on Appendix 1 taken from the Council’s Dorset Explorer page, showing the proximity of nearby residential properties.

2.4 The application is to permit: -

### **Live Music (indoors and outdoors)**

Everyday 18:00 – 23:00

### **Recorded Music (indoors and outdoors)**

Everyday 18:00 – 23:00

### **Supply of Alcohol (on and off)**

Everyday 18:00 – 23:00

## 3. **Representations from Responsible Authorities**

3.1. Section 13 of the Licensing Act 2003 contains the list of Responsible Authorities who must be consulted on each premises application. Dorset Police, Dorset and Wiltshire Fire Service, Public Health Dorset, the Immigration Authority, Dorset Council Trading Standards, Dorset Council Planning Department, Dorset Council Environmental Protection team, Dorset Council Children’s Services and Dorset Council Health and Safety Team have all been consulted.

Environmental protection have made a representation requesting conditions to be added to the licence if the licence is to be granted. The Applicant has agreed to these conditions and following this agreement Environmental Protection withdrew their representation. This can be seen on Appendix 2.

The planning team have made a “comment” that there is currently no planning permission. This comment can be found on Appendix 5

Some of the other responsible authorities have written to acknowledge the application but had no comment or concerns to make, these can also be seen on Appendix 5.

#### **4. Representations from Other Persons**

4.1. Two representations have been received from members of the public and one representation from the local parish council of Affpuddle and Turnerspuddle. All the representations are expressing objections to the application, and these are included, in full, at Appendix 3. Most of the representations received made comment on the noise relating to the music that would come from the premises. In other representations there were concerns regarding the campsite, also the number of customers the site may or may not have and traffic concerns. The concerns about traffic or increased traffic cannot be considered in a Licensing Act 2003 hearing as this matter is not relevant, this would be a concern for Highways. A mediation letter was sent by the Applicant to one of the parties who made a representation which you can find at Appendix 4, there was no response to the mediation letter.

4.2. In relation to noise concerns, due to the times applied for on the application relating to alcohol, Live and Recorded Music would not be licensable under the Live Music Act 2012 which states Live and Recorded Music is not to be regarded as Regulated Entertainment where a premises licence permits the sale of alcohol on the premises between the hours of 08:00 – 23:00 and the audience does not exceed 500. Therefore if a licence for the sale of alcohol is granted for the hours applied for (i.e. 18:00 to 23:00) then Live and Recorded music will be permitted during those hours if the audience doesn't exceed 500. As a result of the Live and Recorded Music not being regarded as licensable in the above scenario, any noise related conditions that may be placed on the licence if granted, will not be enforceable between the hours of 08:00 and 23:00 hours.

4.3. The Guidance sets out at 8.13 the role of “other persons”: -

“As well as responsible authorities, any other person can play a role in a number of licensing processes under the 2003 Act. This includes any individual, body or business entitled to make representations to

licensing authorities in relation to applications for the grant, variation, minor variation or review of premises licences and club premises certificates, regardless of their geographic proximity to the premises. In addition, these persons may themselves seek a review of a premises licence. Any representations made by these persons must be 'relevant', in that the representation relates to one or more of the licensing objectives. It must also not be considered by the licensing authority to be frivolous or vexatious. In the case of applications for reviews, there is an additional requirement that the grounds for the review should not be considered by the licensing authority to be repetitious. Chapter 9 of this guidance (paragraphs 9.4 to 9.10) provides more detail on the definition of relevant, frivolous and vexatious representations.

4.4. The guidance states at paragraph 9.4 what a "relevant" representation is;

-

"A representation is "relevant" if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives. For example, a representation from a local businessperson about the commercial damage caused by competition from new licensed premises would not be relevant. On the other hand, a representation by a businessperson that nuisance caused by new premises would deter customers from entering the local area, and the steps proposed by the applicant to prevent that nuisance were inadequate, would be relevant. In other words, representations should relate to the impact of licensable activities carried on from premises on the objectives."

## 5. Considerations

- 5.1 Paragraphs 9.42 to 9.44 of the Section 182 Guidance sets how the Authority should decide what actions are appropriate.

“9.42 Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case by-case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be.

9.43 The authority’s determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

9.44 Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. While this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that the condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters. As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business. Further advice on determining what is appropriate when imposing conditions on a licence or certificate is provided in Chapter 10. The licensing authority is expected to come to its determination based on an assessment of the evidence on both the risks and benefits either for or against making the determination.”

6. **Financial Implications**

Any decision of the Sub-Committee could lead to an appeal by any of the parties involved that could incur costs.

7. **Climate Implications**

None

8. **Well-being and Health Implications**

None

9. **Other Implications**

Public Health and Community Safety

10. **Risk Assessment**

10.1 **HAVING CONSIDERED:** the risks associated with this decision; the level of risk has been identified as:

Current Risk: Low

Residual Risk: Low

11. **Equalities Impact Assessment**

None

12. **Appendices**

- Appendix 1 – Application, plan, and site location
- Appendix 2 – Representations from ‘Responsible Authorities’
- Appendix 3 – Representations from ‘Other Persons’
- Appendix 4 – Meditation letter from Applicant to ‘Other Person’
- Appendix 5 – No Comments/concerns from ‘Responsible Authorities’

13. **Background Papers**

[Licensing Act](#)  
[Section 182 Guidance](#)



[Dorset Council Licensing Policy](#)  
[Live Music Act 2012](#)

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**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 Philip Trim

*(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 licenced bar is not a permanent structure as its put up and taken down and put away after each event, but it will be sited in a barn on the farm and used when we open up under the 28 day camping season, and for the occasional charity event. The barn is at the following address:

Throop Hollow Farm  
Throop Hollow  
Throop

**Post town** Dorchester

**Postcode**

DT2 7JD

Telephone number at premises (if any)

Non-domestic rateable value of premises

£0

**Part 2 - Applicant details**

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

**Please tick as**

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
- i as a limited company/limited liability partnership  please complete section (B)
- ii as a partnership (other than limited liability)  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 (by ticking yes to one box below):

- 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 checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b> Trim			<b>First names</b> Philip		
<b>Date of birth</b> [REDACTED]		I am 18 years old or over <input checked="" type="checkbox"/>		Please tick yes	
<b>Nationality</b> English					
Current residential address if different from premises address					
Post town			Postcode		
<b>Daytime contact telephone number</b>			[REDACTED]		
<b>E-mail address (optional)</b>			[REDACTED]		
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

--

**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)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b> over		I am 18 years old or		<input type="checkbox"/>	Please tick yes
<b>Nationality</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town		Postcode			
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(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
Address
Registered number (where applicable)

Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
0	1	0 5 2 0 2 2

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

DD	MM	YYYY

<p>Please give a general description of the premises (please read guidance note 1)</p> <p>Seasonal campsite operating under the 28 day scheme, with ad hoc charity events and or private parties a few times a year.</p>
--

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 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all 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 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 4)	Both	<input type="checkbox"/>
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 5)		
Thur					
Fri			<b>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</b> (please read guidance note 6)		
Sat					
Sun					



**B**

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 4)	Both	<input type="checkbox"/>
Tue					
Wed			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)		
Thur					
Fri			<b>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</b> (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<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 6)
Fri			
Sat			
Sun			

D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish		
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)	
Tue				
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)	
Thur				
Fri			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)	
Sat				
Sun				

## E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take <u>place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 4)  Open sided barn in courtyard area		
	18:00	23:00			
Tue					
	18:00	23:00			
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)  Live music at weekends during August when we open up a 'pop- up' seasonal campsite. We may also organise private and charity events on an ad-hoc basis at other times of the year.		
	18:00	23:00			
Thur					
	18:00	23:00			
Fri			<b>Nonstandard 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</b> (please read guidance note 6)		
	18:00	23:00			
Sat					
	18:00	23:00			
Sun					
	18:00	23:00			

F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 4)		
Mon	18:00	23:00	Open sided barn in courtyard area		
Tue	18:00	23:00			
Wed	18:00	23:00	<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)		
Thur	18:00	23:00	Pre-recorded music at weekends during August when we open up a 'pop-up' seasonal campsite. We may also organise private and charity events on an ad-hoc basis at other times of the year.		
Fri	18:00	23:00			
Sat	18:00	23:00	<b>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</b> (please read guidance note 6)		
Sun	18:00	23:00			

G

Performances of dance Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

H

<p><b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)</p>			<p>Please give a description of the type of entertainment you will be providing</p>		
Day	Start	Finish	<p><b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><b><u>Please give further details here</u></b> (please read guidance note 4)</p>		
Wed					
Thur			<p><b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)</p>		
Fri					
Sat			<p><b><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></b> (please read guidance note 6)</p>		
Sun					

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)			
			Indoors	<input type="checkbox"/>		
			Outdoors	<input type="checkbox"/>		
			Both	<input type="checkbox"/>		
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)			
Mon						
Tue						
Wed					<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)	
Thur						
Fri						
Sat					<b><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></b> (please read guidance note 6)	
Sun						



J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)					
Mon	18:00	23:00						
Tue	18:00	23:00						
Wed	18:00	23:00						
Thur	18:00	23:00						
Fri	18:00	23:00						
Sat	18:00	23:00						
Sun	18:00	23:00						
						<b>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</b> (please read guidance note 6)		
Thur	18:00	23:00						
Fri	18:00	23:00						
Sat	18:00	23:00						
Sun	18:00	23:00						

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

<b>Name</b> Philip Trim
<b>Date of birth</b> [REDACTED]
<b>Address</b> [REDACTED]
<b>Postcode</b> [REDACTED]
<b>Personal licence number (if known)</b> 8586
<b>Issuing licensing authority (if known)</b> Dorset Council

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 9).

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)
Day	Start	Finish	
Mon			
	18:00	23:00	
Tue			
	18:00	23:00	
Wed			
	18:00	23:00	
Thur			
	18:00	23:00	
Fri			
	18:00	23:00	
Sat			
	18:00	23:00	
Sun			
	18:00	23:00	
<b>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</b> (please read guidance note 6)			

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 10)**

- The Licencee shall ensure that all times when the premises are open for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder.
- A Personal Licence holder will be at the premises at all times when alcohol is being sold or regulated entertainment is being provided.
- All staff to be experienced or trained in responsible alcohol retailing.
- Strict implementation of challenge 25 policy.

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

- Any incidents of a criminal nature that may occur on the premises will be reported to the police.
- Effective and responsible management of premises, with trained and supervised staff. Awareness of underage drinkers, drunkenness on premises, anti-social behaviour and drugs.
- Provision of plastic glasses. Bins are available for customers, and staff will regularly empty bins away from the bar area and into the skip.
- Provision of lighting, both inside the barn and the external areas.
- The drinks bar is set up and shut down each day for opening hours, and all contents are locked away in a secure unit.

**c) Public safety**

- We have carried out risk assessments, we will have appropriate provision of staff to secure the safety of the premises and people, who are appropriately trained or with instruction and supervision.
- Appropriate fire safety procedures are in place including fire extinguishers, call points, fire blanket in catering trailer, all exits, and access routes kept clear, to comply with current fire, health and safety laws. Access is provided for emergency vehicles to the site and kept clear and free from obstruction at all times.
- We operate a no-smoking policy in the barn.
- Our appliances are set up by our electrician, and regularly checked and tested.
- Notices are displayed advising customers near the stage area that they may be subjected to high levels of noise which may affect their hearing.

**d) The prevention of public nuisance**

- The bar (and music) is to operate between set hours and is located in our barn on our rural farm. The occupancy capacity is limited to our number of pitches, or under the 500 people (including staff/volunteers) determined by the TENS for the occasional charity or private event.
- Parking is by each pitch. Parking for a charity event is in a separate field and marshalled by staff or volunteers. All customers will be asked to leave quietly. Clear and legible notices will be prominently displayed to remind customers to leave quietly and have regard to our neighbours.

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

- Children will always be accompanied by their parent/guardian when booking into our campsite, charity or private events.
- A challenge 25 policy will be in force whereby any person looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol. Challenge 25 signs to this effect will be displayed around the bar. The Licensee and staff will ask persons who appear to be under the age of 25 for photographic ID such as proof of age cards, photographic driving licence or passport bearing the photograph and date of birth.
- The Licensee will ensure that staff are trained as appropriate in respect to the Licensing Act 2003 legislation and given instruction/trained in underage sales prevention. An incident/refusal log shall be kept at the bar.

**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.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

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

**Part 4 – Signatures** (please read guidance note 11)

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

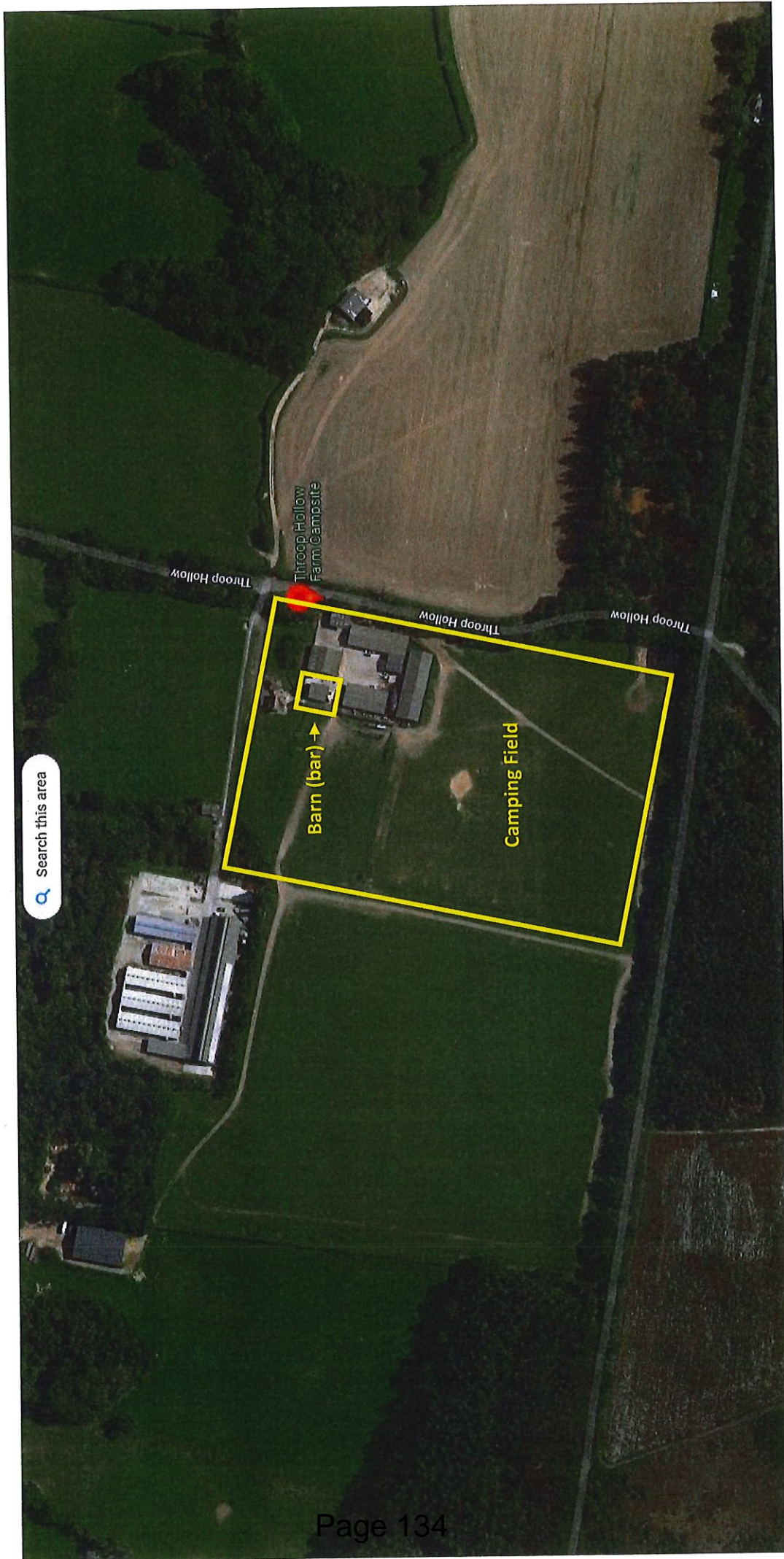
<b>Declaration</b>	<ul style="list-style-type: none"> <li>[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15).</li> </ul>
Signature	
Date	05/04/22
Capacity	Applicant

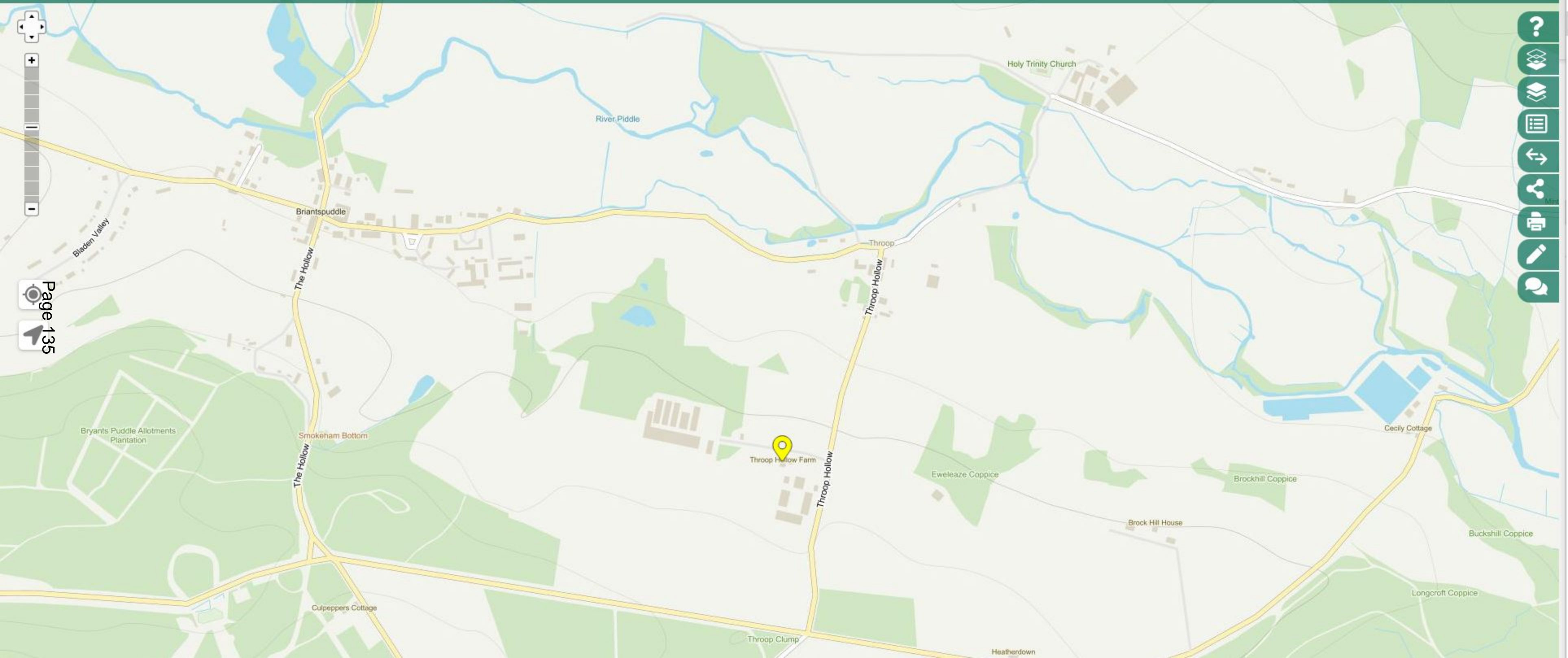
**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Throop Hollow Farm, Throop, Dorchester, DT2 7JD





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## Licensing

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**From:** Vanessa Gibbard  
**Sent:** 18 May 2022 09:12  
**To:** Licensing  
**Cc:** Kathryn Miller  
**Subject:** RE: New Premises Application - Throop Hollow Farm, Throop

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Roy K

Hi

Last year we received various noise complaints about the activities at Throop Hollow Farm. No formal action was taken at that time.

Should we receive further noise complaints we have a statutory duty to investigate and if the noise amounts to a statutory nuisance an abatement notice may be served.

Kind regards

**Vanessa Gibbard**  
**Environmental Health Officer**  
**Public Health**  
**Dorset Council**

[dorsetcouncil.gov.uk](https://www.dorsetcouncil.gov.uk)



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**From:** Licensing <[licensing@dorsetcouncil.gov.uk](mailto:licensing@dorsetcouncil.gov.uk)>  
**Sent:** 21 April 2022 14:12  
**To:** Building Control Area 2 <[buildingcontrol2@dorsetcouncil.gov.uk](mailto:buildingcontrol2@dorsetcouncil.gov.uk)>; ENV Health <[envhealth@dorsetcouncil.gov.uk](mailto:envhealth@dorsetcouncil.gov.uk)>; Fire <[enforcement@dwfire.org.uk](mailto:enforcement@dwfire.org.uk)>; Immigration <[alcohol@homeoffice.gsi.gov.uk](mailto:alcohol@homeoffice.gsi.gov.uk)>; Licensing@Dorset.PNN.Police.uk; planningteamd <[planningteamd@dorsetcouncil.gov.uk](mailto:planningteamd@dorsetcouncil.gov.uk)>; publichealth-licensing <[publichealth-licensing@dorsetcouncil.gov.uk](mailto:publichealth-licensing@dorsetcouncil.gov.uk)>; SaSteam <[sasteam@dorsetcouncil.gov.uk](mailto:sasteam@dorsetcouncil.gov.uk)>; TradingStandards <[tradingstandards@dorsetcouncil.gov.uk](mailto:tradingstandards@dorsetcouncil.gov.uk)>  
**Subject:** New Premises Application - Throop Hollow Farm, Throop

Dear All,

Please find attached a new premises licence application,

Any representations need to be received by 18<sup>th</sup> May 22

Kind Regards

**Roy Keepax**  
**Senior Licensing Officer**  
**Place Services**  
**Dorset Council**

[01305 838028](tel:01305838028)  
[dorsetcouncil.gov.uk](http://dorsetcouncil.gov.uk)



## Licensing

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**From:** Vanessa Gibbard  
**Sent:** 18 May 2022 10:14  
**To:** Kathryn Miller  
**Cc:** Licensing  
**Subject:** Re Throop

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Roy K

Hi Katherine

Further to our conversation earlier this morning.

I would like to suggest the following conditions be made if any licence is granted to mitigate any further noise complaints.

### **For one off events and during live music performances**

- All local residents likely to be affected by noise from the event shall be informed in writing as to: (i) The exact times of all performances and sound checks. (ii) A contact name and telephone number should they wish to make a complaint of noise.
- Whilst the event is being held, the licensee, event organiser or other competent person shall carry out observations in the immediate area around the event, to assess the level of noise. Should such observations confirm that noise is disturbing to the occupiers of premises in the vicinity, then appropriate steps shall be taken to control noise levels in order to prevent disturbance to local residents.
- Orientation of speakers be such that all sound is directed away from residential properties

If you want to discuss further please give me a ring

Kind regards

Vanessa

**Vanessa Gibbard**  
**Environmental Health Officer**  
**Public Health**  
**Dorset Council**

  
[dorsetcouncil.gov.uk](http://dorsetcouncil.gov.uk)





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**From:** Vanessa Gibbard <[REDACTED]>  
**Sent:** 07 June 2022 16:51  
**To:** [REDACTED]  
**Cc:** Roy Keepax <[roy.keepax@dorsetcouncil.gov.uk](mailto:roy.keepax@dorsetcouncil.gov.uk)>  
**Subject:** Licence Application - Throop Hollow Farm

Hi Julie

I write further to our telephone conversation this morning regarding the conditions I suggested be made if a licence is granted to mitigate any further noise complaints.

***For one off events and during live music performances***

- *All local residents likely to be affected by noise from the event shall be informed in writing as to: (i) The exact times of all performances and sound checks. (ii) A contact name and telephone number should they wish to make a complaint of noise.*

*This is already in place, residents are informed of events and they all have Mr Trims contact details.*

- *Whilst the event is being held, the licensee, event organiser or other competent person shall carry out observations in the immediate area around the event, to assess the level of noise. Should such observations confirm that noise is disturbing to the occupiers of premises in the vicinity, then appropriate steps shall be taken to control noise levels in order to prevent disturbance to local residents.*

*This is easily achievable and observations will be carried out during events*

- *Orientation of speakers be such that all sound is directed away from residential properties*

*Stage and speakers are in a 3 sided barn and the speakers are not directed at residential properties.*

In process I think we can now withdraw our objection as we have mediated the above suitable conditions.

If you have any queries or would like to discuss further please do contact me.

Kind regards

Vanessa

**Vanessa Gibbard**  
**Environmental Health Officer**  
**Public Health**  
**Dorset Council**

[REDACTED]  
[dorsetcouncil.gov.uk](http://dorsetcouncil.gov.uk)



## Licensing

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**From:** [REDACTED]  
**Sent:** 08 June 2022 14:28  
**To:** Licensing; Vanessa Gibbard  
**Subject:** RE: Licence Application - Throop Hollow Farm

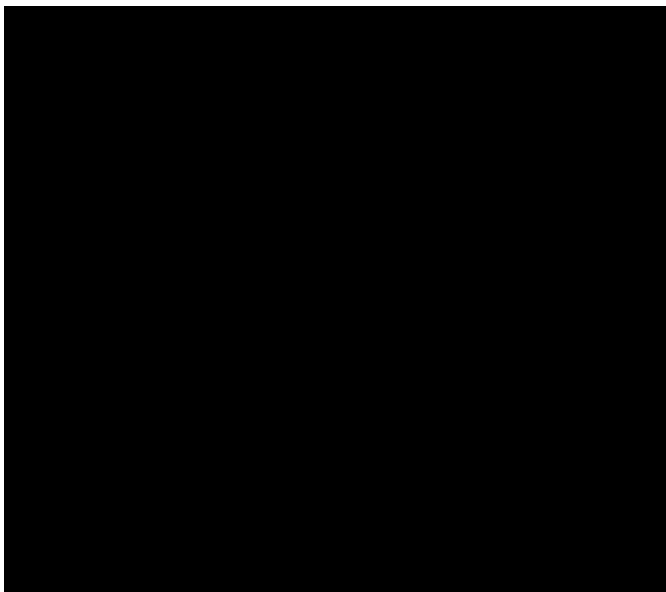
**Categories:** Roy K

Hi Roy

Yes these conditions are all agreed to.

Thank you.

With kind regards,



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**From:** Licensing <licensing@dorsetcouncil.gov.uk>  
**Sent:** 08 June 2022 08:30  
**To:** Vanessa Gibbard [REDACTED]  
**Subject:** RE: Licence Application - Throop Hollow Farm

Hi Julie,

If you agree with these conditions then can you let me know?

Kind Regards

**Roy Keepax**  
**Senior Licensing Officer**  
**Place Services**  
**Dorset Council**

[01305 838028](tel:01305838028)  
[dorsetcouncil.gov.uk](http://dorsetcouncil.gov.uk)



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## Licensing

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**From:** [REDACTED]  
**Sent:** 12 May 2022 10:41  
**To:** Licensing  
**Subject:** Throop Hollow Farm

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Roy K

Dear Sirs

I have read the application from Philip Trim for a licence to serve alcohol all year round. I object to this for the following reasons:

Philip Trim is a farmer by profession, not a publican. He was granted permission to build his house at Throop Hollow as a "farmworkers dwelling". He has since expanded hugely. Whilst I appreciate that some diversification is needed within the agricultural sector, I would be extremely uneasy if he had a licence to serve alcohol all year round. No other venue has been granted this. He opens his campsite for 28 days a year, and I fail to see therefore why he needs a licence all year round. I am suspicious of his motives. The noise and increased traffic is bad enough for the residents of Brockhill, Throop, and Briantspuddle during the weeks he opens his campsite. We are unable to sit outside and enjoy a peaceful evening on a Friday or Saturday because of his blaring music that is far too loud, and totally selfish. Our polite requests for him to turn down the noise are met with rude replies. His application mentions the campsite during August, but also mentions "other private functions" and this concerns me. At a private function you do not have a paying bar. The application makes no mention of him "being aware of the community and keeping noise to a minimum so as not to upset the neighbours". For these reasons, I would hope that this licence is NOT granted.

Yours faithfully

[REDACTED]

[REDACTED]

## Licensing

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**From:** [REDACTED]  
**Sent:** 13 May 2022 12:06  
**To:** Licensing  
**Subject:** Throop Hollow Farm - prevention of public nuisance  
**Categories:** Roy K

Dear Sirs,

We live in Throop and wish to make a comment on the application for an alcohol licence at Throop Hollow Farm.

On previous occasions, the music from entertainment events at Throop Hollow Farm has been extremely loud, and can be heard for a considerable distance. Living as we do at the bottom of the hill from the farm, we have found it impossible to sit out or work in our garden during these events, or even to have windows open in the house, because of the volume of the music. As the events take place in summer, when the weather is often warm, this is just the time we are most likely to want to be out in the garden, and to need to have doors and windows open for fresh air.

However, this issue is easily resolved. As detailed in the application, the number of people attending will be limited and the events will take place in an open-sided barn and courtyard area - in other words in a fairly limited space. (See attached plan - barn and courtyard area outlined in red.) The volume of the music therefore only needs to be at a suitable level to ensure that those who are attending, within that area, can enjoy it.

The description of the campsite online says "If it sounds like the site is peaceful, that's because it most certainly is – in fact, it's a spacious and serene sort of place surrounded by wildlife-filled woods". The sort of people who are likely to be attracted by such a description are unlikely to appreciate very loud music in the evenings, and in fact the website says "We often have entertainment in the barn and courtyard area in the evenings, especially the weekends, and as such there will be some noise. There is plenty of space in the fields to pitch away from this area if you wish to enjoy more peaceful surroundings or have younger children." Since we find the volume of music very intrusive at over a quarter of a mile away, there is nowhere within the boundaries of the campsite that would be out of range of the noise. Reducing the volume of the music would therefore be a benefit to those people who would like "more peaceful surroundings" (including local residents as well as campers), without in any way spoiling the enjoyment of those attending the music events - a win-win situation.

In a recent high profile case in another part of the country, planning permission was refused because the application was in a "sensitive open countryside location" and it was judged harmful to the "open rural character, scenic beauty and tranquillity of the area". This is a perfect description of the area around Throop Hollow Farm, where "tranquillity" is one of its most attractive aspects.

The application is not limited to the operating times of the campsite, but requires the licence to cover "ad hoc charity events and/or private parties a few times a year". With no definition of "a few", this would enable such events to take place on numerous occasions throughout the whole year, which would in no way be acceptable if the noise continued to be at the level we have experienced in previous years.

We would therefore suggest that the number of events should be limited, and a condition about limiting noise levels should apply, if any licences are granted.

Yours faithfully

[REDACTED]



## **Representations from the Parish Council of Affpuddle & Turnerspudde in respect of the Application of Philip Trim for a Premises Licence.**

The Applicant has applied for a premises licence for an unlimited period, to provide live music, recorded music, late night refreshment, and alcohol.

We have considered the application carefully and have significant concerns. As a general point, we consider that the application lacks clarity in terms of the detail of what would be in place. The details given at Sections E and F of the application merely refer to 'Open sided barn in courtyard area'. It is not clear whether this is intended to mean that music will only be played inside the barn, and there is no definition of what the 'courtyard area' refers to. No details are provided at I or J as to where the bar and the refreshments will be located. No times are provided for the provision of late-night refreshment. If this were to extend beyond 23:00, this could result in attendees not leaving the site until the early hours of the morning.

The site plan identifies the camping field and the application makes reference to a 28-day camping season. However, the application remains silent **as to whether** events described as *charity events or private parties* may include overnight camping. In addition, the total number of days, including those associated with camping must not exceed 28 days under permitted development rights. The proposal already exceeds this limit.

The camp site referred to is close to publicly accessible heathland which is within an SSSI. A habitat regulations assessment would therefore be required for any extension to camping provision. Following recommendations from Natural England, an exclusion zone of 400m from the SSSI heathland is required for the camp site. It would therefore seem necessary that Natural England must also be consulted about the type of events that may take place so that they can carry out an assessment of any impact of events on this sensitive site.

The Applicant has stated at Part 1 that the bar will be used during his 28-day camping season, and for 'the occasional charity event', which is later referred to as 'ad hoc charity events and or private parties a few times a year'. However, the granting of the open-ended licence for which the Applicant has applied would permit him to hold events with music and alcohol at any time.

Section E of the Application provides timings for live music between 18:00 and 23:00 hours on any day of the week, and provides for the same timings for recorded music at Section F. Although the narrative provided in the box on 'seasonal variations' refers to live music at weekends during August, the application is not restricted to a licence for the month of August, or for weekends only, and it states that the Applicant 'may also organise private and charity events on an ad-hoc basis at other times of the year'.

The narrative provided by the Applicant with regard to his limited intentions for use of the licence would appear to be of no relevance as, should the licence be granted, it would give the Applicant permission to hold music events, with alcohol, on any evening throughout the year.

Whilst we note that the Applicant has not applied for a licence for events with more than 5,000 attendees, the licence for which he has applied would permit him to hold events for up to 5,000 people, unless a special condition was applied to the licence.

In describing the steps that he intends to take to promote the licensing objectives, the Applicant states at (d) in respect of 'The prevention of public nuisance' that 'The occupancy capacity is limited to our number of pitches, or under the 500 people (including staff/volunteers) determined by the TENS for the occasional charity or private event'. However, if the Applicant is granted the licence for which he has applied, there will be no requirement for him to apply for any Temporary Events Notice ('TEN'), and he will not therefore be restricted to the 500-person limit that applies to a TEN. The number of pitches is presumably of no relevance to the numbers attending a private event.

If the Council rely on the descriptions provided by the Applicant of the anticipated frequency and type of events, and grant a licence accordingly, there will be no redress if the Applicant's use of the licence does not accord with his stated intentions, and he decides to hold regular music events. The Parish Council is therefore extremely concerned about the very damaging impact that the granting of this licence could have on the local population.

### **The Prevention of Public Nuisance:**

When considering whether the objective of preventing public nuisance would be satisfied by granting the application, we submit that it would be of relevance to those considering the application to take account of the history of the site.

The site is situated in the small rural hamlet of Throop and is in close proximity to the villages of Briantspuddle and Turnerspudde. The area has very low ambient noise levels and as such is a haven for wildlife including the adjacent internationally designated heathland (SSSI).

The site operated as a campsite under permitted development in 2020 and again in 2021. Live music was advertised at the site in 2020 and in 2021. In both years, the Parish Council received complaints from parishioners about noise nuisance from the site, and this was most particularly when live music was being played there. The complaints received were predominantly about excessive base noise, which is particularly intrusive and can travel over a considerable distance. The complainants made their complaints to us in confidence and the Parish Council followed these up by making several representations to the Environment Health Department of Dorset Council

As stated above, the site is in the hamlet of Throop and is in close proximity to other villages within the Parish. We already know that music at the site can be heard by local residents, to the extent that it is very intrusive. When live or recorded music is played at the site, it is likely to substantially interfere with the use or enjoyment of residents' homes and gardens. Whilst the Parish Council recognise that events which create noise may happen from time to time during a limited period in the summer, the granting of an open-ended licence would pose a significant threat to the residents' quiet enjoyment of their homes.

Under M the application refers to the provision of lighting, both inside the barn and the external areas. The site is in an elevated position in a very rural area which benefits from dark skies. Light pollution travels a considerable distance and is to be discouraged as inappropriate in the open countryside and requires tight control.

If a licence were to be granted, we submit that the events that may then take place would constitute a public nuisance.

### **Public Safety:**

As the granting of the licence could result in regular music events taking place at the site, with up to 5,000 people in attendance, this could impact on the accessibility and safety of the nearby roads. The local roads are single track, with few passing places. If there is an influx of traffic, this would be likely to cause significant hold-ups for residents and any other regular users of the local roads. As alcohol would be served at the events, and there is no visible local police presence, the risk of accidents would also be likely to increase.

Regardless of any narrative that has been supplied in the detail of the application form, the application is for a licence of unlimited duration to hold events with live or recorded music, and the provision of alcohol and refreshments, on any evening of the year, for up to 5,000 people. This is in an area in close proximity to the hamlet of Throop and other villages. If a licence is granted, the licensee can hold as many events as he wishes. There can be no doubt that this would have a substantial impact on the local population and would constitute a public nuisance and a possible threat to public safety.

The Applicant has previously applied for a Temporary Events Notice licence when he has wished to hold events at the site and we submit that it would be entirely reasonable to require him to continue to do this, rather than to grant him an open-ended licence. Such a licence would give no means of redress to local residents if the Applicant decides to hold very regular events.

The Applicant has indicated in his application that he only requires a licence for occasional charity or private events, outside of his 28-day camping season. If that is the case, it would not be an onerous burden on him to make Temporary Event Notice applications when he wishes to hold such occasional events, and this would provide residents with notice so that they can have the reassurance of knowing when a noisy event is going to occur.

### **Consideration of Conditions on the Licence:**

We recognise that, in spite of our representations, the Council may decide to grant the application, and we have considered what compromises could be reached in that eventuality, to provide some protection to the local population and habitat. We therefore request that if the licence is to be granted, the Council give careful consideration to conditions to be attached.

In particular, we urge the Council to include a restriction on the number of people who can attend an event. As the Applicant has indicated in the Prevention of public nuisance section of his Application that there would be no more than 500 people, it should be of no particular hardship to him to adhere to such a limit accordingly.

Taking account of the lack of clarity in the application with regard to where music will be played, we consider that there should be a condition which restricts the playing of music, both live and recorded, and the siting of loudspeakers, to the barn. This should contain the noise nuisance in this elevated position and prevent live bands or recorded music playing in open fields.

### **Specific Conditions:**

We request that, if the application is granted, consideration is given to the inclusion of the following additional conditions:

- The maximum number of people permitted entry to the premises, including staff and volunteers, should not exceed 500
- Records to be kept of the number of people in attendance, available for inspection at any time
- A music noise monitor and controller must be installed and in operation at all times that music is playing
- Both live and recorded music must only be played inside the barn, as identified on the site plan
- A restriction on the number and location of loudspeakers, which should be contained only within the barn
- The location and orientation of loudspeakers to be as specified on a plan
- The location and orientation of any lighting to be as specified on a plan. The lighting for any events must not be permanent and must be removed following events.
- All attendees should leave the site by 23:30.
- A telephone number must be provided by the applicant to enable residents to raise concerns in the course of an event
- A letter to be delivered to all residents of Throop, Briantspuddle and Turnerspuddle 8 weeks prior to any event so that they have advance notice of the likelihood of excessive noise and possible disruption to traffic and can plan accordingly.

Parish Clerk  
Affpuddle & Turnerspuddle Parish Council

18th May 2022

CC Cllr Peter Wharf & Cllr Emma Parker

## Licensing

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**From:** [REDACTED]  
**Sent:** 13 May 2022 15:08  
**To:** [REDACTED]  
**Cc:** Licensing  
**Subject:** Throop Hollow Farm - Licencing Application

**Categories:** Roy K

Dear [REDACTED]

***RE: Licence application for Throop Hollow Farm***

I have read your objection regarding the application for a premises licence at Throop Hollow Farm and I would just like to explain what we are doing.

In 2019 [REDACTED] ran a charity tractor run event to raise money for the Dorset Cancer Centre at Poole Hospital, which as you will be aware as a neighbour is a charity very dear to his and [REDACTED] hearts. In addition to this he has since opened up his fields to campers the past two summers under the 28 day licence where the funds raised have gone to Poole Hospital again. In total we have been delighted to give them cheques so far totalling over £28,000.

This year we are running the charity tractor run event again, with Poole Hospital there to help us, and opening the campsite for four weeks in August. With the campsite we have had live music (a solo or duo) on mostly Saturday evenings, and over the August bank holiday weekend we have had music on Friday and Saturday, and a magician on the Sunday evening.

The times that we have had live entertainment and a bar at these past events, we have applied and obtained individual Temporary Events Notices. These are timely in the administration of them and also have a cost for each one. So, moving forward we have applied for a premises licence to streamline this process and reduce the costs that would otherwise go into the charity pot. The premises licence will not change the events that we are doing, we are not opening a 24-hour bar 7 days a week, it just allows us the flexibility to, if we wanted to, do something mid-week. Phil is primarily a farmer and it is not his intention to change this, it's just to make the administration of these and the very occasional ad-hoc charity event (tractor run) easier and reduce the burden within the busy office.

The premises licence application does have a reference to noise consideration to our neighbours and we have this within our risk assessment for the campsite and the event management plan for the charity tractor run, it is also worth saying that the campsite, although an enormous field, is limited to 100 paying pitches and our tractor run charity event was way under the 499 people that we had the cap set at, which includes all of the volunteer helpers.

I appreciate that Philip sent you and other neighbours a courtesy email on the 21<sup>st</sup> April 2022 to let you all know what he was doing and you kindly responded to him the same day. In addition to that and my email to you today, we would be pleased for you to ask us any questions that you may have, and we will gladly help to answer them, and work through any concerns together, that you or the local community may have. We are a friendly office!

CC: Licensing at Dorset County Council

With kind regards,





**DORSET & WILTSHIRE  
FIRE AND RESCUE**

**Dorset & Wiltshire Fire and Rescue Service**  
Five Rivers Community Health & Wellbeing Centre,  
Hulse Road, Salisbury, Wiltshire SP1 3NR



Direct Line: [REDACTED]

Email: [REDACTED]

Your ref:

My ref: P0281796/121764

Date: 26 April 2022

Dear [REDACTED]

**Licensing Act 2003 – Application for New Premises Licence  
The Regulatory Reform (Fire Safety) Order 2005**

**Address of Premises:** Throop Hollow Farm, Throop Hollow, Throop, DT2 7JD

I refer to your application dated 5<sup>th</sup> April 2022 for a New Premises Licence for the above premises.

Based on the information received, I write to inform you that I have no adverse comments to make. However, additional information or action may be required relating to the Regulatory Reform (Fire Safety) Order 2005 and will be addressed separately.

**The Regulatory Reform (Fire Safety) Order 2005**

Articles 9 & 11 of The Regulatory Reform (Fire Safety) Order 2005 require that a suitable and sufficient fire risk assessment is completed, and the significant findings are recorded.

- Further guidance can be found in the “Fire Safety – Risk Assessment” publication for this premises type, available as a free download from [www.gov.uk](http://www.gov.uk) (fire safety law and guidance documents for business).

I take this opportunity to remind you that fire safety is a dynamic process to be considered on a daily basis, and the assessment of fire risk should be constantly under review and updated as required, especially where the risk in the premises has been affected by alterations, changes in procedures, use or occupancy.

---

Chief Fire Officer Ben Ansell

## **Additional Support and Information**

If you require further information about your responsibilities on how to comply with the law or access additional help or guidance, please visit our website; [dwfire.org.uk](http://dwfire.org.uk).

Yours sincerely



Fire Safety Inspector



## Licensing

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**From:** SaSteam  
**Sent:** 06 May 2022 10:09  
**To:** Licensing  
**Subject:** RE: New Premises Application - Throop Hollow Farm, Throop

**Categories:** Roy K

Good Morning

The licence has been checked by Safeguarding and Standards Advisor – no concerns for Premises or Designated Licence Supervisor.

Kind regards

**Rebecca Trent**  
**Senior Team Administrator**  
**BST Central 1a**  
**Dorset Council**

[dorsetcouncil.gov.uk](https://www.dorsetcouncil.gov.uk)



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**From:** Licensing <licensing@dorsetcouncil.gov.uk>

**Sent:** 21 April 2022 14:12

**To:** Building Control Area 2 <buildingcontrol2@dorsetcouncil.gov.uk>; ENV Health <envhealth@dorsetcouncil.gov.uk>; Fire <enforcement@dwfire.org.uk>; Immigration <alcohol@homeoffice.gsi.gov.uk>; Licensing@Dorset.PNN.Police.uk; planningteamd <planningteamd@dorsetcouncil.gov.uk>; publichealth-licensing <publichealth-licensing@dorsetcouncil.gov.uk>; SaSteam <sasteam@dorsetcouncil.gov.uk>; TradingStandards <tradingstandards@dorsetcouncil.gov.uk>

**Subject:** New Premises Application - Throop Hollow Farm, Throop

Dear All,

Please find attached a new premises licence application,

Any representations need to be received by 18<sup>th</sup> May 22

Kind Regards

**Roy Keepax**  
**Senior Licensing Officer**  
**Place Services**  
**Dorset Council**

[01305 838028](tel:01305838028)

[dorsetcouncil.gov.uk](http://dorsetcouncil.gov.uk)



Dorset  
Council



## Licensing

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**From:** Elizabeth Adams  
**Sent:** 17 May 2022 17:27  
**To:** Licensing  
**Subject:** RE: New Premises Application - Throop Hollow Farm, Throop

**Categories:** Roy K

Dear Licencing team,

I sent this to Karen yesterday in Roy's absence but realised that I should have used the team email address:

Apologies for the delay in responding to you.

Mr Trim should be aware that the maximum number of days per year that he can use his agricultural land for an alternative purpose (e.g. tented campsite, ad hoc charity events) under permitted development rights, i.e. without express planning permission, is 28. I note that we have received a Habitats Regulation application which is under consideration and needs to be approved prior to the use of the site as overnight accommodation.

Planning permission will be required to use any barn on the holding for alternative purposes where there is a condition limiting its use to agricultural purposes. The previous Prior Approval notification (P/PAAF/2021/01842) cannot not be relied upon because the barn it related to is the subject of a planning condition. Mr Trim's planning agent is aware of this.

Kind Regards

**Elizabeth Adams**  
**Development Management Team Leader**  
**Economic Growth and Infrastructure**  
**Dorset Council**

  
[dorsetcouncil.gov.uk](http://dorsetcouncil.gov.uk)



---

**From:** Licensing <licensing@dorsetcouncil.gov.uk>  
**Sent:** 21 April 2022 14:12  
**To:** Building Control Area 2 <buildingcontrol2@dorsetcouncil.gov.uk>; ENV Health <envhealth@dorsetcouncil.gov.uk>; Fire <enforcement@dwfire.org.uk>; Imigration <alcohol@homeoffice.gsi.gov.uk>; Licensing@Dorset.PNN.Police.uk; planningteamd <planningteamd@dorsetcouncil.gov.uk>; publichealth-licensing <publichealth-licensing@dorsetcouncil.gov.uk>; SaSteam <sasteam@dorsetcouncil.gov.uk>; TradingStandards <tradingstandards@dorsetcouncil.gov.uk>  
**Subject:** New Premises Application - Throop Hollow Farm, Throop

Dear All,

Please find attached a new premises licence application,

Any representations need to be received by 18<sup>th</sup> May 22

Kind Regards

**Roy Keepax**  
**Senior Licensing Officer**  
**Place Services**  
**Dorset Council**



[dorsetcouncil.gov.uk](http://dorsetcouncil.gov.uk)



## Licensing

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**From:** [REDACTED]  
**Sent:** 18 May 2022 07:47  
**To:** Licensing  
**Cc:** Elizabeth Adams; [REDACTED]  
**Subject:** FW: Throop Hollow Farm  
**Attachments:** Letter re Throop Hollow Farm 120321.pdf; Acknowledgement Prior Approval\_PPAAF202101842.pdf

**Categories:** Roy K

Good morning Kathryn

Thank you for your email in Roy's absence with the response from planning.

We have sought clarification from our agents, and in response to this please see the reply below from [REDACTED] at Symonds and Sampson below together with attachments to this email.

cc: Elizabeth Adams [REDACTED]

With kind regards,

---

**From:** [REDACTED]  
**Sent:** 17 May 2022 22:19  
**To:** [REDACTED]  
**Subject:** Fwd: Throop Hollow Farm

Sent from my iPhone

Begin forwarded message:

**From:** [REDACTED]  
**Date:** 17 May 2022 at 21:28:57 BST  
**To:** [REDACTED]  
**Subject:** RE: Throop Hollow Farm

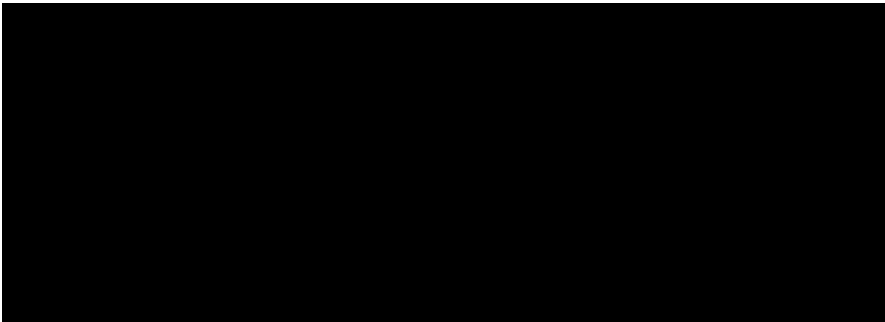
Hi Phil,

If [REDACTED] sends them both the attached. The building has commercial use under permitted development.

The letter specifically outlined the intended use clearly and the acknowledgment was also received.

[REDACTED] dealt with this.

Regards  
[REDACTED]



RESI

FARM  
LAND  
COMM

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Symonds & Sampson LLP, 30 High West St, Dorchester DT1 1UP, reg in England & Wales OC326649

[REDACTED]  
**Sent:** 17 May 2022 16:46

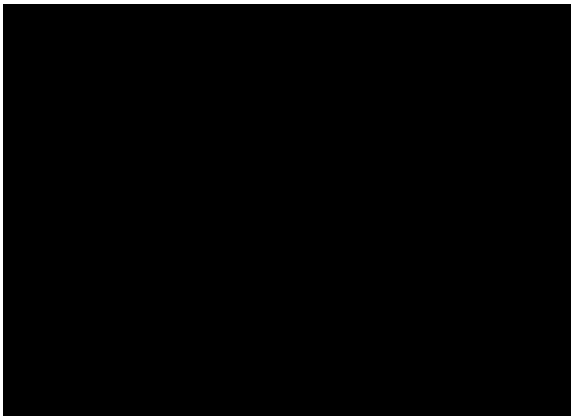
[REDACTED]  
**Subject:** FW: Throop Hollow Farm

**CAUTION:** External email.

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**From:** [REDACTED]  
**Sent:** 17 May 2022 15:14  
**To:** [REDACTED]  
**Subject:** FW: Throop Hollow Farm

With kind regards,



---

**From:** Licensing <[licensing@dorsetcouncil.gov.uk](mailto:licensing@dorsetcouncil.gov.uk)>  
**Sent:** 17 May 2022 15:02  
**To:** [REDACTED]  
**Cc:** Roy Keepax <[roy.keepax@dorsetcouncil.gov.uk](mailto:roy.keepax@dorsetcouncil.gov.uk)>  
**Subject:** Throop Hollow Farm

Dear [REDACTED] I know you have been dealing with my colleague Roy Keepax, however, he is on leave this week, so I am picking up his cases.

We've had the following response from planning:

*Mr Trim should be aware that the maximum number of days per year that he can use his agricultural land for an alternative purpose (e.g. tented campsite, ad hoc charity events) under permitted development rights, i.e. without express planning permission, is 28. I note that we have received a Habitats Regulation application which is under consideration and needs to be approved prior to the use of the site as overnight accommodation.*

*Planning permission will be required to use any barn on the holding for alternative purposes where there is a condition limiting its use to agricultural purposes. The previous Prior Approval notification (P/PAAF/2021/01842) cannot not be relied upon because the barn it related to is the subject of a planning condition. Mr Trim's planning agent is aware of this.*

Please contact the Planning Officer, Elizabeth Adams, [REDACTED] if you wish to discuss the matter further.

**Many thanks**

**Kathryn Miller**

**Senior Licensing Officer  
Community and Public Protection  
Dorset Council**

01305 838028

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

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Our Ref:WW/CW

12<sup>th</sup> March 2021

The Planning Department  
Westport House  
Worgret Road  
Wareham  
Dorset  
BH20 4PP

Dear Sir/Madam

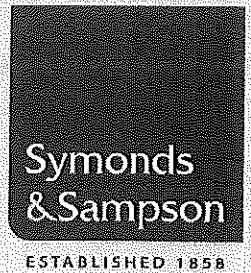
**THE TOWN & COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT)(ENGLAND) ORDER 2015  
Class R.3(1)(a)  
BUILDING AT THROOP HOLLOW FARM, THROOP, DORCHESTER, DT2 7JD**

We act on behalf of [REDACTED] who owns Throop Hollow Farm at Throop. Mr Trim runs a campsite, for tents only, under Part 4 Class B of the GPDO. He has identified the fact that it would be useful to be able to offer those staying the opportunity to purchase food and other essential items, by way of the provision of a shop. Some food and drink may also be consumed on the premises. These uses fall under the use Class A1 and A3. These uses fall under the Permitted Development Class R - Agricultural Buildings to flexible commercial use, in this case to Class E(a). Mr Trim has identified a building which extends to approximately 124 sq metres and we are able to confirm the following as required under Class R.1:

- a) The building has been solely used for agricultural purposes as part of the established agricultural unit as of 1<sup>st</sup> July 2012.
- b) The cumulative floor space proposed for change of use at the moment falls under 500 sq metres and indeed is also under the 150 sq metres.
- c) The site does not form part of a military explosives storage area.
- d) The site does not form part of a safety hazard area.
- e) The building is not listed nor is it part of a scheduled monument.

In Class R.3-1(a) it states that where the cumulative floor space of the building to change of use under Class R within established agricultural unit does not exceed 150 sq metres then the development may go ahead provided the following information is provided to the Local Planning Authority:

- i) The date the site will be begin to be used for any of the flexible uses – in this case use Class E(a) – will be the 17<sup>th</sup> May 2021.
- ii) The nature of the use will be Use Class E(a).
- iii) A plan indicating the site and which buildings are to change use – we attach a 1:1250 scale plan reference 'Throop Hollow Shop and Cafe' showing the site and which building is to be used for the proposed shop and café.



**Symonds & Sampson LLP**  
Burraton House  
5 Burraton Square  
Poundbury  
Dorchester  
Dorset DT1 3GR  
Tel 01305 236237  
burraton@symondsandsampson.co.uk  
www.symondsandsampson.co.uk

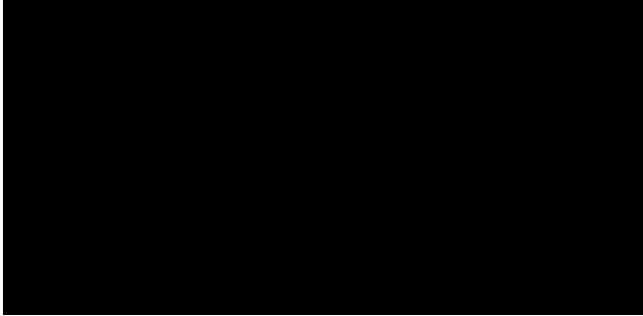
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Dorchester DT1 1UP

Regulated by RICS

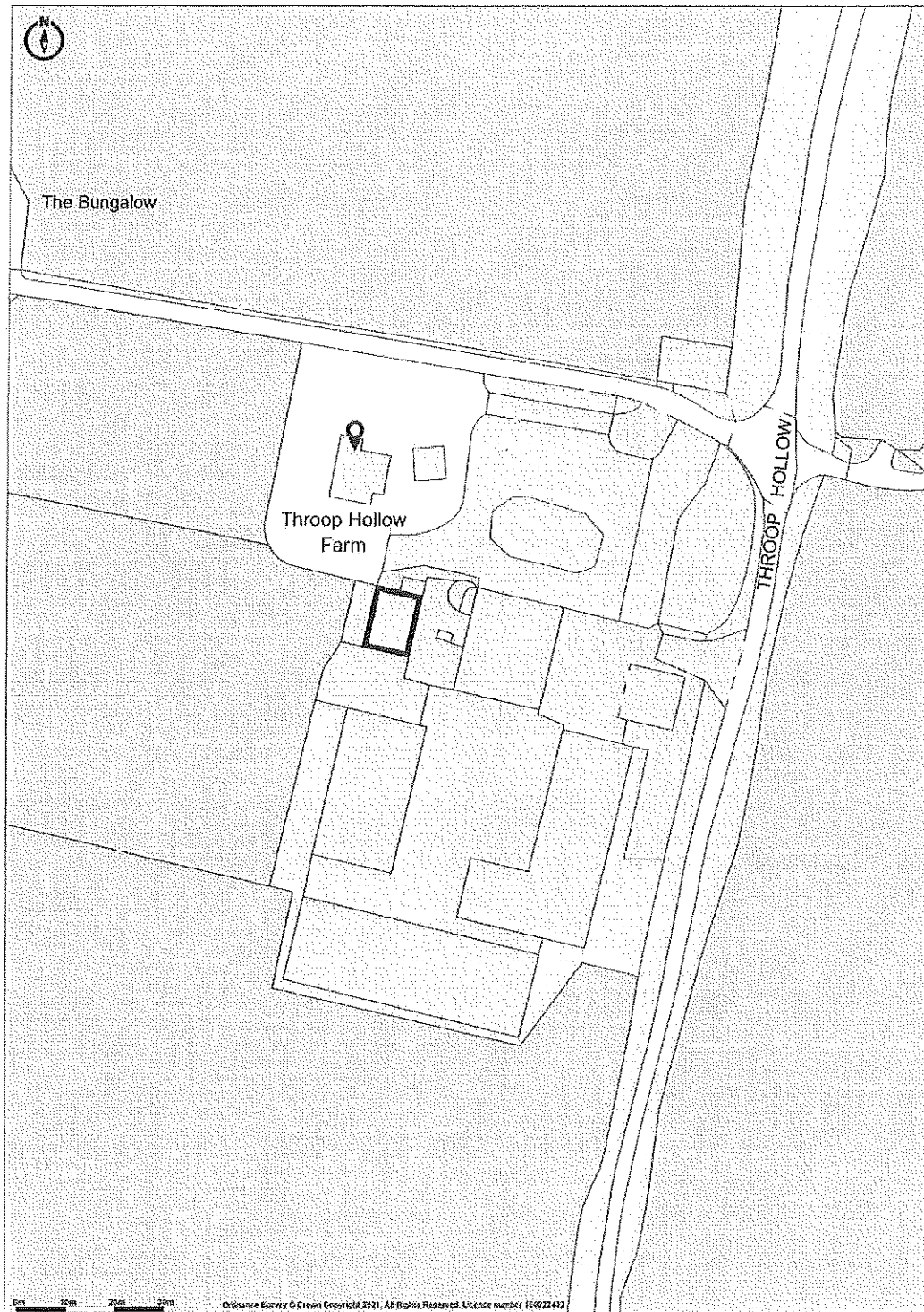
If you could please confirm and acknowledge receipt of this notification.

Should you have any queries then please do not hesitate to contact us.

Yours faithfully,



Throop Hollow Shop and Cafe.



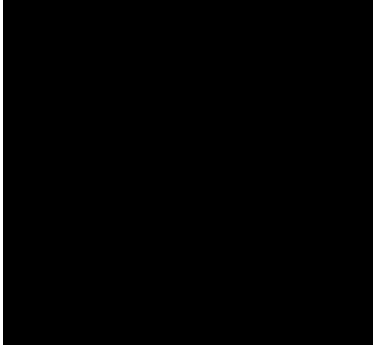
**Promap**  
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Licence number 100022432  
Digital Scale - 1:1250 Paper Size - A4





**Development Management**  
South Walks House, South Walks Rd,  
Dorchester, Dorset, DT1 1UZ  
) 01305 838336  
8 [www.dorsetcouncil.gov.uk](http://www.dorsetcouncil.gov.uk)



**Date:** 26 May 2021  
**Ref:** P/PAAF/2021/01842  
**Support Officer:** [REDACTED]  
**Team:** NC  
) 01305 838336  
\* [planningteamd@dorsetcouncil.gov.uk](mailto:planningteamd@dorsetcouncil.gov.uk)

Dear [REDACTED]

### **Acknowledgement of Notification**

**Application Type:** Notification - Agricultural to Flexible Commercial Use  
**Application No:** P/PAAF/2021/01842  
**Location:** Throop Hollow Farm Throop Hollow Throop Dorchester DT2 7JD  
**Description:** Notification: Change of use of an existing agricultural building (floor area 124m2) to flexible commercial use under Class R of the Town & Country Planning (General Permitted Development) (England) Order 2015.  
**Fee paid:** A fee was not required

I refer to your letter dated 12 March 2021 regarding the above and hereby acknowledge the contents. This will be passed to a planning officer and should it be necessary for a reply, they will write to you again shortly.

Yours sincerely



**Planning Technical Support Team Leader - Northern**

## Licensing

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**From:** [REDACTED]  
**Sent:** 20 May 2022 08:34  
**To:** Elizabeth Adams; [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Throop Hollow Farm  
**Attachments:** Acknowledgement Prior Approval\_PPAAF202101842.pdf  
**Categories:** Roy K

Dear Ms Adams,

I am writing further to your email below.

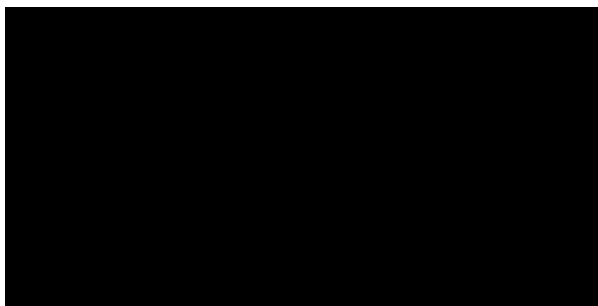
Just to confirm that we did receive an acknowledgment to the prior notification letter (copy attached) dated 26 May 2021. This was at the time discussed with [REDACTED] and [REDACTED]. Then in August 2021 sent to [REDACTED] when he carried out a site inspection. If this was incorrect then we should have been informed at the time, this cannot now be revoked. The use has not change since this date and as far as we are concerned is correct and still stands.

The planning for the building was obtained by Full Planning Permission in 2009 and not permitted development. I have also spoken with a colleague and we both disagree with the email below, and would please ask that you confirm the use is lawful and [REDACTED] may continue?

We are also disappointed by what feels to be a very unhelpful and unsupportive approach from Dorset Council about this matter. The Local Authority should be in support and helping with businesses that are trying to bring revenue to the local rural economy and also providing much needed employment.

If you wish to discuss, or indeed you believe we have misunderstood something then please don't hesitate to call me directly at any time.

Kind regards  
[REDACTED]



RESIDENTIAL SALES & LETTINGS  
FARMS, LAND & RURAL SERVICES  
LAND & PROPERTY AUCTIONEERS  
COMMERCIAL PROPERTY SERVICES  
CHARTERED SURVEYORS



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**From:** Elizabeth Adams <elizabeth.adams@dorsetcouncil.gov.uk>  
**Sent:** 18 May 2022 14:05  
**To:** [REDACTED]  
**Cc:** [REDACTED] Licensing <licensing@dorsetcouncil.gov.uk>; [REDACTED]  
**Subject:** RE: Throop Hollow Farm

**CAUTION:** External email.

Dear [REDACTED]

Having just seen your email to licencing it appears that there is a misunderstanding about the nature of the prior approval notification that was submitted to the Council.

Details of your intention to use one of your barns as a shop associated with a pop up campsite was received by the Council and given the reference P/PAAF/2021/01842. Although your agent is of the opinion that all of the requirements of Schedule 2, Part 3, Class R of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) have been met, this cannot make a development lawful where the opportunity to utilise permitted development rights to change the use of this building is prohibited by condition 6 of permission 6/2009/0417 which reads:

'The building hereby approved shall only be used for the purposes of agriculture associated with the farm holding. Reason: The proposed buildings have been approved on the basis of the essential requirements for the adequate farming on the holding, use for any other purposes being inappropriate in the open countryside.'

In the light of the condition you would either need to apply to have this condition varied or apply for planning permission to use the building other than for agricultural purposes.

I am sorry that you did not receive a response from the planning case officer at the time that you submitted your letter in March 2021 but there was no statutory requirement to do so. The means of formally establishing whether you can rely on permitted development rights is via a certificates of proposed lawfulness application.

I hope that this clarifies the situation.

Kind regards

**Elizabeth Adams**  
**Development Management Team Leader**  
**Economic Growth and Infrastructure**  
**Dorset Council**

[REDACTED]

[dorsetcouncil.gov.uk](http://dorsetcouncil.gov.uk)



---

**From:** [REDACTED]

**Sent:** 18 May 2022 07:47

**To:** Licencing <[licensing@dorsetcouncil.gov.uk](mailto:licensing@dorsetcouncil.gov.uk)>

**Cc:** Elizabeth Adams <[elizabeth.adams@dorsetcouncil.gov.uk](mailto:elizabeth.adams@dorsetcouncil.gov.uk)>; [REDACTED]

**Subject:** FW: Throop Hollow Farm

Good morning Kathryn

Thank you for your email in Roy's absence with the response from planning.

We have sought clarification from our agents, and in response to this please see the reply below from [REDACTED] at Symonds and Sampson below together with attachments to this email.

cc: Elizabeth Adams, [REDACTED]

## Licensing

---

**From:** Elizabeth Adams  
**Sent:** 20 May 2022 09:19  
**To:** [REDACTED]  
**Subject:** RE: Throop Hollow Farm  
**Categories:** Roy K

Dear [REDACTED]

Thank you for your email.

My intention in writing to [REDACTED] was to clarify that prior notification does not equate to planning permission. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) grants deemed planning permission only where all of the criteria are complied with and there is no pre-restricting condition. In this case there is a condition which has removed your client's ability to change the use of the barn without express planning permission so he cannot rely upon permitted development rights to do so. The fact that the Council acknowledged a prior notification submission cannot make the use lawful. I am sorry that this was not made clear at the time but as you will be aware it is the responsibility of the developer to ensure that they can benefit from permitted development rights; the Council offers a permitted development rights enquiry service or your clients could seek a certificate of proposed lawfulness. The planning condition that controls the barn in question became evident when I was writing the officer report for the latest planning application and was explained to [REDACTED] at the time. Although this report is yet to be published I believed it necessary to make your client aware of the restriction as he is currently relying upon a consent that does not exist.

Kind regards

**Elizabeth Adams**  
**Development Management Team Leader**  
**Economic Growth and Infrastructure**  
**Dorset Council**

[01202 228781](tel:01202228781)  
[dorsetcouncil.gov.uk](http://dorsetcouncil.gov.uk)

