

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number

Other telephone number

Include country code.

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

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

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INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Family name

Is the applicant 18 years of age or older?

- Yes No

Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name	<input type="text"/>
* Street	<input type="text"/>
District	<input type="text"/>
* City or town	<input type="text"/>
County or administrative area	<input type="text"/>
* Postcode	<input type="text"/>
* Country	<input type="text" value="United Kingdom"/>

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

Building number or name	<input type="text" value="Abridge Village Hall and Grounds"/>
Street	<input type="text" value="39 Ongar Road"/>
District	<input type="text" value="Epping"/>
City or town	<input type="text" value="Abridge"/>
County or administrative area	<input type="text" value="Essex"/>
Postcode	<input type="text" value="RM4 1UH"/>
Country	<input type="text" value="United Kingdom"/>

Further Details

Telephone number	<input type="text"/>
Non-domestic rateable value of premises (£)	<input type="text"/>

Continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail	<input type="text"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
* Date of birth	<input type="text" value="dd"/> / <input type="text" value="mm"/> / <input type="text" value="yyyy"/>
* Nationality	<input type="text" value="English"/>

Documents that demonstrate entitlement to work in the UK

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OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of 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.

It is the grounds (field) where the Abridge Village Hall is located, there will be no off sales as all alcohol will be provided for

Continued from previous page...

by the village hall as they have a licence it is only for regulated entertainment

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

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

Yes No

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

Yes No

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

Yes No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

Continued from previous page...

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

It will be live bands on a stage and it will be amplified

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

Continued from previous page...

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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.

Will the playing of recorded music take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

Continued from previous page...

State 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.

There will be a DJ so the music will be amplified

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Yes

No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes

No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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.

Continued from previous page...

WEDNESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="18:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Give a description of the type of entertainment that will be provided

We want people to be able to dance to the live music or the recorded music by DJ

Will this entertainment take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

We want people attending the event to be able to dance to the live band music or the prerecorded music via DJ all music will be amplified

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

Continued from previous page...

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
 As an attachment to this application

Reference number for consent form (if known)

N/A

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

None

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

Continued from previous page...

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

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LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

Entry to any events will be by payment only at a controlled entrance, the grounds to the event will be permanently controlled and marshalled. Risk assessments will be carried out throughout the day of the event and the grounds are security fenced. There will be no paid workers at the events all work will be Voluntary for Charity
Event Management Plan will be provided

b) The prevention of crime and disorder

All areas will be marshalled at all times there will be no alcohol sold minimising the risk of any Crime and Disorder

An Event Management Plan will be provided

c) Public safety

All vehicle movement will be via a roped off area and all stall owners for the food etc will have to have their own Public Liability Insurance. All the food sellers will have Food Hygiene Certificates and approved Fire Extinguishers

An Event Management Plan will be provided

d) The prevention of public nuisance

The Grounds will be marshalled at all times to prevent any public nuisance

An Event Management Plan will be provided

e) The protection of children from harm

No unaccompanied children allowed on the site at any time there will also be no pedestrian access for children.

An Event Management Plan will be provided

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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.

Continued from previous page...

- 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.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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:
 - o a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
 - o 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.
 - o 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.
 - o 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.
 - o 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:
 - o 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.
 - o 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.
 - o 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.

Continued from previous page...

- 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:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o 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;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o 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.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

100.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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. 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

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

Date (dd/mm/yyyy)

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/epping-forest/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

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

FIRE ASSEMBLY

CAR PARK

CAR PARK

CAR PARK

RAISED BANKING

SCOOTER PARK

WATER-PROOFING

SCOOTER PARK

PAY BOOTH

PLAYGROUND

CAR PARK

STALLS

ARENA

STALLS

TOILETS

VILLAGE MALL

WOOD STALLS WOOD

WIP A

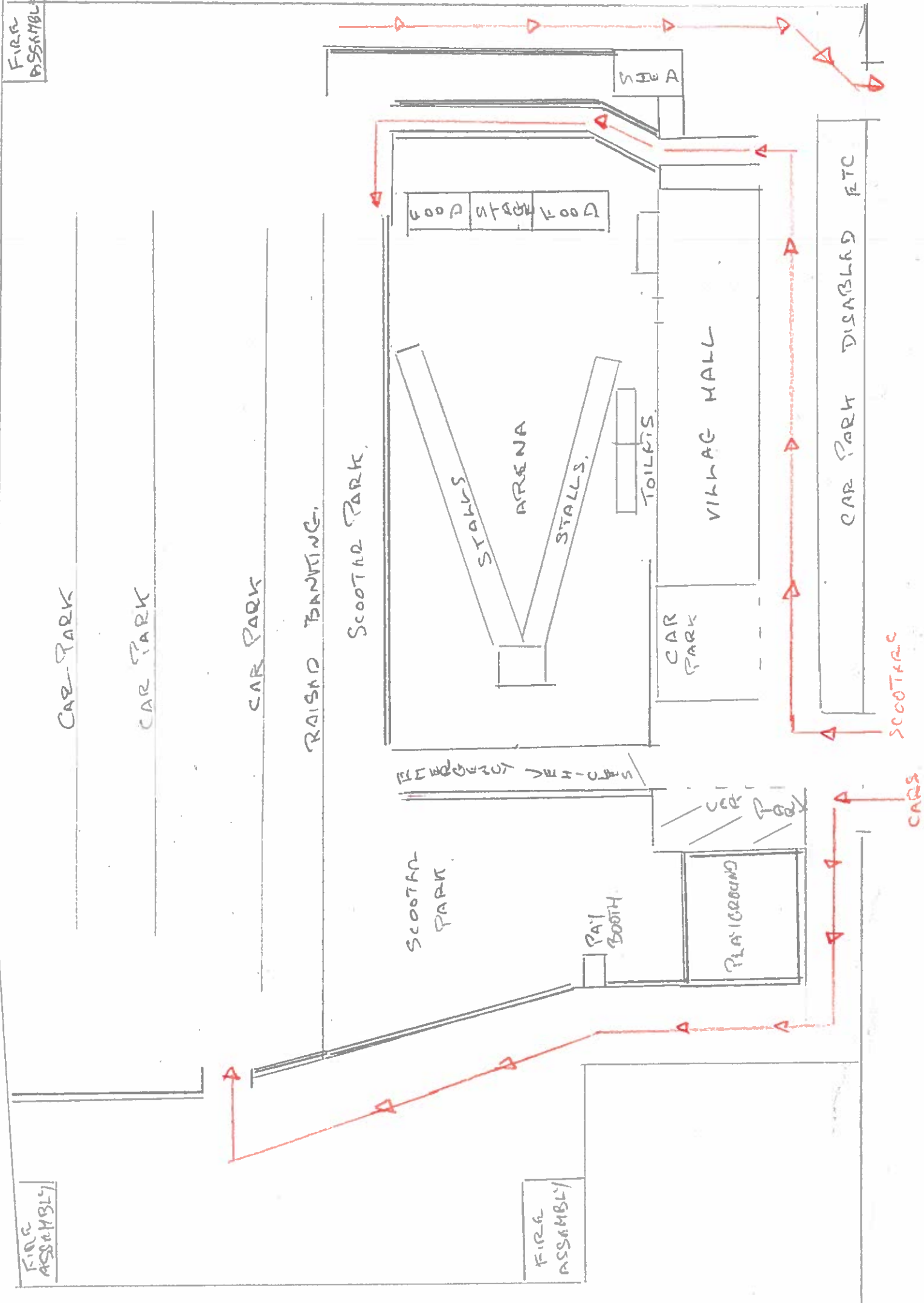
CAR PARK DISABLED ETC

SCOOTERS

CARS

FIRE ASSEMBLY

FIRE ASSEMBLY



Hi,

One of your colleagues has advised me to give you a outline of the event we are holding at Abridge Village Hall & Grounds. This is to ascertain which if any event license we would need.

The title of the event is "SundayBest Scooterfest" to be held on the 8th July 2018 between the hours of 10am to 5pm.

This comprises of a static scooter Display (approx. 300 of)

Two Live Bands plus DJ's to supply music

Food Stalls, clothes and accessories stalls, collectables of the 60s & 70s

Also scooter parts stalls.

All food stalls are required to have hygiene and public liability certificates.

All other stalls are required to have public liability and those casuals who do not are covered by our own public liability.

A license bar is provided by Abridge Village Hall on their premises of which all proceeds go to themselves and which they hold a license for.

Two outdoor toilet cubicles are supplied for the public as well as those in the village hall itself.

A registered nurse will be on site in a designated area.

A muster point in case of emergencies will be in a designated area away from any hazards.

Sound, stage and any equipment necessary are covered with their own public liability and appropriate fire extinguishers.

We do a risk assessment, which carries on throughout the day.

The general public has a designated car park, which is marshaled as is all vehicle movements.

No pedestrian access is allowed in or on any vehicle runways to car parks or scooter parks. All are roped off and marshaled.

The car and scooter entrances are separate but will be share the same exit.

The site is fenced off securely so no unauthorised entry is allowed.

A raffle is held tickets sold from a raffle "tent" etc, with printed tickets with the necessary license on and prizes etc.

The License applied for from yourselves which complies with The Lotteries Act

Finally the event is to provide a "Fun Day" for all ages and after covering all

expenses all monies go to charities of our choice

THE ESSEX & HERTS AIR AMBULANCE

MILL GROVE CHRISTIAN CHARITY

This will be our seventh event having grown out of our other site and hopefully this site will cover all our futures events and give us a permanent home. We hope to attract approx. a thousand people.

On behalf of The Foresters Scooter Club

T.Miall M.Miall M.Heath.D.Thomas A.Thomas

Event Management Plan Template and Guidance Notes

Name of the Event

SUNDAY BEST SCOOTER FEST

Location of the Event (full address)

ABRIDGE VILLAGER HALL GROUNDS

Date of the Event

8 - JULY - 2012

Number of Days the event will be running

ONE DAY

I am a

- Private Event Organiser a Event Management Company
 Other EVENT ORGANISER

Date Last updated this document

Document Version Number

Author of this document

TARENCH MIAH

E-mail

Declaration

This Event Management Plan is owned by the event organiser listed above and any advice given by members of the Safety Advisory Group (SAG) should be considered a recommendation only.

The Safety Advisory Group will not approve any final documentation as the onus is upon the organiser to consider all risks identified by the members of the group and the Health and Safety Executive.

The Safety Advisory Group follow the guidance set out by the HSE and also refer to 'The Purple Guide'. This guide has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers who are duty holders to manage health and safety, particularly at large-scale music and similar events.

The Health and Safety Executive was consulted in the production of the workplace health and safety parts of this publication.

Following this guidance is not compulsory, unless specifically stated, as some elements go further than the minimum you need to do to comply with workplace health and safety law.

For more advice relating to Event Management, please refer to the Health & Safety Executive guidance found via <http://www.hse.gov.uk/event-safety/>

1. Event Overview

Estimated Numbers attending the Event

1500

What is the estimated capacity at your peak period (single point during the event)?

1500

What is the target audience age category

- under 18
- 18 to 24
- 25 to 40
- 41 to 60
- 61 or over

What is focus of the event?

- Charity - all profits to charity
- Charity - percentage of profits
- Profit based event - All profits to company
- Other

How would you best describe your event.

SRR ATTACHED

Is this a music lead event?

- Yes
- No

Is this a ticketed event?

- Yes - Pre Sales only
- Yes - purchase on entry
- No

Please complete this section if Yes to Music Led Event

Please state the type of music at the event

- | | | | |
|-------------------------------------|---|--|---|
| <input type="checkbox"/> African | <input type="checkbox"/> Asian | <input type="checkbox"/> Avant-garde | <input type="checkbox"/> Blues |
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> Comedy | <input type="checkbox"/> Country | <input type="checkbox"/> Easy Listening |
| <input type="checkbox"/> Electronic | <input type="checkbox"/> Folk | <input type="checkbox"/> Hip Hop | <input type="checkbox"/> Jazz |
| <input type="checkbox"/> Latin | <input checked="" type="checkbox"/> Pop | <input checked="" type="checkbox"/> R&B and Soul | <input type="checkbox"/> Rock |

Name of the artists appearing at the event

BIG TEN (BAND) THE SMALL FAKERS (TRIBUTE BAND)

2. Details of the Location

Please confirm you have a location map that will be attached to this document

Confirm map is available

This should be a location plan not a site plan. The site plan will be requested later within the document.

How close is the nearest noise sensitive premises?

- within 10 metres
 10 to 100 metres
 101 metres to 300 metres
 301 to 500 metres
 Over 500 metres please state

Type of location?

- Open Field Warehouse
 Farm Nightclub
 Licensed Premises Other

Will you be providing parking on the site?

- Yes No

Will you be applying for any road closures?

- Yes No

If yes and you have the approval, please state the reference number for the order

3. Event Management Team

Any event should always have one person who is ultimately responsible for all aspects of the event. Depending on the nature and scale of the event, a number of other people will have key tasks and responsibilities allocated to them, but will report to the Event Manager

Name of the Event Manager

TERENCE MIALL

Mobile Telephone Number

[REDACTED]

Will there be any other members of your Event Management Team?

Yes No

If you have answered yes to other members, please complete the following section:

Name of the Person

MADEIRA MIALL

Describe their Role

COMMITTEE MEMBER
ALL BOOKINGS
FLYERS GENERAL
SECRETARY, RISK ASSESSOR

Name of the Person

MARTIN HATH.

Describe their Role

COMMITTEE MEMBER
PROGRAMME, TROPHYS
MARSHALING, ALL ASPECTS

Name of the Person

DAVID THOMAS

Describe their Role

COMMITTEE MEMBER
RAFFLE TENT
MARSHAL FOR ENTRANCES

Name of the Person

ANNE THOMAS

Describe their Role

COMMITTEE MEMBER,
RAFFLE TENT
TREASURER FOR THE DAY.

Name of the Person

LINDA LONG

Describe their Role

REGISTERED NURSE,
FIRST AID AND LOST
CHILDREN

4. Emergency Services (Police / Fire / First Aid)

Depending upon the size of your event, you may be required to notify the emergency services of your event in case of a major incident or need to close roads.

Police

- Notified and maybe attending
 Notified and not attending

Name of officer notified

Fire Service

- Notified and maybe attending
 Notified and not attending

Name of officer notified

Who will be providing your first aid?

A QUALIFIED
 PRACTISING NURSE
 IN A DESIGNATED
 TENT.

Number of first aiders?

THREE.

Will there be an ambulance on site

- Yes
 No

Who determined the numbers present at the event?

- The Event Management Team
 The First Aid Provider
 Other

If over 5000 people present have you notified the nearest Hospital?

- Yes
 No

5. Staffing the Event

Over and above the key event management contacts you have documented, please list here the other staff that will be required to deliver your event

Different types of staff at your event

	0	1 - 5	5 - 15	16- 25	26 or more
Road Closure Marshall's	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Car Park Marshall's	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SIA Door Staff	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Litter Marshall's	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

PAY BOOTHS
 AT ENTRANCES.

5-15

5 **Emergency Liaison Team**

This is the team of people that will make big decisions surrounding the activity within the event and will determine whether the emergency services are to be contacted.

Event Managers

TERENCE MIALK ALL COMMITTEE MEMBERS ON THE DAY

Name of person reporting to the Event Manager

M. MIALK

Name of person reporting to the Event Manager

M. HEATH

Name of the person Reporting to the Event Manager

MR + MRS THOMAS

Key Event Contacts - Other

You as the event organiser should start collating the details of all people that will have some involvement with your event. This could be event suppliers, stall holders, emergency contacts, council contacts etc.

While it is not necessary that we (council team) have this list it is important that you create comprehensive list. This helps with your event planning and event management on the day. There is nothing worse than the main stage act not showing up on time and you don't know how to contact them!

Business Name

BIG TEN (BAND)

Name and Contact Details

JASON NORDEN T/A BIG TEN

Role within the Event

BAND MANAGER

Business Name

SMALL FAIRIES (BAND)

Name and Contact Details

RAY

Role within the Event

TRIBUTE BAND

Business Name

JEZO'S EVENTS

Name and Contact Details

JEZO

Role within the Event

STAGE MANAGEMENT + SOUND SYSTEMS. SPAINING ETC

Continue on a separate sheet of paper any additional key event contacts

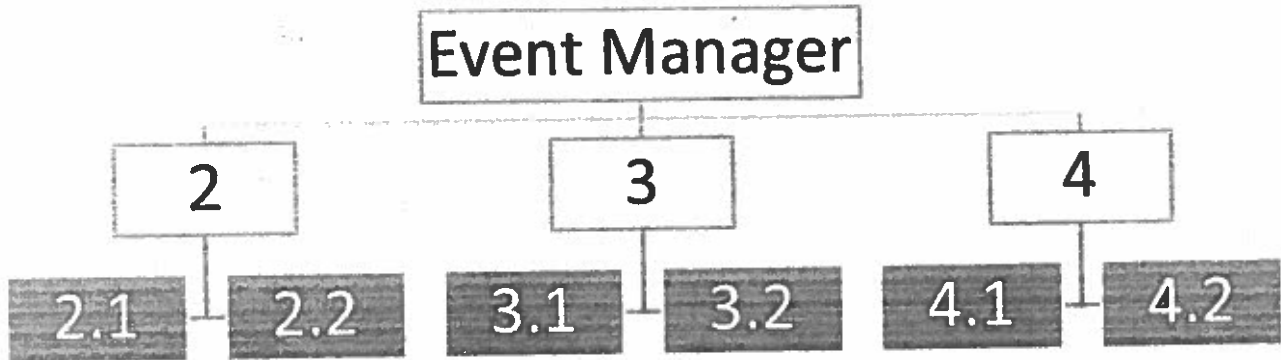
6. Organisational Matrix

For smaller and community based events an organisational matrix should still be developed. It helps everyone understand the management structure and who is responsible for what.

It is also an essential element in your emergency response planning.

If an incident occurs it is crucial that your staff, the public or emergency services know the chain of command.

The below is a very simple structure, you should highlight the levels of command and the protocols for communication up and down the hierarchy.



The red boxes represent the Event Liaison Team.
Please fill the details of those filling the roles above.

2 - What is this persons role?

COMMITTEE MEMBER.

3 - What is this persons role?

COMMITTEE MEMBER

4. What is this persons role?

COMMITTEE MEMBER

Below fill the boxes with the roles of those reporting to those above.
ie: Door staff, First Aid, Marshall's etc

2.1 2.2 3.1 3.2 4.1 4.2

ALL MARSHALS - FIRST AIDERS - ENTRANCE STAFF
LITTER PICKERS E.T.C CAN CONTACT COMMITTEE
MEMBERS WHO CAN MAKE DECISIONS AS APPROPRIATE.
THIS IS AS THE EVENTS SURROUNDING AREA WITH MANY
TASKS AND ANY PROBLEMS CAN BE SORTED QUICKLY.
ALL COMMITTEE MEMBERS WEAR FLUORESCENT P.T.O

7. Programme & Production Schedule

It's important that you produce and document an event day programme; this not only helps your event management on the day but also allows you to promote your programme to your audience prior and during the event. A production schedule is also an essential element in successful event management, it ensures tasks are done on time and not forgotten, with so much to think about it is easy to forget things if you don't document each and every task.

Regardless of the scale of the event you should document what needs to be done prior, during and after the event to ensure all tasks are carried out in a timely manner.

A simple production schedule that can be used is provided below.

- Setting up

Date	Task	Start Time	Finish Time
7+8 July 2018	SETTING OF STAGE AND SOUND SYSTEM + SPATING.	6 AM	9.30 AM
8 JULY 2018	FOOD AND CATWALKING STALLS OTHER STALLS	6 AM	9.30 AM
7-8 JULY 2018	SPATING OUT FIRM	6 AM	9.30 AM.

No vehicle movement on the site after:

9.30 AM

General Public on site from:

10 AM

- During the Event

Task	Start Time:	Finish Time:
RISK ASSESSMENT, SAFETY.	6 AM	6 PM
Task	Start Time:	Finish Time:
SITE MARSHALLING NITRE MARSHALLING	9.30 AM.	6 PM
Task	Start Time:	Finish Time:
STAGE AND SOUND MANAGEMENT BANDS DJ'S G.T.C.	6 AM	6 PM.
Task	Start Time:	Finish Time:
FIRST AID TENT AND FIRST AID PACK	6 AM	6 PM



▶ **Announcements - Public Notices**



Notice of Application for a New Premises Licence under the Licensing Act 2003

Notice is given this day 22nd March 2018 that Mr Terence Miall has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of Abridge Village Hall and Grounds, 39 Ongar Road, Essex, RM4 1UH. The proposed licence is for Regulated Entertainment to include, Live Music 10.00 am - 10.00pm Sunday only Recorded Music 10.00am - 10.00pm Sunday only. The Making of Music to include dance 10.00am - 10.00pm Sunday only. The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ. Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice. It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5000)

Notice of Application for a New Premises Licence under
the Licensing Act 2003

Notice is given this day 22nd March 2016 that Mr Terence Miall has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of Abridge Village Hall and Grounds, 38 Ongar Road, Essex, RM4 1UH

The proposed licence is for

Regulated Entertainment to include,

Live Music 10.00 am – 18.00pm Sunday only

Recorded Music 10.00am – 18.00pm Sunday only

The Making of Music to include dance 10.00am – 18.00pm
Sunday only

The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ

Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice.

It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5000)

Denise Bastick

From: Licensing Epping and Brentwood
<licensing.epping.and.brentwood@essex.pnn.police.uk>
Sent: 18 April 2018 10:23
To: Miall Terry
Cc: Licensing
Subject: RE: RE: Scooterfest

Thank you Terry.

I accept your acknowledgement, and the conditions shall be added to the licence. With this in mind I can advise that Essex Police make no further representation to the licence application.

Peter

Peter Jones MIOL, ABII (7706)

Epping & Brentwood Licensing Officer
Epping Forest & Brentwood Local Policing Hub
West LPA
Tel. 101 (Ext. 313604) or 01279 625405
<http://www.essex.police.uk>
Loughton Police Station, 158 High Road, Loughton, Essex, IG10 4BE

To find out what is happening in your neighbourhood and all about your local neighbourhood policing team visit www.essex.police.uk/yourarea and enter your postcode.



From: Miall Terry [REDACTED]
Sent: 12 April 2018 12:24
To: Licensing Epping and Brentwood
Subject: Re: RE: Scooterfest

Hi Peter i have already emailed you to confirm that it will be only once a year usually the second or third Sunday in July and yes we will notify you in advance. I also sent the same confirmation to Epping licensing authority as they requested the reply i originally sent to you.

Please contact me asp if you have any other queries as we are running a bit late this year.

Terry

On Thursday, April 12, 2018, 10:22:35 AM GMT+1, Licensing Epping and Brentwood
<licensing.epping.and.brentwood@essex.pnn.police.uk> wrote:

Thank you Terry,

Can you confirm you are happy to add the conditions as stated:

This licence is for Scooterfest, and is valid only for one Sunday per calendar year. The date of the event will be advised to Essex Police via email (licensing.applications@essex.pnn.police.uk) and the Licensing Authority (licensing@eppingforestdc.gov.uk) a minimum of 3 months in advance.

The Event Management Plan will be sent to Essex Police via email (licensing.applications@essex.pnn.police.uk) and the Licensing Authority (licensing@eppingforestdc.gov.uk) a minimum of 2 months in advance.

Many Thanks

Peter

From: Miall Terry [REDACTED]
Sent: 28 March 2018 10:58
To: Licensing Epping and Brentwood
Subject: Re: Scooterfest

Hi yes this event is to be held only once per year usually the second or third Sunday in July whichever avoids clashing with other Abridge or Brentwood events. Epping Forest Council has advised us to apply for this indefinite license as it is so time consuming and expensive to do it each year.

Abridge Village are happy for us to apply for this license, as ultimately they give us permission to hold the event on whatever days suit them.

Regarding your concerns last year of the "ditch" some two weeks after your visit Abridge put in drainage and filled in the ditch so solving that problem.

The event last year went quite smoothly with no complaints as far as we are aware of and raised some £3500 for charities of our choice and this year now being settled in we hope to raise even more for the Essex and Herts Air ambulance.

Terry

On Monday, March 26, 2018, 12:55:37 PM GMT+1, Licensing Epping and Brentwood <licensing.epping.and.brentwood@essex.pnn.police.uk> wrote:

Hi Terry,

I am just processing your licence application for Scooterfest.

Please can you advise whether this is just for 2018, or whether you intend this to be renewed annually?

If the latter; then I would ask for conditions to be added to the Premises Licence as follows:

This licence is for Scooterfest, and is valid only for one Sunday per calendar year. The date of the event will be advised to Essex Police via email (licensing.applications@essex.pnn.police.uk) and the Licensing Authority (licensing@eppingforestdc.gov.uk) a minimum of 3 months in advance.

The Event Management Plan will be sent to Essex Police via email (licensing.applications@essex.pnn.police.uk) and the Licensing Authority (licensing@eppingforestdc.gov.uk) a minimum of 2 months in advance.

If you are happy with this please reply via return email.

Many Thanks

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The Licensing Team
Epping Forest District Council
Civic Offices
High St.
Epping
Essex CM16 4BZ
312-3-18

Dear Sirs

I respond to the proposed licensing of new premises for live music and anything associated at Abridge Village Hall, Abridge.

I am totally opposed to any more development at the village hall causing more noise pollution. As it is this place is not supervised allowing off road bikes & quads to make no end of noise at weekends, evenings & during school holidays. Shouting, loud conversations and slamming of multiply car doors late at night when the hall empties. Young people turning up very late at night or in the early hours, shouting, burning tyres and going round side of the hall stores building doing whatever.
Enough is enough surely.

[Redacted]

Kind regards

[Redacted]

John [Redacted]

[Redacted]

Denise Bastick

From: Lee Sennett [REDACTED]
Sent: 16 April 2018 10:15
To: Licensing
Cc: Suzanne Hughes
Subject: Notice of Consultation - Ref: WK/201855391

Importance: High

Dear Sirs

We live at [REDACTED] and would make the following representations in respect of the above reference for the premises address Abridge Village Hall Grounds, 39 Ongar Road, Lambourne, Romford, Essex RM4 1UD:

- **Public Nuisance** – We are particularly concerned as to noise levels. It is extremely noticeable when events are held at the Village Hall and to have music playing every Sunday would have a detrimental impact on the peaceful enjoyment of our property particularly on a Sunday which is a day of rest for most. We have a young family (a 3 year old and 4 week old) and are both professionals working stressful jobs. We don't want the sounds of live/amplified music ruining our Sunday afternoons. The Village Hall Grounds should be accessible by all and for the peaceful enjoyment of the community. It is not a live music venue. The building is not designed to host live/amplified music and does not have sufficient sound insulation/proofing as we have discovered from other events hosted at the grounds. The committee has a general duty of care and should not put ahead the interests of the few that would attend such events against the interests of the community as a whole.
- **Crime and Disorder** – the Village Hall Grounds are already used by some as a place to congregate, play loud music and inhale nitrous oxide (as evidenced by copious amounts of silver canisters in the parking lot). We have concerns that a licence to play live/amplified music would further exacerbate the situation. Recently, there also has been a spate of teenagers riding dirt/off-road parks on the grounds.
- **Public Safety** – as above. Further, the Village Hall Grounds has a small park for toddlers which are regularly occupied by teenagers. We are concerned that this will make the Grounds less accessible.

We are happy to discuss this matter further. Please acknowledge receipt of this email.

Lee & Suzanne Sennett

[REDACTED]