

**APPLICATION FOR A GRANT OF A PREMISES LICENCE:  
War Memorial Recreation Ground, Whitefield Road, New Milton**

**1. INTRODUCTION**

- 1.1 The purpose of this report is to consider an application for the grant of a Premises Licence under Section 17 of the Licensing Act 2003.

**2. APPLICATION**

- 2.1 New Milton Town Council has made an application for a premises licence. The application seeks the following licensable activities: Regulated Entertainment - plays, films, indoor sporting events, boxing or wrestling, live & recorded music and performances of dance (Monday to Sunday 09:00 - 22:00 hours) and the Supply of Alcohol (Monday to Sunday 12:00 - 21:30 hours).

- # 2.2 The application is attached as **Appendix 1**.

**3. REPRESENTATIONS**

- # 3.1 The application has received a letter of objection which has been signed by four people. This is attached as **Appendix 2**.

**4. REQUIREMENTS FOR A HEARING**

- 4.1 The Licensing Authority must hold a hearing to determine the application where relevant representations addressing the licensing objectives are made. These being:

- The prevention of Crime and Disorder;
- Public safety;
- The prevention of public nuisance;
- The protection of children from harm.

- 4.2 In determining the application the Licensing Sub-Committee must give appropriate weight to:

- The steps that are appropriate to promote the licensing objectives;
- The relevant representations presented by all the parties;
- The Home Office guidance;
- The Council's own Statement of Licensing Policy.

- # 4.3 The relevant paragraphs 9.38 - 9.40 of the current Home Office guidance issued under section 182 of the Licensing Act 2003 relating to the determination of applications is attached as **Appendix 3**.

**5. CONCLUSION**

- 5.1 The Licensing Sub-Committee must, having regard to the application and any relevant representations, consider which of the following measures are appropriate for the promotion of the licensing objectives:

- Grant the Licence - with the conditions consistent with the operating schedule and all applicable mandatory conditions of the Licensing Act 2003;
- Grant the Licence - but modify the conditions proposed in the operating schedule, restrict certain licensable activities or operating hours;
- Reject the application.

## 6. RECOMMENDATION

6.1 That the Licensing Sub-Committee determines the application.

### **Further Information:**

Paul Weston  
Licensing Services  
Tel: 023 8028 5505  
Email: [licensing@nfdc.gov.uk](mailto:licensing@nfdc.gov.uk)

### **Background papers:**

Appendix 1 (Section 17 Application)  
Appendix 2 (Relevant Representations)  
Appendix 3 (Home Office Guidance)



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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

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

I/We NEW MILTON TOWN COUNCIL

*(insert name(s) of applicant)*

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

**Part 1 – Premises Details**

Postal address of premises or, if none, Ordnance Survey map reference or description <b>WAR MEMORIAL RECREATION GROUND WHITEFIELD ROAD NEW MILTON HAMPSHIRE</b>			
Post town	NEW MILTON	Postcode	BH25 6DE
Telephone number at premises (if any)		N/A	
Non-domestic rateable value of premises		£0	

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as

Please tick as appropriate

- |   |                                     |                             |
|---|-------------------------------------|-----------------------------|
| a) an individual or individuals *               | <input type="checkbox"/>            | please complete section (A) |
| b) a person other than an individual *          |                                     |                             |
| 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 checked="" 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  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

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

Please tick yes

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

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input checked="" type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname <del>ELLIOTT</del>			First names <del>TERESA</del>		
I am 18 years old or over				<input checked="" type="checkbox"/>	Please tick yes
Current postal address if different from premises address		N/A			
Post town	N/A		Postcode	N/A	
Daytime contact telephone number			01425 619120		
E-mail address (optional)		theresa.elliott@newmillerton.gov.uk			

**SECOND INDIVIDUAL APPLICANT (if applicable)**

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

**(B) OTHER APPLICANTS**

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

Name NEW MILTON TOWN COUNCIL
Address TOWN HALL 2 ASHLEY ROAD NEW MILTON HAMPSHIRE BH25 6AS
Registered number (where applicable) 329912243 (VAT) 301891 (CHARITY)
Description of applicant (for example, partnership, company, unincorporated association etc.) LOCAL AUTHORITY (PARISH) THE AUTHORITY HOLD THE LAND AS TRUSTEES FOR THE CHARITY 'WAR MEMORIAL RECREATION GROUND'
Telephone number (if any) 01425 619120
E-mail address (optional) theresa.ellott@newmiltontowncouncil.gov.uk

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
1	5	112013

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

DD	MM	YYYY
-	-	-

Please give a general description of the premises (please read guidance note 1)  
 The site is 16,300 square metres of public open space. The licensable area (see attached plan) includes the open sided Performance Pavilion (under construction) and a skate park to the north east corner. The bar enclosure (supply & consumption) is situated in the south east quadrant, adjacent the western boundary footpath. The licensable area DOES NOT include the children's play park or any permanent buildings other than the Performance Pavilion.

Permission has been sought and received from the Charity Commission regarding this proposal.

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

4 999
-------

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

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

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

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

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

In all cases complete boxes K, L and M

**A**

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	0900	2200	<u>Please give further details here</u> (please read guidance note 3) Planning permission for the pavilion (12/99572) restricts to 12 amplified music or sound events per year, taking place between 1900-2200 hours. This will be tracked by a new event application system (please see attached form) which must be completed 6 weeks prior to event date.		
Tue	0900	2200			
Wed	0900	2200	<u>State any seasonal variations for performing plays</u> (please read guidance note 4) Unknown at present, although we expect the majority of events to be in the summer months as existing.		
Thur	0900	2200			
Fri	0900	2200	<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5) n/a		
Sat	0900	2200			
Sun	0900	2200			

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3) Planning permission for the pavilion (12/99572) restricts to 12 amplified music or sound events per year, taking place between 1900-2200 hours. This will be tracked by a new event application system (please see attached form) which must be completed 6 weeks prior to event date.  <b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4) Unknown at present, although we expect the majority of events to be in the summer months as existing.  <b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 5) n/a		
Mon	0900	2200			
Tue	0900	2200			
Wed	0900	2200			
Thur	0900	2200			
Fri	0900	2200			
Sat	0900	2200			
Sun	0900	2200			



C

Indoor sporting events Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3) Planning permission for the pavillon (12/99572) restricts to 12 amplified music or sound events per year, taking place between 1900-2200 hours. This will be tracked by a new event application system (please see attached form) which must be completed 6 weeks prior to event date.
Day	Start	Finish	
Mon	0900	2200	<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4) Unknown at present, although we expect the majority of events to be in the summer months as existing.
Tue	0900	2200	
Wed	0900	2200	<b><u>Non standard timings. Where you intend to use the premises for            indoor sporting events at different times to those listed in the            column on the left, please list</u></b> (please read guidance note 5) n/a
Thur	0900	2200	
Fri	0900	2200	
Sat	0900	2200	
Sun	0900	2200	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	0900	2200	<u>Please give further details here</u> (please read guidance note 3) Planning permission for the pavillon (12/99572) restricts to 12 amplified music or sound events per year, taking place between 1900-2200 hours. This will be tracked by a new event application system (please see attached form) which must be completed 6 weeks prior to event date.		
Tue	0900	2200			
Wed	0900	2200	<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4) Unknown at present, although we expect the majority of events to be in the summer months as existing.		
Thur	0900	2200			
Fri	0900	2200	<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5) n/a		
Sat	0900	2200			
Sun	0900	2200			

**E**

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	0900	2200	<u>Please give further details here</u> (please read guidance note 3) Planning permission for the pavilion (12/99572) restricts to 12 amplified music or sound events per year, taking place between 1900-2200 hours. This will be tracked by a new event application system (please see attached form) which must be completed 6 weeks prior to event date.		
Tue	0900	2200			
Wed	0900	2200	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4) Unknown at present, although we expect the majority of events to be in the summer months as existing.		
Thur	0900	2200			
Fri	0900	2200	<u>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</u> (please read guidance note 5) n/a		
Sat	0900	2200			
Sun	0900	2200			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place <u>indoors or outdoors or both</u> – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	0900	2200	<u>Please give further details here</u> (please read guidance note 3) Planning permission for the pavilion (12/99572) restricts to 12 amplified music or sound events per year, taking place between 1900-2200 hours. This will be tracked by a new event application system (please see attached form) which must be completed 6 weeks prior to event date.		
Tue	0900	2200			
Wed	0900	2200	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4) Unknown at present, although we expect the majority of events to be in the summer months as existing.		
Thur	0900	2200			
Fri	0900	2200	<u>Non standard timings. Where you intend to use the premises for            the playing of recorded music at different times to those listed in            the column on the left, please list</u> (please read guidance note 5) n/a		
Sat	0900	2200			
Sun	0900	2200			

**G**

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	0900	2200	<b>Please give further details here</b> (please read guidance note 3) Planning permission for the pavillion (12/99572) restricts to 12 amplified music or sound events per year, taking place between 1900-2200 hours. This will be tracked by a new event application system (please see attached form) which must be completed 6 weeks prior to event date.	Both	<input checked="" type="checkbox"/>
Tue	0900	2200			
Wed	0900	2200	<b>State any seasonal variations for the performance of dance</b> (please read guidance note 4) Unknown at present, although we expect the majority of events to be in the summer months as existing.		
Thur	0900	2200			
Fri	0900	2200	<b>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</b> (please read guidance note 5) n/a		
Sat	0900	2200			
Sun	0900	2200			

H

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

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

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)		
Mon	1200	2130	Unknown at present, although we expect the majority of events to be in the summer months as existing.		
Tue	1200	2130			
Wed	1200	2130			
Thur	1200	2130	<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri	1200	2130	n/a		
Sat	1200	2130			
Sun	1200	2130			

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

Name GRAHAM FLEXMAN	
Address NEW MILTON TOWN COUNCIL TOWN HALL 2 ASHLEY ROAD NEW MILTON	
Postcode	BH25 6AS
Personal licence number (if known) Supply of alcohol will be during booked event days only, details of personal licence holder to be given on event booking form.	
Issuing licensing authority (if known) As above.	



K

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

n/a

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	00:00	24:00	
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			
	↓	↓	

**Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list** (please read guidance note 5)

The site (licensable area) is public open space, so there is 24 hour accessibility. Access to services such as water and electricity are secured and by booking only. See attached Operating Schedule.

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

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

The purpose of this application is to promote the site for family friendly events, for organisations that already use the site and potential other organisations i.e. Forest Arts Centre, local sports clubs and schools.

Please see the operating schedule and supporting documents as attached.

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

Operating Schedule numbers 1-9 apply.

**c) Public safety**

Operating Schedule numbers 35-52 apply.

**d) The prevention of public nuisance**

Operating Schedule numbers 10-21 apply

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

Operating Schedule numbers 22-34 apply.

**Checklist:**

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

**Part 4 – Signatures** (please read guidance note 10)

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

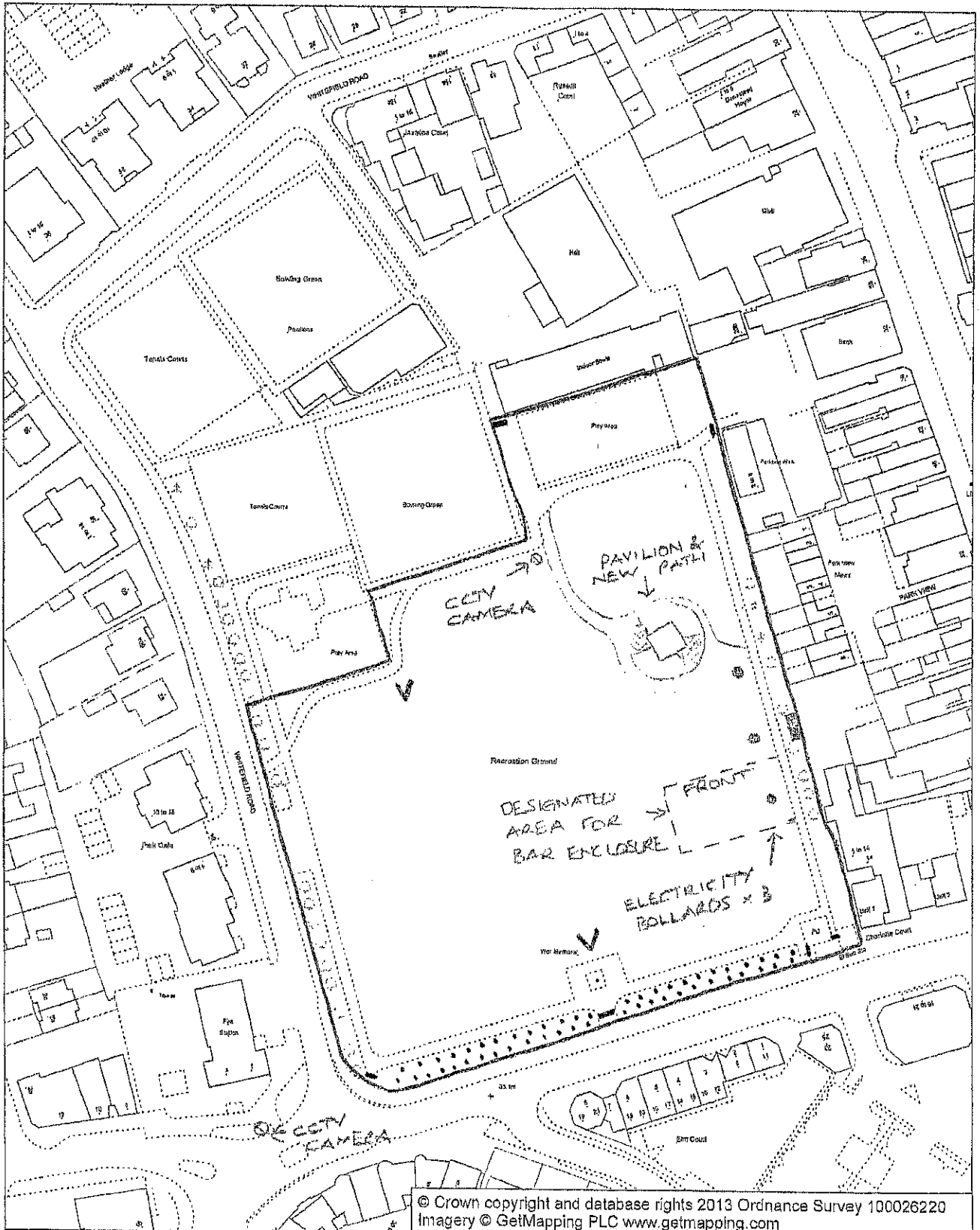
Signature	
Date	05/09/2013
Capacity	Assistant Town Clerk

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

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			



© Crown copyright and database rights 2013 Ordnance Survey 100026220  
 Imagery © GetMapping PLC www.getmapping.com



**New Milton Town Council**

[www.newmiltontowncouncil.gov.uk](http://www.newmiltontowncouncil.gov.uk)

**Title** Recreation Ground - Operating Schedule plan

**Date** 29/07/13

**Scale** 1:1250

→ EXIT POINTS  
 ... SLOPED EXIT

∨ VULNERABLE / DISABLED MEET POINTS



### Operating Schedule

Site: Recreation Ground, Whitefield Road, New Milton as defined in red on the plan.

Premises: Bar area as defined on the plan.

Landowner: New Milton Town Council (as Trustee to Charity)

Licensing Authority: New Forest District Council

*INTRODUCTION – The purpose of a premises licence on this site is to facilitate existing and prospective family oriented event bookings following build completion of the Performance Pavilion, due autumn 2013. The land is an asset of the Charity and New Milton Town Council (acting in its role as Trustee) only holds title on the charity's behalf. Currently the site hosts several events each year run by local organisations such as the Lions, Jubilee Fund Committee, New Milton Rugby Club and the Town Partnership. The Pavilion will give a clear focus to events currently held and hopefully inspire outdoor theatrical and dance performances, children's plays and occasional live music. It will also allow the existing bookings flexibility in a regulated way, without the need to apply for a Temporary Event Notice. All events will be family orientated and fully inclusive, on this central area of public open space measuring 16,300sq.m. The accompanying plan shows the site layout including a designated area where a bar, if required, must be contained within.*

PREVENTION OF CRIME AND DISORDER	
	<b>Sale of Alcohol on site</b>
1	The sale of alcohol shall always take place in the area defined on the attached plan, within an enclosure such as a tent. Nobody shall be permitted to leave this area with alcohol purchased at the bar.
2	Whilst the sale of alcohol is taking place there will be a member of the Town Council or agent who will oversee the event.
3	At all times that the sale of alcohol is taking place on site there will be a personal licence holder at the premises. The designated premises supervisor will regularly conduct spot checks.
	<b>Logs</b>
4	An incident log will be provided and maintained on the premises for all days that licensable activities take place. It will remain on the premises throughout the day and will be available for police inspection on request. All incident logs will be retained by the Town Council for a minimum of 2 years. Any incidents that include physical altercation or disorder, physical ejection, injury, I.D. seizure or drug misuse will be recorded in the incident log. The entry is to include an account of the incident and the identity of all persons involved or descriptions if identity unknown. Should there be any physical interaction by stewards of event organisers and the public, the entry will include what physical action occurred between each party. The entry must be timed, dated and signed by the author. If the steward has reading or writing difficulties then the entry can be made by another, read back to the involved and counter signed by the person writing. At the end of the event the incident log will be checked by the head steward where any entries will be reviewed and signed. If no incidents occurred then a record of this should be made in the log.



5	A written log shall be kept of all refusals including refusals to sell alcohol. The designated premises supervisor shall ensure that the refusals log is checked and signed on every day that sale of alcohol takes place. The refusals log will be kept and maintained by the Town Council and will be available for inspection immediately upon request by Hampshire Constabulary and any responsible authority. Record of refusals will be retained for 2 years.
	<b>Bottles &amp; Glasses</b>
6	Drinks purchased on site will only be available for consumption from plastic vessels within the designated area shown on the attached plan. Event stewards will oversee that this is the case.
7	No customer will be permitted into the designated bar area with open or sealed bottles/glasses.
	<b>Drinks Promotions</b>
8	The bar area will not conduct drinks promotions such as 2 for 1 or multiple drinks promotions where the price for a single drink is less than £1.50
	<b>CCTV &amp; Communication</b>
9	The CCTV systems located at the site itself and adjacent the Fire Station will record in accordance with management by New Forest District Council. Images are retained for a maximum of 28 days (Data Protection Act) and Police/authorised authorities can request footage within this timescale for further retention.
<b>PREVENTION OF PUBLIC NUISANCE</b>	
	<b>Public Amenity</b>
10	The Events premises licence holders shall notify the Town Council of events where licensable activities will take place at least 6 weeks prior to the event commencing.
11	There will be no more than 12 events between the hours of 1900 and 2200 using amplified music or sound on the site in any calendar year without prior permission of New Forest District Council. (Condition 4 of permission 12/99572)
	<b>Litter &amp; Waste</b>
12	The event organiser shall be responsible for prevention and disposal of waste and make provision for the emptying of litter bins in the vicinity of the site.
13	The event organiser shall not participate or encourage flyposting & leafleting of events and any leaflet distribution shall be managed in such a way as to prevent litter.
14	Adequate and suitable bins shall be provided to receive and store refuse from the event.
15	Litter shall be prevented at all times and where identified regularly cleared from the vicinity.
16	The event organiser shall arrange for and ensure the removal, within 24 hours of the event finish time, of all refuse including litter picking the site and along access/egress routes of the site.
	<b>Noise and Vibration</b>
17	The premises licence holder shall take all necessary steps to ensure that noise or vibration is minimised at the façade of the nearest residential property.
18	Notification to the Licensing department of New Forest District Council shall be given at least 28 days prior to the use of any explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance to the surrounding area. Copies will be distributed to the Environmental Health/Health & Safety/Fire & Rescue services by NFDC. Copy notification must be received at the Town Council in the same timeframe.
19	The playing of live or recorded music after 2200hrs is not permitted.
20	Any issue on event day should be resolved by the HOTLINE number given in Section 1 of the Event Application Form. This number should be known to event stewards and any incident must be logged, regardless of nature and duration. Any request by an authorised officer of



	the District Council in relation to reducing noise levels shall be complied with.
	<b>Light Pollution</b>
21	Flashing or particularly bright lights on the site must not cause a nuisance to nearby properties (other than the previously agreed lighting to prevent crime and disorder).
<b>PROTECTION OF CHILDREN FROM HARM</b>	
	<b>Prevention of Under Age Sales</b>
22	There will be a Challenge 25 policy operating at the premises. Challenge 25 means that the holder of the premises licence shall ensure that every individual, who visually appears to be under 25 years of age and is seeking to purchase or be supplied with alcohol at the premises, shall produce identification proving they are 18 years of age or older.
23	Acceptable identification for the purpose of age verification will include a photo card driving licence, HM Forces ID card or photographic identification bearing the 'PASS' logo (Proof of Age Standard Scheme) and persons date of birth. If no acceptable means of identification is produced, no alcohol sale or supply can take place to or for that person.
24	Signage will be prominently placed around the bar area advertising that it operates the 'Challenge 25' initiative.
	<b>Child Protection</b>
25	A copy of the event organisers 'Child Protection' policy should be supplied to the Town Council at least five days before the event. In any case the following items apply.
26	Anyone employed to look after children (where parent/guardian isn't present) will be in possession of their own up to date CRB disclosure having been renewed every 2 years.
27	Children must be accompanied by an adult at all times whilst in the bar area.
	<b>Cinema Screenings</b>
28	Films shall not be shown unless it has received a U or PG rating certificate from the British Board of Film Classification.
29	A representation or written statement of the terms of any certificate given by the BBFC shall be shown on the screen immediately before the showing of any film to which it relates and be shown for at least 5 seconds and in a form large enough to be read at a reasonable distance.
	<b>Performances Especially for Children</b>
30	Stewards are to be stationed in the areas occupied by the children and in the vicinity of each exit point, at a ratio of one steward per 50 children (or part thereof).
	<b>Children in Performances</b>
31	All chaperones and organisers crew for the show must receive instruction on fire procedures prior to the children's arrival.
32	Special effects, including smoke, dry ice, rapid pulsating or flashing lights are not to be used in performances involving children.
33	Children performing shall be kept under adult supervision at all times.
34	Children shall be accounted for at all times in case of an evacuation or emergency.
<b>PUBLIC SAFETY</b>	
	<b>Capacity Limits</b>
35	The maximum capacity of the bar enclosure will be managed dependant on event size. The bar enclosure must be open for sales on the northern face only. The overall event capacity will be notified on the Event Application form, with the Town Council Informing Police of anticipated capacity a minimum of four weeks prior to the event date.



36	The event stewards will ensure that the agreed capacity limit is enforced, with additional spot checks conducted by the Designated Premises Supervisor.
	<b>Access for Emergency Vehicles</b>
37	Access for emergency vehicles shall be kept clear at all times.
	<b>Disabled/Vulnerable Persons</b>
38	The event organiser is responsible for ensuring that arrangements exist to enable the safe evacuation of all disabled persons from site in the event of an emergency. This will be included in their event risk assessment.
	<b>First Aid</b>
39	An adequate and appropriate supply of first aid equipment and materials shall be available on site.
40	Suitably qualified first aiders, whether stewards from the event organisers or a third party organisation, should be on duty for the duration of the event. The assessment of need and relevant numbers should be included in the organisers event specific risk assessment.
41	If more than one first aider is present their respective duties shall be clearly defined.
42	An appropriately qualified medical practitioner shall be present throughout sports entertainment involving boxing, wrestling, judo, karate or sports of a similar nature.
43	Stewards must be clearly identifiable throughout the event by wearing distinctive clothing.
	<b>Safety Certificates</b>
44	Any electrical items used should be portable appliance tested on a regular basis and certificates available for inspection at the event.
45	A copy of a valid public liability insurance certificate for a minimum of £5million must be provided, preferably with the booking form. Keys will not be issued if this is not received at least five days prior to the event.
46	A copy of the event specific risk assessment must be provided, preferably with the booking form. Keys will not be issued if this is not received at least five days prior to the event.
	<b>Special Effects</b>
47	Where special effects or mechanical installation are used they shall be arranged and stored so as to minimise any risk to the safety of audience, performers and organisers.
48	Prior notification of 28 days must be given to the New Forest District Council Licensing Department (who will notify Environmental Health/Health & Safety/Fire & Rescue services) for any use of the following – Dry ice machines and cryogenic fog; Smoke machines and fog generators; Foam cannon/snow machine; Pyrotechnics/fireworks; Real flame; Firearms; Motor vehicles; Strobe lighting; Explosives and highly flammable substances; Lasers.  Copy notification must be received by the Town Council in the same timeframe.
	<b>General</b>
49	Free drinking water shall be available to the public at all times during the event.
50	Event organisers will ensure that a written risk assessment has been produced. This risk assessment shall determine the minimum number of stewards to be present at the event. When necessary, according to the mandatory condition of the premises licence, or the perceived risk associated with the event, SIA certificated security staff shall be present at the event.
	<b>Notices</b>
51	Any conditions of entry to the premises shall be displayed in the vicinity of all entrance points.
52	Signage displaying 'No alcohol to be taken beyond this point' to be fitted to bar enclosure exit point.



Amenities Committee

## EVENT APPLICATION FORM

Venue

WAR MEMORIAL RECREATION GROUND, WHITEFIELD ROAD



Applications must be submitted at least 6 weeks before an event. All sections must be completed with any irrelevant sections being marked 'N/A'. Incomplete applications will be returned.

The Town Council will assume that there is no amendment or alteration due unless the Town Clerk is notified in writing. Please note the Operating Schedule (OS) and accompanying plan which contains our licence conditions.

**\*\*IT IS STRONGLY RECOMMENDED THAT YOU READ THE OS PRIOR TO COMPLETING THIS FORM\*\***

### Section 1: EVENT ORGANISERS DETAILS

Name of Organisation

Name of Event Organiser

Contact address and postcode

Telephone

Email address

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Contact details on site during event

Principle contact name and mobile number

Other contact names and mobile numbers

Name of person on incident HOTLINE  
(Mobile obtained from NMTC)

HOTLINE number xxxxx xxxxxx

Scale site plan showing layout attached?

**Section 2: EVENT DETAILS**

Name of Event

Description of Event

Event days and times including set up and take down – times in 24 hour clock please

DATE	SET UP START	EVENT START	EVENT FINISH	TAKE DOWN COMPLETED BY

Expected number of attendees

Are you intending to charge for entry or activities within? If so please state how you will operate this.

**Section 3: EVENT ACTIVITIES**

Sale of Alcohol*	YES/NO	Food and non-alcohol stalls	YES/NO
Performance of a play	YES/NO	Face painting	YES/NO
Showing a film	YES/NO	Sports event*	YES/NO
Indoor sporting event	YES/NO	Sponsored activity*	YES/NO
Live music	YES/NO	Fairground rides*	YES/NO
Playing recorded music*	YES/NO	Bouncy castle or other inflatables*	YES/NO
Dance performance	YES/NO	Motor Vehicle display*	YES/NO
Facilities for making music	YES/NO	Re-enactment group*	YES/NO
Facilities for dancing	YES/NO	Fireworks, laser & pyrotechnic display*	YES/NO
Information display	YES/NO	Bonfire	YES/NO
Arena displays*	YES/NO	Barbecue or hog roast	YES/NO
Market/fete stalls	YES/NO		

Please provide further details for activities marked as \*

**N.B. Amplified music or sound request must include information on time of day, to comply with our planning permission and premises licence.**

Any activities that are not shown in the list above

--

Please note that licensable activities are shaded in ORANGE. If you have answered YES to any of these, you would previously have required a Temporary Event Notice (TEN) from New Forest District Council. The site is now covered by a Premises Licence so a TEN is not required unless your event falls outside its scope. Please see the OS for further detail.

For Sale of Alcohol \*\* please provide the following:

Full Name of Personal Licence Holder	
Licence number	
Issuing Authority	
Licence Expiry Date	

**N.B. This application will not be processed if it includes 'Sale of Alcohol' and information from the above table is incomplete. Only current personal licence holders will be permitted to oversee bar operations.**

**Section 4: CATERING**

Will there be catering at your event?

If YES, please provide details below.

--

**N.B. It is your responsibility to ensure all caterers are registered with the relevant Local Authority. (If local, this would be New Forest District Council)**

**Section 5: FACILITIES REQUIRED**

Pavilion and its infrastructure	YES/NO		
Fresh running water	YES/NO		
Access to Electricity supply	YES/NO		
Vehicle access through the gate at north of site	YES/NO		
Public toilet access (after 2000hrs)	YES/NO	Until?	

**Section 6: LITTER AND RECYCLING**

Please explain how you intend to keep the site free of litter. (Refer to OS 12 – 16).

--

**Please note It is not acceptable to leave waste adjacent to litter bins. It should be disposed of at a waste recycling site or taken by a licensed contractor.**

**Section 6: CAR PARKING/VEHICLES**

How will you protect the grassed area from damage from permitted traders vehicles in poor weather?

How will you publicise the public car parks available for use during your event?

**Section 7: TEMPORARY STRUCTURES AND EQUIPMENT (Please delete as appropriate)**

Portable generator	YES/NO	Gas cylinders	YES/NO
P.A.System	YES/NO	Staging	YES/NO
Stage barriers	YES/NO	Lighting rig	YES/NO
Crowd control barriers	YES/NO	Temporary fencing	YES/NO
Gazebo	YES/NO	Event seating	YES/NO
Marquees/Tents	YES/NO	Approximate size of marquees/tents	YES/NO

Any other not mentioned above?

**Section 8: PROMOTION**

How will you advertise your event? (Refer to OS point 13)

**Section 9: ORGANISER'S CHECK LIST**

Please check that you have included the following documents with your application. See the following page for guidance.

DOCUMENT	TICK
a. Site plan clearly marking layout of event	
b. Environmental Impact Assessment (including noise)	
c. Copy of Public Liability Insurance certificate	
d. Copy of your Event Specific Risk Assessment	
e. Child Protection Policy (see O.S. 25)	

I/We have read and understood the Operating Schedule (4 pages) and supplementary policies and agree to abide by the terms stated.

Sign..... Print.....

On behalf of..... Date.....

<b>OFFICE USE ONLY</b>		Hire form received date	
All sections completed?	Yes/No	Returned to sender date	
Informed Police of capacity level?		Amplified event number	..... of 12

## Section 10: GUIDANCE

### a. Site plan clearly marking layout of event.

Our scale site plan (part of your application pack) shows how the Rec infrastructure is laid out. It can be used to inform your event layout. Please be aware that our plan is protected by Copyright therefore **MUST NOT** be photocopied.

PLEASE CALL THE OFFICE IF FURTHER ADVICE IS NEEDED ON THIS POINT.

### b. Environmental Impact Assessment.

This is a means of identifying all of the areas that the event will impact upon. It should quantify each aspect, be specific, provide mitigation measures, monitoring information and give procedures to correct any issues that monitoring has highlighted. It should show issues that occur before, during and after the event and address any complaints after the event setting out steps for a future event so that similar complaints are not made in the future.

Here are some of the things to include in your assessment (this is not a definitive list)

**The Site:** Legal constraints (licence conditions within OS); access including slopes; noise; dangers; rights of way; services; other site users; layout plan showing amount of area event requires.

**Surrounding the site:** Neighbours; access; dangers; signage; traffic control; advertising.

**Admin:** Any additional licensing requirements; planning consent (some signage) food hygiene; risk assessment; fire arrangements; advertising; impact study including potential noise (how will the event impact on those around the site?) protection of children and vulnerable adults; training; licences for raffles; timetable of events; opening/closing time; complaint procedure; recording of monitoring results.

**Facilities:** Water; litter; recycling; electricity; first aid; telephones; seating; lighting; tents and marquees; crèche.

**The Event:** Setting up; all parking; patrolling; monitoring (of noise, smells, dangerous substances); weather contingencies (hot/cold/wet); security; lost children & vulnerable adults; cash; crowd management; communication; drugs; emergency access; management of contractors/third parties; dismantling; litter clearance; reinstatement of damage; securing the site once cleared.

### c. Public Liability Insurance Certificate

The above insurance cover is required for third party risks, for no less than £5million for any one claim. The copy must include valid dates (covering the event date); policy holder name; policy number; cover amount; company name and contact number.

**d. Event-Specific Risk Assessment**

The Town Council's risk assessment is in your information pack. Your assessment must be specific for your event. There are many ways to do a risk assessment, but it must include the following – Identification of any hazards; Who might be harmed and how; evaluate risks and set precaution; record your findings and implement required change; review your assessment and update (for your next event).

More guidance and a risk assessment template is provided at  
<http://www.hse.gov.uk/risk/fivesteps.htm>

**e. Child Protection Policy**

Safeguarding children and vulnerable adults is the responsibility of all but for your event it is yours as the organiser should there be an incident. Safeguarding measures must be set out in your risk assessment. Here are some general questions to get you started –

Does your organisation have a Child Protection Policy Statement?

Do any members of your team require 'Disclosure & Barring' (was CRB) checks if the child is likely to be left unaccompanied by parent/guardian?

Do you have a contact name for any related issues during the event, such as lost children or if there are genuine concerns for welfare?

Are all team members aware of your safeguarding procedures and their own personal responsibilities?

More guidance is available from

<https://www.gov.uk/disclosure-barring-service-check/overview>

[http://www.nspcc.org.uk/help-and-advice/for-the-community/the-safe-network/the-safe-network\\_wda73295.html](http://www.nspcc.org.uk/help-and-advice/for-the-community/the-safe-network/the-safe-network_wda73295.html)

[http://www.nspcc.org.uk/get-involved/fundraise-for-us/getting-started/safeguarding-young-people-and-children/safeguarding\\_wda72686.html](http://www.nspcc.org.uk/get-involved/fundraise-for-us/getting-started/safeguarding-young-people-and-children/safeguarding_wda72686.html)

# Residents objection

29 September 2013

TO WHOM IT MAY CONCERN - NFDC

We would like to object to the application of a Premises Licence for the New Milton Recreation Park, due to the following points:

## 1. Anti-social behaviour

The residents of Parkview have for many years put up with anti-social behaviour from groups of youths during the day and night. Drunks/druggies hanging around the park most of the day and night. Having more events (organised or private) will only encourage these groups to loiter around longer as they will have a bar on-tap, music and a shelter for later in the evening, especially if it rains.

## 2. Noise pollution – in our homes

These events are normally placed right by our properties (in tents mostly, and we believe the pavillon is to be placed near to our homes). The music is so loud (and the noise of people/machinery etc) that we cannot have our windows or sliding doors open during the day or night. Sitting in the garden is a 'no no' as the noise is that bad and the swearing too! If the licence is approved, this means we can have music every day of the week til late at night.... We do work and many of us work shift work. This is not acceptable. Surely this is an environmental health issue -- not to mention a health issue which we have suffered for years. This will not help!

## 3. Lack of quality of life for residents

Noise pollution/anti-social behaviour has been in our lives for many years and our quality of life has drastically changed. Many of us haven't slept properly in years due to the noise of youths and early morning encounters. The licence of drink/music etc will not help the situation.

Alcoholics and groups of youths, frequent the park most of the days and nights and sit on the bench near our properties. They urinate on our fences/walls. Swearing and shouting is a problem from them and other groups at night. Having this licence will encourage them (all groups) to stay. Especially if the pavilion is built on the park and by our properties.

**The park was given to the Community and was never intended for events/alcohol sale etc. that the council wish to place on the park. An alcohol ban would be the best!** Also, **NO BUILDING ON THE PARK** was the intention. Who would want to bring their families to the area when all they see is drunks, druggies and groups swearing and urinating in public.

**Our 'quality of life' will be non-existent.**

Please do not consider the licence and bring back New Milton to a town that we can all be proud of – not ashamed to live in. Help the residents to get a better quality of life. Unfortunately, the council does not see the problems on-going in the park as they do not live near.

How about placing the pavilion on Fawcetts Field, which is not near homes. If the pavilion is to go ahead – put it in between the playground and the basket-ball area away from private homes! **The licence still should not be considered at all.**

Please do not place it near people's homes. Consider the feelings of the residents and respect them.

Thank you.

Sincerely

**PARKVIEW RESIDENTS**

✓ P Pearson – No. 4

✓ C Wooller – No. 7

✓ M Bailey - No. 5

A. WACKER - No 3 (opp).



**HOME OFFICE**

**AMENDED GUIDANCE ISSUED UNDER SECTION 182 OF THE LICENSING ACT 2003**

**October 2012**

**DETERMINING ACTIONS THAT ARE APPROPRIATE FOR THE PROMOTION OF THE LICENSING OBJECTIVES**

- 9.38 Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case by case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be.
- 9.39 The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.
- 9.40 Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. Whilst this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that the condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters. As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business. Further advice on determining what is appropriate when imposing conditions on a licence or certificate is provided in Chapter 10. The licensing authority is expected to come to its determination based on an assessment of the evidence on both the risks and benefits either for or against making the determination.