



WORTHING BOROUGH
C O U N C I L

18 April 2023

Worthing Licensing and Control Sub-Committee B

Date:	26 April 2023
Time:	6.30 pm
Venue:	The Worthing Room, Worthing Town Hall

Committee Membership: Councillors Mike Barrett, Sally Smith (Chair) and Hazel Thorpe

Agenda

Part A

1. Declarations of Interest / Substitute Members

Members and Officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

2. Public Question Time

So as to provide the best opportunity for the Committee to provide the public with the fullest answer, questions from the public should be submitted by midday on Friday 21 April 2023.

Where relevant notice of a question has not been given, the person presiding may either choose to give a response at the meeting or respond by undertaking to provide a written response within three working days.

Questions should be submitted to Democratic Services - democratic.services@adur-worthing.gov.uk

(Note: Public Question Time will last for a maximum of 30 minutes)

3. Members Questions

Pre-submitted Members questions are pursuant to rule 12 of the Council & Committee Procedure Rules.

Questions should be submitted by midday on Friday 21 April 2023 to Democratic Services, democratic.services@adur-worthing.gov.uk

(Note: Member Question Time will operate for a maximum of 30 minutes.)

4. Licensing Act 2003 – Application for a temporary Premises Licence (Pages 3 - 54)

To consider a report by the Director for Communities, attached as item 4.

Part B - Not for publication - Exempt Information Reports

None.

Recording of this meeting Please note that this meeting is being audio live streamed and a recording of the meeting will be available on the Council's website. This meeting will remain on our website for one year and will be deleted after that period. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).	
For Democratic Services enquiries relating to this meeting please contact:	For Legal Services enquiries relating to this meeting please contact:
Katy McMullan Democratic Services Officer 01903 221364 katy.mcmullan@adur-worthing.gov.uk	Shelley-Ann Flanagan Lawyer 01903 221095 shelley-ann.flanagan@adur-worthing.gov.uk

Duration of the Meeting: Three hours after the commencement of the meeting the Chairperson will adjourn the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.



WORTHING BOROUGH
COUNCIL

Licensing & Control Committee
Sub-Committee

26 April 2023

Ward: Northbrook

Licensing Act 2003 – Application for a temporary Premises Licence at:

‘At the Castle’

An outdoor music event to be situated in the grounds of:
Castle Goring, Arundel Road, Worthing BN13 3UB

Report by the Director for Communities

1. Recommendation

1.1 That a Sub Committee of the Licensing & Control Committee consider and determine the application made by :

Atom Promotions Ltd.

for a temporary Premises Licence to authorise the sale of alcohol and the provision of regulated entertainment.

2. Reasons for Hearing

2.1 The application has been the subject of formal representation by a responsible authority and 2 members of the public and it therefore falls to this sub-committee to determine.

3. Background

3.1 An application was made on behalf of Atom Promotions Ltd. to the Licensing Authority, Worthing Borough Council, on 16 March 2023 for the grant of a new temporary premises licence for a three day outdoor music event for up to 6,000 persons planned to be staged on 08th to 10th September 2023.

3.2 The application was made after the applicant secured permission to use the grounds at Castle Goring to stage a musical event.

3.3 Castle Goring and its grounds are situated in the very north western area of the borough adjacent to the A 27 trunk road to the north and Titnore Lane to the west. It is a rural area but with some residential premises approximately 100m to the east.

3.4 Castle Goring has in place its own premises licence held by Castle Goring Ltd. covering the stately house itself and a small section of the garden directly to the south of the building authorising licensable activity at the venue for organised private or corporate events that are ticketed and planned in advance.

3.5 Attached to the report are:

- A map & photos of the area (Appendix A)
- A plan of the site (Appendix B)
- A copy of the application (Appendix C)
- The representation made by a Responsible Authority (Appendix D)
- The representations received from the public/residents (Appendix E)
- Details of the mediation conducted (Appendix F)
- Supporting Documentation (Appendix G)

4. The Application

4.1 The Application is attached at **Appendix C**. However, in summary, the application is seeking authorisation for the following:

- Sale of Alcohol:
 - 16:00 hrs to 22:00 hrs Friday 08 - Sunday 10 September
- Regulated Entertainment in the form of Live Music & Recorded Music,
 - 16:00 hrs to 22:00 hrs Friday 08 - Sunday 10 September

For provision at a ticketed one off 3 day music event with an audience of less than 6000 persons to be known as 'At the Castle' which the applicant is proposing to stage on the site.

4.2 As recommended by the Guidance issued under section 182 of the Licensing Act 2003 the applicant has completed an operating schedule as to how it is intended to address the Licensing Objectives if this application were granted.

4.3 The applicant has also attended meetings of a Safety Advisory Group (SAG) which contains members from all the emergency services and provides advice and recommendations to assist in the safe running of events. The members of the group comprise advisors from the following organisations:

- Sussex Police
- West Sussex Fire and Rescue
- South East Coast Ambulance Service
- Western Hospitals NHS Foundation Trust
- Maritime & Coastguard Agency
- A&W Councils' Environmental Protection, Health, Health & Safety, Parks & Foreshores and Licencing Services

This has resulted in a comprehensive Event Management Plan and Transport Plan being drawn up (appendix G) .

4.3 The proposed designated premises supervisor (DPS) is [REDACTED] who holds a Personal Licence issued by [REDACTED] Council.

5. Promotion of the Licensing Objectives

5.1 The Licensing Act 2003 and regulations require that the Council, as local licensing authority, carries out its functions with a view to promoting the four licensing objectives:

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance;
- the protection of children from harm.

5.2 In carrying out its licensing functions, the licensing authority must also have regard to the Guidance issued by the Secretary of State and its own Statement of Licensing Policy. Members are advised that the following sections of the Worthing Borough Council's Policy may be particularly relevant to consideration of this matter, though of course the Policy in its entirety must be considered. Sections indicated relate to paragraph numbers in the Policy itself:

Prevention of Crime & Disorder

4.8 *The Council places huge importance on the prevention of crime and disorder. A high standard of control is, therefore, expected to be exercised over licensed premises.*

4.10 *In accordance with Section 17 of the Crime and Disorder Act 1998 the Council is under a duty to exercise its functions with due regard to the likely effect on, and the need to do all it reasonably can to prevent, crime and disorder in its areas. The possible crime and disorder implications are clearly relevant factors in the consideration of all applications and this is re-emphasised by the Licensing Act 2003 itself, the Guidance issued under section 182 to the Act and this policy. The Council will give "due regard" to all possible implications and its Licensing & Control Committee will always consider all the information available and relevant representations made, including those from interested parties and the responsible authorities, particularly the Police.*

4.11 *In their role as a responsible authority, Sussex Police are an essential source of advice and information on the impact and potential impact of licensable activities in the borough, particularly on the crime and disorder objective. The police have a key role in managing the night-time economy and usually have good working relationships with those operating in the local area. The council recognises that Sussex Police are the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder, but may also be able to make relevant representations with regards to the other licensing objectives if they have evidence to support such representations. The Council will accept all reasonable and proportionate representations made by the police unless the authority has evidence that to do so would not be appropriate for the promotion of the licensing objectives. However, it remains incumbent on the police to ensure that their representations can withstand the scrutiny to which they would be subject at a hearing.*

4.16 *The Licensing Authority recognises that the Licensing Act is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from licensed premises. Nonetheless, it is a key aspect of such control and licensing law will always be part of a holistic approach to the management of the evening and night time economy in town centres.*

Prevention of Public Nuisance

4.24 *Licensed premises, especially those operating late at night and in the early hours of the morning, can cause a range of disturbances impacting upon people living, working or sleeping in the vicinity of the premises or wider afield.*

4.25 Noise disturbance can arise from entertainment or activities held within licensed premises and also from people or motor vehicles outside licensed premises. The Council will expect Operating Schedules to address these issues. Advice and guidance can be obtained from Licensing Officers or the Council's Environmental Protection Team. If representations are received the Council may utilise appropriate conditions to control noise disturbance and the use of such conditions will depend upon the activities/entertainment/hours of operation proposed; the nature of the locality; and existing background noise levels and ambient noise levels. Noise control conditions may include the satisfactory sound insulation of licensed premises; compliance with maximum noise levels; and limiting hours of operation.

4.26 When addressing public nuisance the applicant should initially identify any particular issues (having regard to their particular type/construction of their premises, proposed activities and nature of locality) which are likely to adversely affect the promotion of the objective to prevent public nuisance. Such steps as are required to deal with these identified issues should be included within the applicant's Operating Schedule.

4.27 Anti-social behaviour such as excessive noise from access and egress or patrons littering should also be addressed in the Operating Schedule.

DEMAND, SATURATION & HOURS

6.1 In accordance with the Government's guidance the Council recognises that demand is not a relevant criterion in considering an application under the Act.

6.4 Consideration will be given to imposing stricter conditions in respect of noise control where premises are situated in mainly residential areas. This will particularly apply in circumstances where, having regard to the location, size and nature of the licensed premises, it is likely that disturbance will be caused to residents in the vicinity of the premises, or its environs, by concentrations of people either present or leaving during normal night-time sleeping periods (23.00hrs to 07.00hrs).

SPECIFIC CONSIDERATIONS

Alcohol – On & Off Sales

7.1 It is now a mandatory condition that all licence holders selling alcohol put in place an age verification policy for the premises. In some circumstances the Licensing Authority will impose, where necessary to promote the Licensing Objectives, implicit conditions on the checking of the age of those who appear under 21 or 25 to ensure that alcohol is not sold to those under 18 years of age.

7.2 Licence holders need to have sufficient day to day control of operations at their premises. They will be held responsible for breaches of the licence and ensuring there is adequate staffing and training. The authorities will continue to use young people for the 'test purchasing' of alcohol and CCTV evidence, which has proved its usefulness in prosecutions for unlawful sales of alcohol. The likely consequences of a Review of licence for underage sales include the imposition of additional conditions such as the attendance of a personal licence holder, licence suspensions and in some cases revocation to act as deterrence.

Entertainment Live Music, Dancing & Theatre

7.26 This policy recognises the need to encourage live music, dancing and theatre for the wider cultural benefits of the community generally. In addressing such issues the potential for limited

disturbance in neighbourhoods will always be carefully balanced with these wider benefits, particularly for children. Any Licensing Committee represents the general interests of a community and the views of vocal minorities should not be allowed to dominate such interests. In determining what conditions should be attached to licences and certificates as a matter of necessity for the promotion of the Licensing Objectives, the Licensing Authority is aware of the need to avoid measures which deter live music, dancing and theatre, such as imposing indirect costs of a substantial nature.

6. Consultation

6.1 The application has been subject to the statutory consultation and statutory public advertisement arrangements in accordance with the provisions of the Act, in respect of which relevant representations were received regarding the initial application from the following:

- Responsible Authorities – 1 X Representation (A&W Environmental Protection Team)
- Other Persons – 2 X Representations from the public

7. Relevant Representations

7.1 Detail of the relevant representation received is reproduced at Appendices D and E. They are considered to relate to the statutory licensing objectives as follows:

- Prevention of Crime & Disorder
- Prevention of Public Nuisance

7.2 A&W Councils' Environmental Protection Team made a number of comments and requested detailed information regarding noise management from the applicant's qualified acoustician to help them manage noise from the event and enable this premise to meet the licensing objectives if members were of a mind to grant a licence. As a result a number of licence conditions have been recommended (appendix D)

7.3 Two representations were received from the public. They have expressed concerns regarding possible crime & disorder, anti-social behaviour and public nuisance implications that can be associated with alcohol sales and entertainment. Some of the information included in the representations is regarded as not relevant to a licensing application and should not be considered. However, the representations have been reproduced in their entirety and it is for members to carefully decide how much weight, if any, should be attached to some of the information included. (appendix E)

7.5 The applicant and all those that made relevant representations have been formally notified of this hearing and invited to attend.

8. Mediation

8.1 The Licensing Act 2003 encourages mediation.

8.2 A&W Councils' Environmental Protection Team have mediated with the applicant and agreed a number of conditions to be added to the licence if members are of a mind to grant a licence. These are:

- *The Premises Licence Holder (PLH) shall provide a noise management plan, which will specify details of the steps the PLH will take to achieve the following conditions. The plan shall include the final layout of the site identifying potential noise sources and any continuous noise monitoring positions. The plan shall include the complaint procedure and a designated contact number that will be used to take complaints during the event. This plan shall be agreed with the Council's Environmental Health Officer at least 28 days prior to the event commencing.*
- *To protect nearby noise sensitive residential premises from excess music noise, the Music Noise Level(MNL) shall not exceed 80dB LAeq, 15min, measured in a free-field location in the proximity of any affected residential facade.*
- *The Premises Licence Holder (PLH) shall carry out a sound propagation test prior to the event to determine maximum sound level at the mixer desk, which is required to meet the above MNL conditions.*
- *This maximum level shall be agreed with the Council's Environmental Health Officer and communicated to the artistes' Sound Engineers.*
- *Continuous monitoring and control shall take place at the mixer location. The equipment shall provide for the recording of 1 minute LAeq sound levels on a Type 1 sound level meter connected to a level recorder that shall be in view of the Sound Engineers.*
- *All noise monitoring shall be carried out with a Class 1 or Class 2 sound level meter, capable of recording LAeq levels and frequency octave bands with a data logging capability.*
- *A named person shall be delegated the responsibility of noise control during the event and during soundtests. The person shall control the sound levels at the mixer throughout the period of the concert and ensure that the agreed levels are not exceeded. This person shall be capable of communicating with any assistants who will be monitoring noise levels off site. Where off site monitoring shows that the MNL is not being achieved then the levels at the mixer desk shall be adjusted accordingly.*
- *Within 7 days of the event finishing the PLH shall provide the Licensing Authority with the results of allevent noise monitoring and details of any complaints received and actions taken to resolve them.*
- *No firework displays will be permitted at the event without the prior consent of the Licensing Authority.*
- *With regard to the exposure of employees and audience to noise, the requirements of the Guide to Health & Safety and Welfare at Pop Concerts and similar events must be complied with. Council Officer Access and advice Conditions.*

- *Council Licensing and Environmental Health Officers will need to have full access within the event arena to carry out their duties. Therefore Access All Area passes shall be provided in advance to the event so officers can move around the site without undue hindrance by security.*

As a result of these conditions their representation has been withdrawn. (Appendix F)

8.5 Mediation between the applicant and the local residents that have made representation is ongoing. The Sub-Committee members will be kept informed of all developments as a result of this ongoing mediation.

9. Consideration

9.1 Members must take into consideration the following when determining this application:

- The four statutory licensing objectives
- Worthing Borough Council's Statement of Licensing Policy
- Guidance issued by the Home Secretary
- The relevant representations from all parties and the mediated agreements reached.

9.2 These are the only matters to be addressed by the authority when considering this application. The statutory Licensing objectives are the only grounds on which representations can be made, and the only grounds on which an authority will be able to refuse an application or impose conditions in addition to statutory conditions and those proposed by the applicant in the Operating Schedule.

9.3 When considering this application for a premises licence the following options are available to the Sub-Committee:

- Grant the licence, as requested,
- Grant the licence, as requested, with additional conditions appropriate to the promotion of the specific licensing objectives on which relevant representations have been received.
- Reject the whole or part of the application.

Members may also:

- Grant the licence but exclude certain licensable activities from the licence,
- Refuse to specify a particular person as a premises supervisor,
- Approve different parts of the premises for different activities.

9.4 Members are required to give reasons for their decision.

10. Legal Implications

10.1 Under Section 181 and Schedule 5 of the Act, the following rights of appeal to the Magistrates' Court in respect of applications for a premises licence includes:

- (1) The applicant may appeal against any decision to modify the conditions of the licence.
- (2) The applicant may appeal against a rejection in whole or part of an application.
- (3) A person who has made relevant representations may appeal against a licence being granted, or against the modification or lack of modification of any conditions.

10.2 The Act allows for the local licensing authority to undertake a review following the grant of a premises licence, when requested to do so by a responsible authority, such as the police or the fire authority, or any other party, such as a resident living in the vicinity of the premises. The government's guidance states:

"The proceedings set out in the 2003 Act for reviewing premises licences represent a key protection for the community where problems associated with licensing objectives are occurring after the grant or variation of a premises licence.

At any stage, following the grant of a premises licence, a responsible authority, or any other person, may ask the licensing authority to review the licence because of a matter arising at the premises in connection with any of the four licensing objectives.

In addition, members should be aware that this business has been granted a site concession to trade at this location by A&W Councils. Which means the Council has additional controls over the business and any impact it has on the location. The terms of the concession agreement means the Council can withdraw a concession agreement at short notice if problems are occurring directly as a result of this business and it would not be able to operate on the site, irrespective of whether they had a premises licence in place or not.

10.3 In determining this application, the principles of the Human Rights Act 1998 must be taken into consideration and the convention rights of both individuals and businesses will be given due weight.

10.4 Members must consider each application on its own merits, and in accordance with the principles of natural justice, as well as the provisions of the Licensing Act 2003. All relevant factors must be taken into account, and all irrelevant factors must be disregarded.

10.5 All applications, before the Committee, must be considered against the backdrop of anti-discriminatory legislation, such as the Equality Act 2010 and also in accordance with the Council's stated policy on Equal Opportunities.

10.6 In accordance with Section 17 of the Crime and Disorder Act 1998 the Council is under a duty to exercise its functions with due regard to the likely effect on, and the need to do all it reasonably can to prevent, crime and disorder in its areas. The possible crime and disorder implications are clearly relevant factors in the consideration of all applications and this is re-emphasised by the Licensing Act 2003 itself. In giving "due regard" to these possible implications members will consider and weigh up all the information available and representations made, including those from interested parties and the responsible authorities particularly the Police.

11. Other Implications

11.1 Any decision taken will have regard for the local environment and, in particular, any conditions attached for the purposes of preventing public nuisance will take this principle into account. There are no significant direct race relations or equal opportunity implications that have been identified.

12. Recommendation

12.1 Members are requested to determine the application for a temporary Premises Licence made by Atom Promotions Ltd. for their proposed three day music event to be known as 'At the Castle' to be situated in the grounds of Castle Goring and give reasons for that determination.

Interim Director for Communities

Tina Favier

Principal Author and Contact Officer:

Simon Jones

Public Health & Regulation - Team Leader Licensing - Tel: 01273 263191 or simon.jones@adur-worthing.gov.uk

Background Papers:

- Licensing Act 2003
<https://www.legislation.gov.uk/ukpga/2003/17/contents>
- Guidance issued under section 182 of the Licensing Act 2003
<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>
- Worthing Borough Council's Statement of Licensing Policy
<http://www.adur-worthing.gov.uk/licensing-and-permits/consultations-policy-forum/policy-and-forum/>

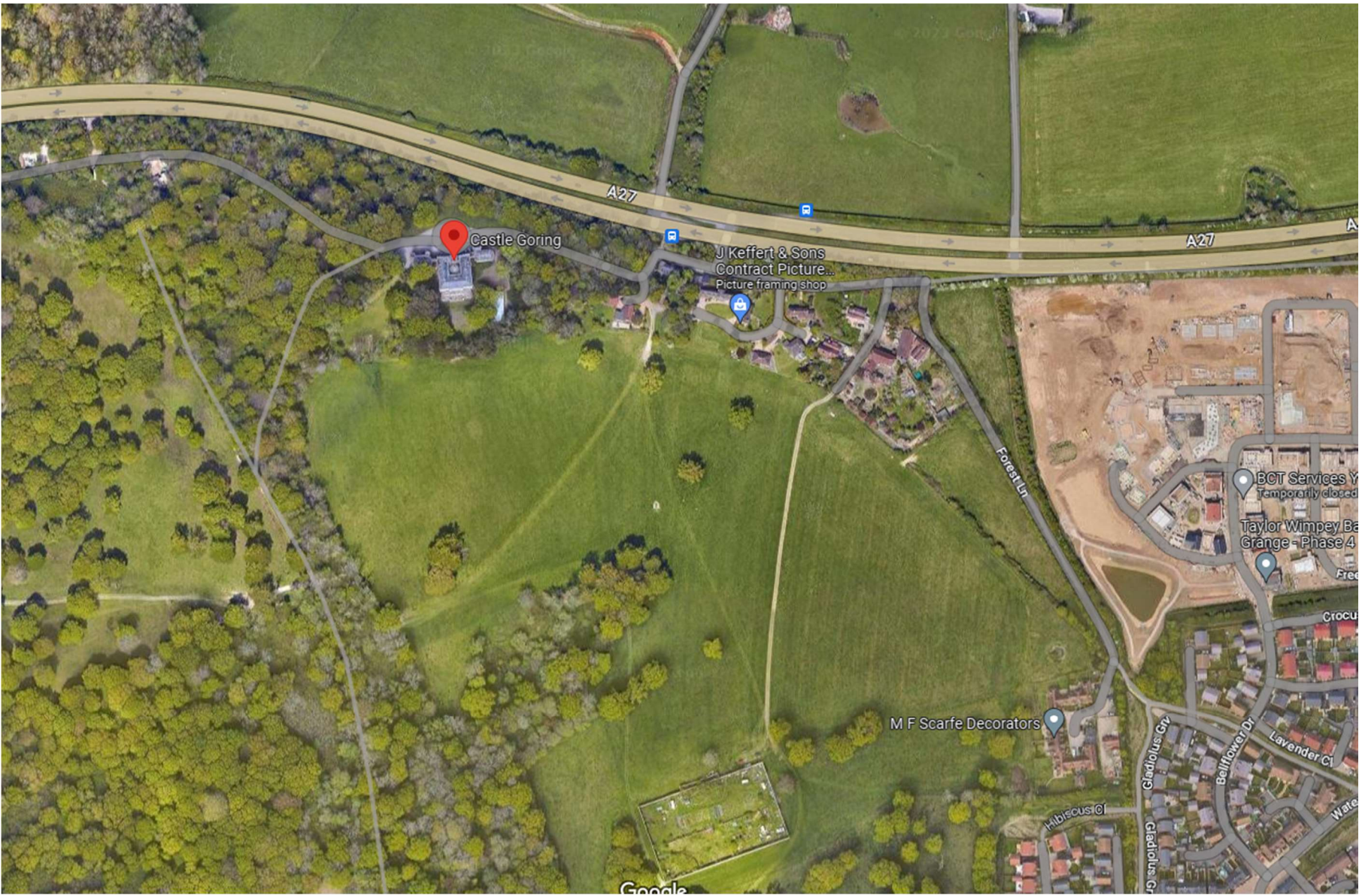
Appendices:

- Appendix A - Map & photos of the area
- Appendix B - Plan of the site.
- Appendix C - The Application Form.
- Appendix D - Representation received from a Responsible Authority
- Appendices E - Representations received objecting to the application
- Appendix F - Details of the mediation conducted
- Appendix G - Supporting Documentation

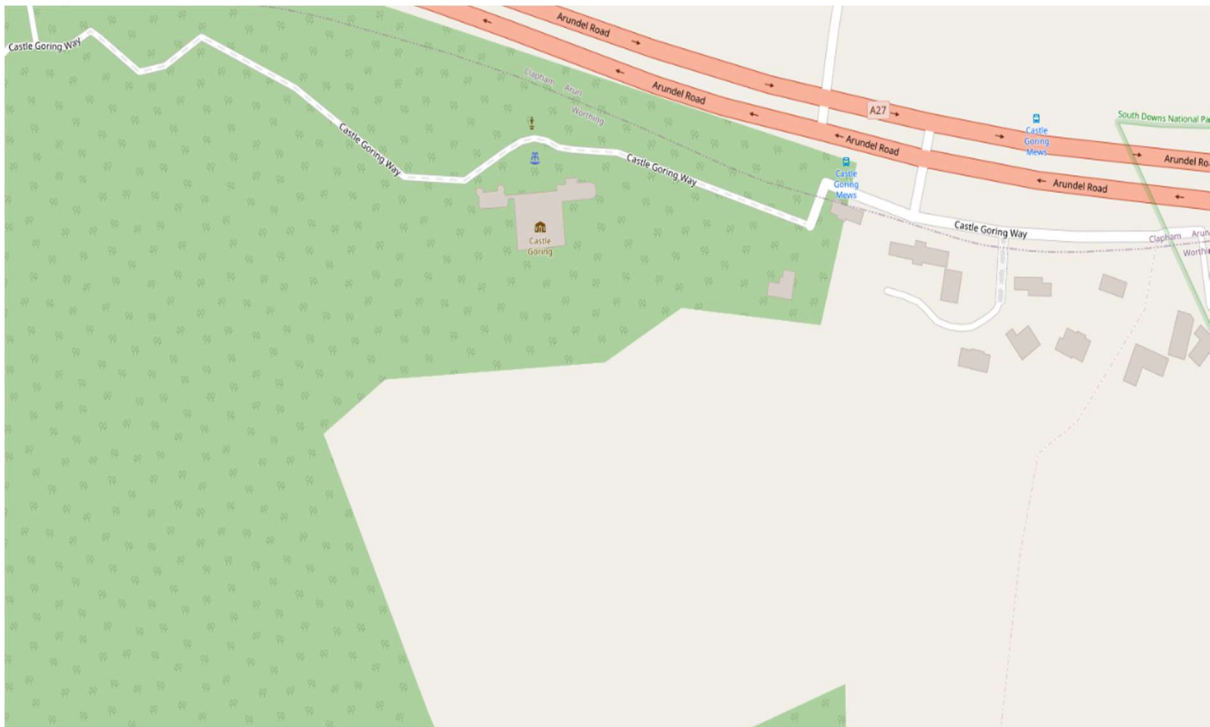
Town Hall, Worthing

Ref: SJ/Lic.U/LA03/NEW – At the Castle

Date: 17 April 2023.



Appendix A Map & Photos of Area







Public Health & Regulation – Licensing Unit
Portland House, 44 Richmond Road, Worthing, BN11 1HS

**Licensing Act 2003 -
New Premises Licence Application pack including
Application Form & Designated Premises Supervisor Consent**

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description Castle Goring, Arundel Road, Worthing, West Sussex. BN13 3UF.	
Post town	Post code BN13 3UF

Telephone number at premises (if any) ██████████

Non domestic rateable value of premises £

Part 2 – Applicant Details

Please state whether you are applying for a Premises Licence as:

- | | Please tick ✓ |
|---|---|
| a) an individual or individuals* | <input type="checkbox"/> please complete section (A) |
| b) a person other than an individual* | <input checked="" type="checkbox"/> please complete section (B) |
| i. as a limited company | <input type="checkbox"/> please complete section (B) |
| ii. as a partnership | <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 | <input type="checkbox"/> please complete section (B) |
| e) The proprietor of an educational establishment | <input type="checkbox"/> please complete section (B) |
| f) A health service body | <input type="checkbox"/> 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 | <input type="checkbox"/> please complete section (B) |
| h) The chief officer of police of a police force in England and Wales | <input type="checkbox"/> please complete section (B) |

Please tick ✓

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

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname First names

Please tick ✓

Date of Birth: I am 18 years old or over

Nationality

Current postal address if different from premises address

Post Town Postcode

Daytime contact telephone number

Email address (optional)

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname First names

Please tick ✓

Date of Birth: I am 18 years old or over

Nationality

Current postal address if different from premises address

Post Town Postcode

Daytime contact telephone number

Email address (optional)

(B) OTHER APPLICANTS

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

Name ATOM PROMOTIONS LTD
Address [REDACTED]
Registered number (where applicable) no. [REDACTED]
Description of applicant (for example, partnership, company, unincorporated association etc.) company registered in England
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			
0	8	0	9	2	0	2	3

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

Day		Month		Year			
1	0	0	9	2	0	2	3

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

6000

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

The event will take place in the grounds of Castle Goring, Arundel Road, Worthing, West Sussex. BN13 3UF.
A site management plan will form part of the EMP which clearly defines the area to be licensed for this event.

The proposed format will be a three day (16:00 - 22:00), open-air live music concert on Friday 8th, Saturday 9th September 2023 and Sunday 10th September with food and drink.
Craig David is confirmed on the Friday, with Richard Ashcroft optioned on the Saturday, if we add a third day it'll be classical artist Katherine Jenkins, with local bands in support.

The event is a ticketed event with the following capacities taken into consideration:

5000 general admission tickets
500 VIP tickets
150 complimentary tickets
350 staff

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

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

Provision of regulated entertainment

Please tick ✓

- 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) performance 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)

Sale by retail of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K,L and M

A

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

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					

C

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

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tue						
Wed				State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 4)		
Thur						
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list. (please read guidance note 5)			
Sat						
Sun						

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	✓
Mon			Please give further details here (please read guidance note 3) Live amplified music.	Both	
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur					
Fri	16:00	22:00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (Please read guidance note 5)		
Sat	16:00	22:00			
Sun	16:00	22:00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	✓
				Both	
Mon			Please give further details here (please read guidance note 3)		
Tue			Please give further details here (please read guidance note 3)		
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur			State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Fri	16:00	22:00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat	16:00	22:00			
Sun	16:00	22:00			

G

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

H

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

I

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

J

Sale of alcohol Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption on or off the premises or both – please tick (✓) (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish	Both		
Mon					
Tue			State any seasonal variations for the sale of alcohol (please read guidance note 4)		
Wed					
Thur					
Fri	16:00	22:00			
Sat	16:00	22:00			
Sun	16:00	22:00	Non standard timings. Where you intend to use the premises for the sale of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 5)		

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

Name: [REDACTED]

Date of Birth: [REDACTED]

Address: [REDACTED]

Postcode: [REDACTED]

Personal licence number (if known) [REDACTED]

Issuing licensing authority (if known) [REDACTED]

K

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

The event is 14+ (No unaccompanied under 16s will be permitted on site)

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon			Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list. (please read guidance note 5)
Tue			
Wed			
Thur			
Fri	15:00	22:00	
Sat	15:00	22:00	
Sun	15:00	22:00	

M

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

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

General

1. The PLH (Premises Licence Holder) will present a draft ESMP (Event Safety Management Plan) for the event to the Licensing Authority and the SAG (Safety Advisory Group) a minimum of 24 weeks before the date of the proposed event.
2. The PLH will present a final ESMP for the event to the Licensing Authority and the SAG (Safety Advisory Group) at least 12 weeks before the date of the proposed event.

It will include:

- Specific numbers for SIA registered door staff and stewards, their timings and duties. The ESMP will clearly distinguish between SIA registered door staff and stewards.
 - Plans to manage and control patrons queuing outside the event,
 - Plans for under 16s and under 18s on site, and how under 18s will be identified and safe guarded.
 - Safeguarding policies in place for all genders, and vulnerable people.
 - Traffic management and Transport Management Plan.
 - Emergency Plan.
 - Bar Management Plan - to include numbers of staff and supervision levels, location of bars supplying alcohol.
 - Crowd control.
 - lost children procedures.
3. The final agreed ESMP (agreed by the Licensing Authority and the SAG) will form part of the premises licence and the event will be run in accordance with the ESMP. The final agreed ESMP not be amended without the prior written approval of the Licensing Authority.
 4. A copy of the final agreed ESMP will be kept at the premises and made immediately available to officers of any responsible Authority and or a member of the SAG upon request.

b) The prevention of public nuisance

The Event Safety Management Plan, Risk Assessments and other supporting documents contain full details of how the event will be managed, operated, controlled and delivered so to **prevent public nuisance** and, amongst others, cover the following subjects:

- Noise Management and Sound Management Plans
 - Security and Stewarding
 - Crowd Management, e.g., dispersal, capacity, eviction
 - Access Control, Searching Policy, Conditions of Entry, Fences and Passes
 - Toilet provision and cleansing
 - Refuse and Waste Management
5. In consultation with Worthing Environmental Health, that due to the hours and nature of this event, a noise limit of 75dB (a) leq15 at 1m from the nearest noise sensitive residential facade is appropriate and can be adhered to, where the background noise is not in excess of this. Where the background noise is in excess of 75dB (a) leq15 then the noise from the event shall not exceed 3dB greater than the measured background noise level over a 15-minute window throughout the duration of the event.
 6. If the licence is approved no regulated entertainment shall take place until a noise management plan has been approved by 'the Council'.
 7. The noise management plan must be submitted annually to the Environmental Protection Team at Adur & Worthing Councils and must be approved by them before any of the live or recorded music can take place. The noise management plan shall be submitted at least one month before the anniversary of the issue of the licence. No regulated entertainment will take place until the noise management plan has been approved by the Council.
 8. The approved noise management plan will form part of the licence conditions.
 9. Any additional external lighting installed for events shall be erected so as not to cause nuisance to residential properties.

c) Public safety

The Event Safety Management Plan, Risk Assessments, Crowd & Capacity Management and other supporting documents contain full details of how the event will be managed, operated, controlled and delivered so to promote public safety and, amongst others, cover the following subjects:

- General Site Safety
- Pedestrian Safety & Traffic Management
- Medical Provision on Site
- Security and Stewarding
- Crowd Management including capacity management
- Access Control, Searching Policy, Conditions of Entry, Fences & Barriers etc.
- Emergency Planning
- Fire Safety

d) The prevention of crime and disorder

The Event Safety Management Plan, Risk Assessments and other supporting documents contain full details of how the event will be managed, operated, controlled and delivered to **prevent crime and disorder** and, amongst others, cover the following subjects:

- Event Planning and Management
- The Control of the Sale of alcohol
- Security and Stewarding
- Crowd Management including capacity management
- Access Control, Searching Policy, Conditions of Entry, Fences & Barriers etc.
- Emergency Planning

e) The protection of children from harm

The Event Safety Management Plan, Risk Assessments, and other supporting documents contain full details of how the event will be managed, operated, controlled and delivered to **protect Children from Harm** and, amongst others, cover the following subjects:

- General Site Safety
 - Children and Vulnerable Adult policy
 - Management of Under 16s
 - Challenge 25 and access to bar areas
10. All staff working at bars will receive training prior to the start of all events involving the sale of alcohol, including the sale of alcohol to underage persons and persons who are drunk. All staff training shall be fully documented and copies of the training records made available to the Sussex Police and/or an authorised officer from the local Licensing Authority on reasonable request.
 11. There will be a zero-tolerance policy of illegal drug use at the premises. Anyone caught in possession of illegal drugs at an event will be held by the security staff and the police will be called. Any confiscated items will be put into a locked box the description recorded and the entry signed. These items shall be handed over to the Sussex Police upon request.
 12. All staff must be made aware of proxy sales and be vigilant to adults purchasing and providing alcohol to children.
 13. The premises will adopt a 'Challenge 25' policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID as proof of their age. The only ID that will be accepted are valid passports and UK driving licences with a photograph or proof of age cards bearing the 'PASS' mark hologram. The list of approved ID may be amended or revised with the prior written agreement of Sussex Police and the Licensing Authority without the need to amend the actual licence. Signage advertising the "Challenge" policy will be displayed in prominent locations in the premises and shall include the point of sale and the area where the alcohol is displayed, as a minimum.
 14. A written log shall be kept of all refusals to serve alcohol, refusals of entry to the premises, ejections from the premises and any incident of crime and disorder. The Premises Licence Holder shall have responsibility for making sure that this log is properly maintained and available for inspection upon request to Sussex Police and the Local Authority.
 15. For the duration of all private hire of the premises, alcohol will be dispensed into plastic or other shatterproof type glasses such as polycarbonate, or sold in plastic bottles with the lid removed. No glass receptacles will be in use at the premises.

Checklist:

Please tick ✓

- I have made or enclosed payment of the fee
- I have enclosed a 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 proposed premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

✓
✓
✓
✓
✓

IT IS AN OFFENCE, 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 (UNLIMITED) 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.**

Declaration

- [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).
- 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, if appropriate (please see note 15)

Signature: 

Date: 10.03.23

Capacity: Company Director

For joint applications signature of 2nd applicant or 2nd 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 address for correspondence associated with this application (please read guidance note 14) [REDACTED]	
Post town [REDACTED]	Post code [REDACTED]
Telephone number (if any) [REDACTED]	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) [REDACTED]	

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 by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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.

Information on the Licensing Act 2003 is available on the website of the Home Office <http://www.homeoffice.gov.uk/>

or from

Public Health & Regulation (Licensing Unit)
Adur & Worthing Councils
Portland House
44 Richmond Road
Worthing, BN11 1HS
Telephone: 01903 221068 or 01273 263331
Email: licensing.unit@adur-worthing.gov.uk
Website: <http://www.adur-worthing.gov.uk/licensing-and-permits/>

Public Health & Regulation – Licensing
Portland House, Richmond Road, Worthing, BN11 1HS

Consent of individual to being specified as premises supervisor

I..... *(full name of prospective premises supervisor)*
of

.....
.....
(home address of prospective premises supervisor)

hereby confirm that I give my consent to be specified as the designated premises supervisor
in relation to the application for..... *(type of application)*
by..... *(name of applicant)*
relating to a premises licence *(number of existing licence, if any)*
for.....

..... *(name and address of premises to which the application relates)*

and any premises licence to be granted or varied in respect of this application made by
..... *(name of applicant)*
concerning the supply of alcohol at.....
..... *(name and address of premises to which application relates).*

I also confirm that I am applying for, intend to apply for or currently hold a personal licence,
details of which I set out below.

Personal licence number *(insert personal licence number, if any)*

Personal licence issuing authority
.....
..... *(insert name and address and telephone number of personal licence issuing authority, if any)*

..... signed
..... name (please print)
..... dated

Premises License Application - Atom Promotions Ltd - Castle Goring Farm, Worthing

1 message

Michael Lavender <michael.lavender@adur-worthing.gov.uk>

3 April 2023 at 14:59

To: Licensing Unit <licensing.unit@adur-worthing.gov.uk>

Cc: Simon Jones <simon.jones@adur-worthing.gov.uk>, Nadeem Shad <nadeem.shad@adur-worthing.gov.uk>, [REDACTED]

Hi,

I write in response to the above premises licence application.

I have discussed the proposals with the applicant's acoustician and there are no EH objections in principle. Having had regards to the applicants condition proposals, contained within the application I would recommend that the proposed conditions of licence with regards to the Prevention of Public Nuisance should read as:

- The Premises Licence Holder (PLH) shall provide a noise management plan, which will specify details of the steps the PLH will take to achieve the following conditions. The plan shall include the final layout of the site identifying potential noise sources and any continuous noise monitoring positions. The plan shall include the complaint procedure and a designated contact number that will be used to take complaints during the event. This plan shall be agreed with the Council's Environmental Health Officer at least 28 days prior to the event commencing.
- To protect nearby noise sensitive residential premises from excess music noise, the Music Noise Level (MNL) shall not exceed 75dB LAeq,15min, measured in a free-field location in the proximity of any affected residential facade.
- The Premises Licence Holder (PLH) shall carry out a sound propagation test prior to the event to determine maximum sound level at the mixer desk, which is required to meet the above MNL conditions. This maximum level shall be agreed with the Council's Environmental Health Officer and communicated to the artistes' Sound Engineers.
- Continuous monitoring and control shall take place at the mixer location. The equipment shall provide for the recording of 1 minute LAeq sound levels on a Type 1 sound level meter connected to a level recorder that shall be in view of the Sound Engineers.
- All noise monitoring shall be carried out with a Class 1 or Class 2 sound level meter, capable of recording LAeq levels and frequency octave bands with a data logging capability.
- A named person shall be delegated the responsibility of noise control during the event and during sound tests. The person shall control the sound levels at the mixer throughout the period of the concert and ensure that the agreed levels are not exceeded. This person shall be capable of communicating with any assistants who will be monitoring noise levels off site. Where off site monitoring shows that the MNL is not being achieved then the levels at the mixer desk shall be adjusted accordingly.
- Within 7 days of the event finishing the PLH shall provide the Licensing Authority with the results of all event noise monitoring and details of any complaints received and actions taken to resolve them.
- No firework displays will be permitted at the event without the prior consent of the Licensing Authority.

- With regard to the exposure of employees and audience to noise, the requirements of the Guide to Health and Safety and Welfare at Pop Concerts and similar events must be complied with. Council Officer Access and advice Conditions
- Council Licensing and Environmental Health Officers will need to have full access within the event arena to carry out their duties. Therefore Access All Area passes shall be provided in advance to the event so officers can move around the site without undue hindrance by security.

If the above conditions are acceptable to the applicant then there will be no formal objections, and mediation will have been successful.

KInd Regards

--

Michael Lavender

Senior Environmental Health Officer, Public Health & Regulation
01273 263343
Adur & Worthing Councils
Worthing Town Hall, Chapel Road, Worthing, West Sussex, BN11 1HA
Environmental Health



----- Forwarded message -----

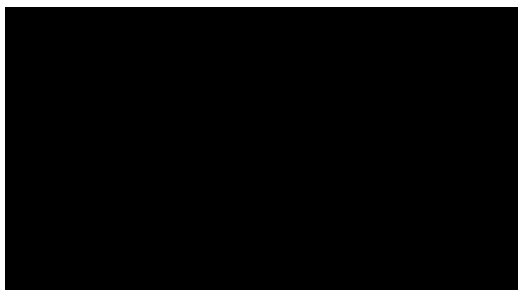
From: [REDACTED]
Date: Sun, 26 Mar 2023 at 18:58
Subject: Castle Goring Event 08/09/10
To: licensing.unit@adur-worthing.gov.uk <licensing.unit@adur-worthing.gov.uk>

Hello I am emailing to raise concerns about the Event at Castle Goring on the above date. I appreciate that an alcohol license and entertainment license is being applied for.

I live right by the Castle and from previous experience of these events have been very loud, run into the early hours, and has caused litter and disruptive behaviour in our small neighbourhood. There has been no consideration for the local residents.

I would like to put my concerns forward as there is a plan for potentially 15,000 people to attend our small residential area over a 3-day period which cannot cater for that volume. I do not think that this amount of people would be manageable and alcohol will exacerbate the situation. A more effective contingency plan should be in place. I would not like the licence to be supported based on the current information known.

I would like to raise these concerns: -





13 March 2023

The Licensing Unit
Adur and Worthing Councils
Portland House
44 Richmond Street
Worthing
BN11 1HS

Re - Atom Promotions Ltd. - Event at Castle Goring proposed 8th/9th/10th September 2023

Dear Sirs,

I note with some concern that there is an application for a license for provision of live music and the sale of alcohol at Castle Goring, for the weekend of 8th/9th/10th September this year.

As a local resident I wish to object to this event.

The event is proposed to be held in a location with many nearby residents who will be inconvenienced, and is within the boundary of the Castle Goring Conservation Area and the South Downs National Park. The area is not suitable for this type of event.

Previous events held at The Castle have resulted in :

1. A girl being raped

(<https://www.theargus.co.uk/news/16328288.woman-raped-sunburn-party-castle-goring/>
<https://www.dailymail.co.uk/news/article-5911161/Police-hunt-rapist-attacked-woman-home-Im-Celebrity-star-Lady-Colin-Campbell.html>)

2. Extremely loud music, resulting in complaints from local residents to your environmental health unit - Ref email from Michael Lavender (michael.lavender@adur-worthing.gov.uk) of that department on 24th August 2021 following a similar event

"I write further to your complaint about noise from the above event over the weekend.

The Licensing Act 2003 utilises a 'light touch' system to permit temporary activities. This replaces the old occasional licences and occasional permissions previously granted in connection with short-term alcohol

and public entertainment licensing. The system involves an event organiser, or premises user, simply giving a Temporary Event Notice (TEN) to the licensing authority. This event was authorised under this system.

However, given the complaints received by this department, following this event, I can confirm that Environmental Health will object to any further TEN's requesting external amplified music "

3. Following similar events, there has been a considerable amount of rubbish and other detritus left in the vicinity. There have also been occasions where event goers have been seen urinating adjacent to local property.

4. This event is considerably bigger than previously held at the Castle, which have been single evening / one day events, and will cater for many more people - 4000 or so as I understand it. Access to the site is limited, and both the A27 and A2700 Titnore Lane (the only points of access) are unsuitable for large amounts of additional traffic.

5. While this appears to be a single event, the website of the promotion company (Atom Productions) states :

"Don't miss ... at the brand new open-air concert series At The Castle this summer. Held in the grounds of the prestigious Castle Goring, Worthing, "

which implies this is one of a series of events.

6. This event, being across a weekend, is being billed as a Music Festival, with the implication that people will be staying on site. This is not acceptable so close to numerous residents, particularly as the location is within the South Downs National Park.

Yours faithfully,



Re: Premises License Application - Atom Promotions Ltd - Castle Goring Farm, Worthing

1 message

13 April 2023 at 15:25

To: Michael Lavender <michael.lavender@adur-worthing.gov.uk>

Cc: Licensing Unit <licensing.unit@adur-worthing.gov.uk>, Nadeem Shad <nadeem.shad@adur-worthing.gov.uk>, Simon Jones <simon.jones@adur-worthing.gov.uk>, [REDACTED]

Dear Michael

Thank you very much for the below, to confirm, we're happy to adhere to the updated license conditions listed below

Speak soon

Many thanks,

On Thu, 13 Apr 2023 at 14:23, Michael Lavender <michael.lavender@adur-worthing.gov.uk> wrote:

Hi,

Further to my e-mail dated the 3rd April I can confirm that the applicant had no objections to the licensing conditions, however there was some concern over the Music Noise Level (MNL) objective. Given the proximity of the property to the NE of the stage along Forest Lane and the existing high ambient noise levels in this area they were concerned that they may not be able to meet the 75dB(A)eq 15min objective in this locality. After further discussion with the applicant regarding this matter it has been agreed to raise the Maximum MNL objective to 80dB(A)eq 15 minutes. Please note the MNL will be lower in other built up areas around the venue.

In mitigation, the residents exposed to this higher level have been contacted by the applicant and arrangements put in place,

This MNL is higher than I would prefer, but given the stage has been orientated in the optimum position for noise control, the genre of music proposed, the 10pm finish, the proposed mitigation and Licencing precedent, the Council has permitted 80dB(A)eq 15 minutes for the Pride event at Steyne Gardens and there are other venues around the country that have licenses permitting this level or higher. I am of the opinion that this level should be accommodated to allow for a viable event and audience satisfaction over one weekend in the year..

Once the stage is set up and the sound propagation tests are performed, the acoustician will have a better understanding of how noise from the venue will behave and can make fine adjustments as necessary at this time. This will be part of the noise management plan and we will ensure that the noise levels off site are at the lowest workable level on the day.

To confirm, there are no EH objections to this licence application, subject to the following agreed conditions being applied to any licence granted.

- The Premises Licence Holder (PLH) shall provide a noise management plan, which will specify details of the steps the PLH will take to achieve the following conditions. The plan shall include the final layout of the site identifying potential noise sources and any continuous noise monitoring positions. The plan shall include the complaint procedure and a designated contact number that will be used to take complaints during the event. This plan shall be agreed with the Council's Environmental Health Officer at least 28 days prior to the event commencing.
- To protect nearby noise sensitive residential premises from excess music noise, the Music Noise Level (MNL) shall not exceed 80dB LAeq, 15min, measured in a free-field location in the proximity of any affected residential facade.
- The Premises Licence Holder (PLH) shall carry out a sound propagation test prior to the event to determine maximum sound level at the mixer desk, which is required to meet the above MNL conditions.

This maximum level shall be agreed with the Council's Environmental Health Officer and communicated to the artistes' Sound Engineers.

- Continuous monitoring and control shall take place at the mixer location. The equipment shall provide for the recording of 1 minute LAeq sound levels on a Type 1 sound level meter connected to a level recorder that shall be in view of the Sound Engineers.
- All noise monitoring shall be carried out with a Class 1 or Class 2 sound level meter, capable of recording LAeq levels and frequency octave bands with a data logging capability.
- A named person shall be delegated the responsibility of noise control during the event and during sound tests. The person shall control the sound levels at the mixer throughout the period of the concert and ensure that the agreed levels are not exceeded. This person shall be capable of communicating with any assistants who will be monitoring noise levels off site. Where off site monitoring shows that the MNL is not being achieved then the levels at the mixer desk shall be adjusted accordingly.
- Within 7 days of the event finishing the PLH shall provide the Licensing Authority with the results of all event noise monitoring and details of any complaints received and actions taken to resolve them.
- No firework displays will be permitted at the event without the prior consent of the Licensing Authority.
- With regard to the exposure of employees and audience to noise, the requirements of the Guide to Health and Safety and Welfare at Pop Concerts and similar events must be complied with. Council Officer Access and advice Conditions
- Council Licensing and Environmental Health Officers will need to have full access within the event arena to carry out their duties. Therefore Access All Area passes shall be provided in advance to the event so officers can move around the site without undue hindrance by security.

KInd Regards

--

Michael Lavender

Senior Environmental Health Officer, Public Health & Regulation
01273 263343

Adur & Worthing Councils

Worthing Town Hall, Chapel Road, Worthing, West Sussex, BN11 1HA

Environmental Health



This email and any attachments are confidential and intended solely for the persons addressed. If it has come to you in error please send it back to us, and immediately and permanently delete it. Do not use, copy or disclose the information contained in this message or in any attachment. Whilst every care has been taken to check this e-mail for viruses, it is your responsibility to carry out checks upon receipt.

Castle Goring Residents Meeting

Date of meeting: Thursday 6th April 2023, 6pm

Venue: Castle Goring Reception Room

Agenda:

- **Welcome / about the event** - values: Day 1 has already sold 2,500 tickets, showing very strong support from the community for these events, we're here with [REDACTED] chair of the West Durrington Residents Association, who has also had very positive feedback from residents, and [REDACTED] - who works for Castle Goring, who has positive feedback from the community

The concerts will contribute around £1 million to Worthing's economy, support 250 jobs, promote Worthing as a place to visit and invest in, and bring friends & family together, and raise money for Nordoff & Robbins, the UK's largest music therapy charity - nordoff-robbins.org.uk

Brief background on atom

The aim of this meeting; is to discuss existing concerns, most importantly - listen to you, the local residents

- **Discuss existing questions**
- **Any further questions**
- **Next steps**
- **To clarify & Agreements:**
 - We did not organise (nor are the organisers of any of the past raves) involved in At The Castle. Atom Promotions has a successful 15+ year history organising safe live music concerts in Worthing. Atom is a micro business, we're based in Worthing and want to deliver remarkable events here, contribute to the economy and support jobs
 - The 3x concerts this year 2023 are the only events taking place on Castle Goring Farm. 2024 is subject to success and your blessing
 - All car parking will take place at on Titnore Lane as per the Site Plan, customers will then walk across through Titnore Woods on trackway, with the woodland fenced off, and enter the fenced arena
 - Accessible parking will now take place at the front of the castle

- All your houses will have fencing at the back and sides (if necessary), with security patrols
- The public trying to access the event/s without a ticket will be escorted from the area by security
- Adur & Worthing Councils have signed off the noise management plan, West Sussex Fire & Rescue have signed off the fire risk assessment. We're in consultation with all relevant departments - Sussex Police, Licensing, NHS, the Ambulance Service, all departments are required to sign off the event, and the police have the authority to stop the concerts if we do not adhere to the license conditions covering; the prevention of crime and disorder, public safety, Prevention of public nuisance, the protection of children from harm
- Heavy vehicles will arrive on the Monday 4th September, and remain onsite for the duration, the build will produce minimal noise, with a build curfew at 8pm every day. The build is; staging, sound & lights, fencing, food & drink traders, nothing more
- Each concert will open for parking at 4pm, music commencing 6pm, and ending strictly at 10pm, security will ensure all customers are off site shortly after this, no one will stay on site
- A full risk assessment will be conducted covering all areas discussed
- We will make good any accidental damage to any paths, although this will be covered by trackway
- There will be no left turn for any artist & production vehicles entering from the A27
- Permits issued for those who need access to the left off the A27

UPDATED SITE PLAN

Now includes fencing at the back of all Castle Goring Way houses, by the catering marquee in front of the castle, and security staff on your houses



Premises License Application - Atom Promotions Ltd - Castle Goring Farm, Worthing

1 message

Michael Lavender <michael.lavender@adur-worthing.gov.uk>

13 April 2023 at 14:22

To: Licensing Unit <licensing.unit@adur-worthing.gov.uk>

Cc: Simon Jones <simon.jones@adur-worthing.gov.uk>, [REDACTED], Nadeem Shad <nadeem.shad@adur-worthing.gov.uk>, [REDACTED]

Hi,

Further to my e-mail dated the 3rd April I can confirm that the applicant had no objections to the licensing conditions, however there was some concern over the Music Noise Level (MNL) objective. Given the proximity of the property to the NE of the stage along Forest Lane and the existing high ambient noise levels in this area they were concerned that they may not be able to meet the 75dBL(A)eq 15min objective in this locality. After further discussion with the applicant regarding this matter it has been agreed to raise the Maximum MNL objective to 80dBL(A)eq 15 minutes. Please note the MNL will be lower in other built up areas around the venue.

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This MNL is higher than I would prefer, but given the stage has been orientated in the optimum position for noise control, the genre of music proposed, the 10pm finish, the proposed mitigation and Licencing precedent, the Council has permitted 80dBL(A)eq 15 minutes for the Pride event at Steyne Gardens and there are other venues around the country that have licenses permitting this level or higher. I am of the opinion that this level should be accommodated to allow for a viable event and audience satisfaction over one weekend in the year..

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- No firework displays will be permitted at the event without the prior consent of the Licensing Authority.
- With regard to the exposure of employees and audience to noise, the requirements of the Guide to Health and Safety and Welfare at Pop Concerts and similar events must be complied with. Council Officer Access and advice Conditions
- Council Licensing and Environmental Health Officers will need to have full access within the event arena to carry out their duties. Therefore Access All Area passes shall be provided in advance to the event so officers can move around the site without undue hindrance by security.

KInd Regards

--

Michael Lavender

Senior Environmental Health Officer, Public Health & Regulation
 01273 263343
 Adur & Worthing Councils
 Worthing Town Hall, Chapel Road, Worthing, West Sussex, BN11 1HA
 Environmental Health



LA 2003 Temporary Premises Licence Application - At the Castle

1 message

Simon Jones <simon.jones@adur-worthing.gov.uk>
To: A&W Licensing Unit <licensing.unit@adur-worthing.gov.uk>
[REDACTED]

14 April 2023 at 13:09

Dear Sir/Madam

Re: LA 2003 Temporary Premises Licence Application
Premises: At the Castle - outdoor music event to be situated in the grounds of Castle Goring, Arundel Road, Worthing BN13 3UF.
Applicant: Atom Promotions Ltd.

Consultation on this application has closed.

Two representations were received from the public and one representation from a responsible authority - A&W Councils' Environmental Protection Team.

The representation from the A&W Environmental Protection Team has been mediated and the applicant has volunteered, to any licence, the conditions listed:

- *The Premises Licence Holder (PLH) shall provide a noise management plan, which will specify details of the steps the PLH will take to achieve the following conditions. The plan shall include the final layout of the site identifying potential noise sources and any continuous noise monitoring positions. The plan shall include the complaint procedure and a designated contact number that will be used to take complaints during the event. This plan shall be agreed with the Council's Environmental Health Officer at least 28 days prior to the event commencing.*
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- *With regard to the exposure of employees and audience to noise, the requirements of the Guide to Health and Safety and Welfare at Pop Concerts and similar events must be complied*

with. Council Officer Access and advice Conditions

- Council Licensing and Environmental Health Officers will have full access within the event arena to carry out their duties. Therefore Access All Area passes shall be provided in advance to the event so officers can move around the site without undue hindrance by security.

and I can confirm that the Environmental Protection Team has withdrawn its representation subject to the conditions being attached to any licence issued.

That leaves the representations from members of the public outstanding.

The Licensing Act 2003 encourages mediation and you may be contacted by the applicant to attempt mediation. If mediation is considered unlikely to be successful or proves unsuccessful or you do not wish to mediate, the application will be referred to a Licensing Sub-Committee hearing as detailed in the attached hearing notice. At that hearing you would have the opportunity to address the Licensing Sub-Committee that will be considering the application on the content of your representation.

If mediation is successful and the representations withdrawn then a licence could be granted without a hearing.

Please keep me informed of any developments.

Regards

Simon Jones

Team Leader - Licensing, Public Health & Regulation
01273 263191
Adur & Worthing Councils
Public Health & Regulation
Portland House
Worthing
BN11 1HS
<http://www.adur-worthing.gov.uk/licensing-and-permits/>



VEHICLE	VEHICLE QTY	CAP/UNITS	CUSTOMER QTY	Anticipated parking time based on a	Staggered over 4hrs (3pm-7pm)	NOTES
Public transport; by foot, bicycle	615	1	615	N/A	N/A	
Car Park A & Car Park B (GA, VIP)	1000	3	3000	45	11.25	2x car parks = 24 cars per minute
Accessible Car Park	10	3	30	1	-	
Coach (from Angmering & Worthing Train Stations)	25	80	2000	25	6.25	Ask Keith
Taxi	35	3	105	3	-	
TOTAL			5750			

In the unlikely event every single customer drives to the event:
 Car Park A & Car Park B (GA, VIP) 1919 3 5757 80 20 2x car parks = 24 cars per minute

1. We're no longer closing Titnore Lane, rather installing traffic calming measures; temporary 10 mph speed limit, temporary traffic lights, pedestrian crossing from Car Park B. A maximum 5 min hold at the traffic lights will be implemented
2. We've moved the VIP car park into Car Park B, removing congestion from the A27
3. Coaches will now park in Car Park B
4. We've added a second car park, removing queues on the A27
5. Traffic traveling from the south down Titnore Lane to be allocated tickets to Car Park A, traffic from the north / A27 to Car Park B, directions will be listed on the event website, emailed directly to customers, and published across social media
6. Customers will be allocated Car Park A, or Car Park B tickets, depending where they are traveling from
7. Customer car parking tickets wont be checked on the way in to reduce dwell time
8. Customers arriving from the north, the A27 (25% traffic) will head into Car Park B, entering through the south entrance, exiting through the north exit
9. Customers arriving from the south (75% traffic) will head into Car Park A via **Pot Lane** into the west entrance, exiting via the east exit.
10. The second car park - customers can access the arena directly from the car park, likewise after the concert, the car park will be fenced, and lit, eliminating issues of pedestrians attempting to walk down Titnore Lane at night
11. Both car parks will have lights
12. Car parking tickets will now be allocated a time slot to ensure a staggered arrival
13. 75% of the customers are traveling from Worthing, Littlehampton or Brighton, and will be allocated Car Park A tickets, arriving from the south end of Titnore Lane with significantly more space for queues (if any)
14. Egress - there will be clear signage. Walking customers to be directed by marshalls to west durrington, car park A & B through the woodland path, coach or taxi customers through the woodland path directly into the fenced Car Park B (not entering Titnore Lane). Coaches will turn up 30mins prior to the end of the concert. Car Park B vehicles to be directed to head north, and car park A south in staggered increments

