



CRANLEIGH PARISH COUNCIL

Council Offices,
Village Way,
Cranleigh,
Surrey,
GU6 8AF
Tel. 01483 272311
E-mail clerk@cranleigh-pc.gov.uk

APPLICATION FOR GRANT

Please read our Grants and Donations Policy before completing this form.

When the form has been completed, please return to the Clerk at the address above.

APPLICATION DETAILS

Organisation Name	Cranleigh Chamber of Commerce
Contact Name	Rosemary French
Position in Organisation	Board Member and Past President
Organisation Address	Cranleigh Chamber of Commerce is a company limited by guarantee registered in England & Wales at: The Old Rectory, Church Street, Weybridge, Surrey, England, KT13 8DE
Post Code	GU6 8DY
Contact Telephone No	
Registered Charity	NO Company No: 11205382

PROJECT DETAILS

Project Name	War Memorial Electricity Cabinet Safety Upgrade & EICR Certification
Project Location	War Memorial, Cranleigh Cabinet is located between the traffic light and the wastebin on the grass at the edge of the pavement.
Project Start Date	1 July
Project End Date	31 July
Total Cost of Project:	£1,008 (£840 plus vat)

	Quote attached	
Amount Requested*	£1,008	100% Percentage of Project Cost%
*Where the amount requested is in excess of £500 kindly advise		
The current level of Reserves held	£27,000 Cranleigh BID £2,000 Nanhurst Cross Roads Road Sign £4,000 Xmas lights £9,000 Digital Heritage Trail	
What is the applicants policy for use of those Reserves? <i>[brief outline to be given]</i>	<ul style="list-style-type: none"> - £27,000 will be entirely spent on taking the Cranleigh Business Improvement District Proposal to ballot in June. - £2,000 is a Surrey County Council grant towards replacing the Nanhurst Cross Roads brown tourist signs. This has been refused by Surrey County Council and will now be reallocated to signs on the Downs Link promoting the village High Street - £4,000 is allocated towards the £15,000 cost of xmas lights and will be spent by November - £9,000 is a Waverley Council Covid grant to pay for a Digital Heritage QR code Trail along the High Street to be launched in the summer 	

PROJECT COSTS

Has a grant been paid by this Council previously ?	YES
If YES give details:	£500 contributions towards annual xmas lights
Do you have funding from other authorities ?	NO
If YES give details	<u>N/A</u>
Have any fundraising activities been arranged?	NO This would not be a suitable project for fund raising, the public believing it should be paid by the local authorities.
Any other relevant additional information to support the request:	This cabinet was installed a long while ago judging by its condition, it is not known when, is currently unsafe for use and is locked to users. Neither is it known who owns the cabinet. Finally, it is not known if it has ever had an EICR certificate. Therefore, it has been left up to the Parish Council and Chamber to bring it back into use. Without it, there would be no maple tree

	xmas lights.
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GRANT DETAILS

<i>What is the Grant required for ?</i>	
<i>Project Aims</i> [one/two sentences stating overall aim]	To bring the Electricity Cabinet back into use with an approved EICR Certificate.
<i>Project Objectives</i> [state three/four key objectives]	This electricity cabinet is used to power the xmas lights installed on the maple trees on the common. It can also be used to power entertainment, and food stalls at street markets. It can also be used as a source of electricity to light up the War Memorial on ceremonial occasions such as Royal, Ukrainian and Remembrance Day occasions.
<i>Project Description</i> [outline a clear description of the project]	Disconnect and remove existing timeclock control, contactor, and obsolete consumer unit <ul style="list-style-type: none"> • Upgrade main earthing and supply tails as required • 1 – 100amp double pole main switch • 1 – 10 way, fire-rated, Class 2 surge protected consumer unit, spare capacity for future memorial lighting. • 3 – 16amp Type A, double pole RCBO'S to protect each commando socket correctly and individually • 1 – Built in Din-rail mounted analogue time clock • 3 – 20amp single module Din-rail mounted contactors, controlled by time clock • Reconnect commando sockets (3) via contactors Certification • An electrical completion certificate to be issued

<i>Implementation</i>	
Which Organisation will be responsible for implementation of the project?	Cranleigh Chamber of Commerce in collaboration with Cranleigh Parish Council
If land/property is involved	
Has permission been obtained ?	Attempts have been made to find out who owns the cabinet and who owns the land on which it rests. Neither Waverley Borough Council nor Surrey County Council admits ownership. Even if either Council did, they would be likely to condemn the cabinet and not pay to bring it up to safety standard.
Are there any current contracts or leases which may be affected ?	None known.
Who owns the land ?	See above.

Are any other consents required?	None known
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Timings	
When is the grant required by?	Remembrance Sunday is on 12 th November. The xmas lights are switched on 18th November. So, the work will need to have been done by October. However, it will be better to get the work done during the dry season.
Timetable [kindly provide a timetable to implement the project]	in May. by 31 st May. on 19 th June during July.
Date	Milestone
May	Two further quotes sought
31 May	Awarded the grant
19 June	Confirm acceptance of successful quote and commission work
July	Work takes place and completed
31 July	EHIC Certificate provided

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community ?
There is a lack of electrical points to use during High Street events which limits the types of stalls, musical entertainment and other activities. The War Memorial is a significant feature in our village and to light it up will bring the community together at celebration and commemoration events.
Who and how many of the local community will benefit ?
The whole village of Cranleigh, at least those who drive, walk or cycle through the High Street will admire the maple tree xmas lights, or the lit up war memorial. Circa 11,000 Shoppers and visitors will benefit from the food stalls and entertainment. The retailers, cafes and restaurants will benefit from the increased footfall.

How do you know there is a need for this project ?
No upgraded cabinet means - No maple tree xmas lights. No War Memorial lit up. No food stalls and entertainment activities that need electricity.

DECLARATION

I hereby certify that the details supplied in this application are correct and the following information is enclosed (as applicable).

A location plan or site plan	NO
Copy of organisation's latest audited accounts	YES
Copy of constitution or set of rules	YES
Evidence of any permissions or consents	NO
Estimates/quotations to support the request (Projects over £1,000 require evidence that three estimates/quotations have been sought. Projects under £1,000 require evidence of two estimates/quotations	YES

Signed: Rosemarv French	Date: 3rd April, 2023:
Position in Organisation: Chamber Board Member	

Reference Number:

EICR-1388


DAVID J LONG LTD
 ELECTRICAL CONTRACTOR
 HORSHAM 01403 264982

ORIGINAL

ELECTRICAL INSTALLATION CONDITION REPORT

(REQUIREMENTS FOR ELECTRICAL INSTALLATIONS - BS7671 (IET WIRING REGULATIONS))

Details of the Client

1

Details of the Client:

Cranleigh Parish Council
 Village Way
 Cranleigh
 Surrey

GU6 8AF

Reason for producing the report:

Client request

Details of the Installation

2

Occupier and Address:

War Memorial electrical cabinet
 160 B2128
 Cranleigh
 Surrey

Description of premises:

Commercial

Estimated age of wiring system(years):

>20

Evidence of additions / alterations:

Yes

If yes, estimate age: (years)

<10

Installation records available:

No

Date of last inspection:

N/A

Extent and Limitations of Inspection and Testing

3

Extent of installation covered by this report:

Electrical cabinet currently used to supply 3 16 amp commando sockets for Christmas lighting possibly.
 No testing of commando plugs and flexes running up into trees as currently no access or lighting to test

Agreed and operational limitations on inspection and testing (include reasons and person agreed with):

Visual inspection of the electrical installation, along with testing the circuits and timeclock control system for the contactor

The inspection and testing detailed in this report and accompanying schedules has been carried out in accordance with BS7671:2018 (IET Wiring Regulations) as amended to 2022. Cables concealed within trunking and conduits, under floors, in roof spaces, and generally within the fabric of the building or underground, have not been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment.

Summary of the Condition of the Installation

4

See page 2 for a summary of the general condition of the installation in terms of electrical safety.

Overall assessment of the installation in terms of it's suitability for continued use*:

unsatisfactory

*An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified.

Declaration

5

I/We, being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations and attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations listed above.

Inspected and Tested by:

Name: DAVID LONG TMIET

Position: QUALIFIED SUPERVISOR

Date: 22/03/2023

Signature:

Report reviewed and authorised for Issue by:

Name: DAVID LONG TMIET

Position: QUALIFIED SUPERVISOR

Date: 22/03/2023

Signature:

Reference Number:

EICR-1388


DAVID J LONG LTD
 ELECTRICAL CONTRACTOR
 HORSHAM 01403 264982

Details of the Contractor Responsible for the Inspection and Testing

6

Company and Address including postcode:

David J Long Ltd
 31 Oakhill Road
 Horsham
 West Sussex

RH13 5SD

Telephone Number:

01403 264982

CPS Provider:

NICEIC

CPS Registration No:

8431

Recommendations

7

Where the overall assessment of the suitability of the installation for continued use on page 1 is stated as 'UNSATISFACTORY', I/We recommend that any observations classified as 'Code 1 - Danger Present' or 'Code 2 - Potentially dangerous' are acted upon as a matter of urgency. Investigation without delay is recommended for observations identified as 'Code FI - Further Investigation Required'. Observations classified as 'Code 3 - Improvement recommended' should be given due consideration.

General condition of the installation in terms of electrical safety:

'Wiring and accessories has not fared well from years of additions and alterations, see page 3 for observations

Subject to the necessary remedial action being taken, I/we recommend that the installation is further inspected and tested after an interval not exceeding:

3 years

Supply Characteristics & Earthing Arrangements

8

System Earthing Arrangement:

TN-C-S

No. & Type of Live Conductors:

a.c. 1 phase - 2 wire

Other Sources of Supply

(to be detailed on attached schedules)

Supply

Polarity

✓

Nominal Voltage⁽¹⁾U₀

230

V

U

V

Nominal Frequency, f⁽¹⁾

50

Hz

BS(EN):

88

Type:

N/A

External Loop Impedance, Z_e⁽²⁾

0.33

Ω

⁽¹⁾ By Enquiry

Rating:

60

A

Breaking capacity:

16

kA

Prospective Fault Current, I_{pf}⁽²⁾

0.9

kA

⁽²⁾ By Enquiry or by measurement

Supply Protective Device

Particulars of the Installation

9

Maximum Demand (Load)

48

A

Fault Protection:

ADS

Main Switch or Circuit-breaker

Means of Earthing

Distributors Facility:

✓

Installation Earth Electrode:

N/A

Electrode Details (if applicable)

Type:

N/A

Location:

N/A

Resistance to Earth:

N/A

Ω

Location:

N/A

BS(EN):

N/A

Type:

N/A

Current Rating:

N/A

A

No. of poles:

N/A

Voltage Rating:

N/A

V

RCD Operating current

N/A

mA

RCD Rated time delay

N/A

ms

RCD Operating time at I_{Δn}

N/A

ms

Main Protective Conductors

Earthing Conductor:

Material

Copper

Csa:

10

mm²

Continuity & Connection

✓

Other Bonded Services:

Water:

N/A

Oil:

N/A

Main Protective Bonding Conductor:

Material

Copper

Csa:

25

mm²

Continuity & Connection

✓

Gas:

N/A

Steel:

N/A

Other:

Cabinet

EICR-1388



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ELECTRICAL CONTRACTOR
HORSHAM 01403 264982

ORIGINAL

Observations

Referring to the attached schedules of inspection and test results, and subject to the limitations specified on page 1 of this report under 'Extent and Limitations of Inspection and Testing':

No remedial action is required:

N/A

The following observations are made:

Observation(s):

Classification
Code:

[illegible]

Code C1 Indicates that danger is present. Immediate remedial action required.

Code **C2** Indicates that an item is potentially dangerous. Urgent remedial action required.

Code **C3** Indicates that improvement is recommended.

Code FI Indicates that further inspection is required without delay.

Reference Number:

EICR-1388


DAVID J LONG LTD
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ORIGINAL

Domestic and similar premises with up to 100A supply - Inspection Schedule (1)

This inspection schedule is suitable for many types of smaller installation and is not exclusively domestic

1 - EXTERNAL CONDITION OF INTAKE EQUIPMENT

(Visual inspection only)

Comments

Outcome

Service cable

✓

Service head

✓

Earthing arrangement

✓

Distributor's Meter tails

N/A

Metering equipment

N/A

Distributor's Isolator (where present)

N/A

Person ordering work/dutyholder notified

✓

Consumer's isolator (where present)

N/A

Consumer's meter tails

C3

2 - PRESENCE OF ADEQUATE ARRANGEMENTS FOR OTHER SOURCES SUCH AS MICROGENERATORS

N/A

3 - EARTHING / BONDING ARRANGEMENTS

Presence and condition of distributor's earthing arrangement

✓

Presence and condition of earth electrode connection where applicable

N/A

Provision of earthing / bonding labels at all appropriate locations

✓

Confirmation of earthing conductor size

✓

Accessibility and condition of earthing conductor at MET

✓

Confirmation of main protective bonding conductor sizes

✓

Condition and accessibility of main protective bonding conductor connections

✓

Accessibility and condition of other protective bonding connections

✓

4 - CONSUMER UNIT(S) / DISTRIBUTION BOARDS(S)

Adequacy of working space / accessibility to distribution board

✓

Security of fixing

✓

Condition of enclosure(s) in terms of IP rating etc

C2

Condition of enclosure(s) in terms of fire rating etc

C3

Enclosure not damaged / deteriorated so as to impair safety

C2

Presence of main linked switch

✓

Operation of main switch (functional check)

✓

Manual operation of circuit-breakers and RCD's to prove disconnection

✓

Correct identification of circuit details and protective devices

✓

Presence of RCD six-monthly test notice at or near distribution board

C3

Presence of alternative supply warning at or near distribution board

N/A

Presence of other required labelling (please specify)

N/A

Compatibility of protective device(s) and base(s); correct type and rating (no signs of unacceptable thermal damage, arcing or overheating)

✓

Single-pole switching or protective devices in line conductor only

✓

✓ : Acceptable condition. C1 or C2 : Unacceptable condition. C3 : Improvement recommended.

N/V : Not verified. LIM : Limitation. N/A : Not applicable. FI : Further investigation

Reference Number:

EICR-1388


DAVID J LONG LTD
 ELECTRICAL CONTRACTOR
 HORSHAM 01403 264982

ORIGINAL

Domestic and similar premises with up to 100A supply - Inspection Schedule (2)

This inspection schedule is suitable for many types of smaller installation and is not exclusively domestic

4 - CONSUMER UNIT(S) / DISTRIBUTION BOARDS(S) (continued)

Comments	Outcome
Protection against mechanical damage where cables enter distribution board	C2
Protection against electromagnetic effects where cables enter distribution board / enclosures	✓
RCD(s) provided for fault protection - includes RCBOs	C3
RCD(s) provided for additional protection - includes RCBOs	C3
Confirmation of indication that SPD is functional	N/A
Confirmation that ALL conductor connections, including to busbars, are correctly located in terminals and are tight and secure	✓
Adequate arrangements where a generating set operates as a switched alternative to the public supply	N/A
Adequate arrangements where a generating set operates in parallel with the public supply	N/A

5 - FINAL CIRCUITS

Identification of conductors	✓
Cables correctly supported throughout their run	✓
Condition of insulation of live parts	✓
Non-sheathed cables protected by enclosure in conduit, ducting or trunking	N/A
To include the integrity of conduit and trunking systems (metallic and plastic) •	N/A
Adequacy of cables for current-carrying capacity with regard for the type and nature of installation	✓
Coordination between conductors and overload protective devices	✓
Adequacy of protective devices: type and rated current for fault protection	C3
Presence and adequacy of circuit protective conductors	✓
Wiring system(s) appropriate for the type and nature of the installation and external influences	✓
Concealed cables installed in prescribed zones (see Extent and limitations)	N/A
Concealed cables incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage from nails, screws and the like (see Extent and limitations)	N/A
Provision of additional protection by RCD not exceeding 30mA:	
for all socket outlets of rating 32A or less unless an exception is permitted •	✓
for supply to mobile equipment not exceeding 32A rating for use outdoors •	✓
for cables concealed in walls at a depth of less than 50mm •	N/A
for cables concealed in walls/partitions containing metals parts regardless of depth •	N/A
for final circuits supplying luminaires within domestic premises •	N/A
Provision of fire barriers, sealing arrangements and protection against thermal effects	N/A
Band II cables segregated / separated from Band I cables	N/A
Cables segregated / separated from communications cabling	N/A
Cables segregated / separated from non-electrical services	N/A

✓ : Acceptable condition. C1 or C2 : Unacceptable condition. C3 : Improvement recommended.

N/V : Not verified. LIM : Limitation. N/A : Not applicable. FI : Further investigation

Reference Number:

EICR-1388


DAVID J LONG LTD
 ELECTRICAL CONTRACTOR
 HORSHAM 01403 264982

ORIGINAL

Domestic and similar premises with up to 100A supply - Inspection Schedule (3)

This inspection schedule is suitable for many types of smaller installation and is not exclusively domestic

5 - FINAL CIRCUITS (continued)
Termination of cables at enclosures - indicate extent of sampling in Extent and Limitations of the report

Comments

Outcome

Connections soundly made and under no undue strain •

No basic insulation of a conductor visible outside enclosure •

Connections of live conductors adequately enclosed •

Adequately connected at point of entry to enclosure (glands, bushes etc.) •

Condition of accessories including socket-outlets, switches and joint boxes

Suitability of accessories for external influences

Adequacy of working space / accessibility to equipment

Single-pole switching or protective devices in line conductors only

6 - LOCATION(S) CONTAINING A BATH OR SHOWER

Additional protection for all low voltage (LV) circuits by RCD not exceeding 30mA

Where used as a protective measure, requirements for SELV or PELV met

Shaver sockets comply with BS EN 61558-2-5 formerly BS3535

Presence of supplementary bonding conductors, unless not required by BS7671:2018

Low voltage (e.g. 230 volt) socket-outlets sited at least 2.5m from zone 1

Suitability of equipment for external influences from installed location in terms of IP rating

Suitability of equipment for installation in a particular zone

Suitability of current-using equipment for particular position within the location

7 - OTHER PART 7 SPECIAL INSTALLATIONS OR LOCATIONS

 List all other special installations or locations present, if any.
 (Record separately the results of particular inspections applied.)

8 - PROSUMER'S LOW VOLTAGE ELECTRICAL INSTALLATION(S)

Where the installation includes additional requirements and recommendations relating to Chapter 82, additional items should be added to the checklist

Inspected by:

Name: DAVID LONG TMIET

Date: 22/03/2023

Position: QUALIFIED SUPERVISOR

Signature:

Circuit Details

Reference Number:

EICR-1388

DB Reference:

DB1

DB Location:

CABINET



DAVID J LONG LTD
ELECTRICAL CONTRACTOR
HORSHAM
01403 264982

Distribution Board Comments:

Supplied from:

MAIN FUSE

Overcurrent Device:

88

RCD Operating Current:

N/A

mA

SPD Type(s):

N/A

SPD Indicator:

N/A

Device Rating:

60

A

Type S RCD:

N/A

ms

Circuit Details

Circuit Number

*Codes for installation methods

A. In conduit in thermally insulated wall

B. In conduit on a wall or in trunking

C. Clipped direct

D. Direct buried or in ducting or conduit in ground

E & F. In free air or on cable tray or ladder touching

G. In free air on cable tray or ladder spaced

Circuit Description

1

TIMER CONTROL WIRING TO CONTACTOR

Circuit Category

Radial Circuit

Number of points served

1

Disconnection Time (s)

88-2

Device BS (EN)

-

Device Type

6

Device Rating (A)

6

Device Breaking Capacity (kA)

12.16

Maximum Permitted Zs (Ω)

N/A

RCD BS (EN)

N/A

RCD Type

N/A

RCD Operating Current (mA)

N/A

RCD Rating (A)

A

Type of Wiring

C

Installation Method*

2.5

Live csa (mm²)

N/A

Cpc csa (mm²)

N/A

Codes for type of wiring:

A. Cables in metal conduit

B. PVC Cables in metal conduit

C. PVC Cables in non-metallic conduit

D. PVC Cables in non-metallic trunking

E. PVC Cables in metallic trunking

F. Cables XLPE/SWA

G. A Cables

H. Mineral Insulated cables

Test Results

Reference Number:
EICR-1388

DB Reference:

DB1DB Location:CABINET

DAVID J LONG LTD
ELECTRICAL CONTRACTOR
HORSHAM 01403 264982

Tested by:		Name: DAVID LONG TMIET		Signature:		Date: 22/03/2023		Test instrument serial numbers:		Continuity: K766DL 8361623		Earth electrode resistance:		Earth fault loop impedance:		Insulation resistance:		RCD		Distribution Board Characteristics		Circuit Comments	
										Continuity (Ω)		Insulation Resistance (MΩ)		Measured Zs (Ω)		@ 1m		@ 5m		Test Button Operation		AF-DD test button operation	
										R1		R2		R1 + R2		R2 (gpc)		R2 (neutral)		R2 (line)			
										Live-Live		Live-Neutral		Live-Earth		Neutral-Earth		Test voltage		Polarity			
										N/A		N/A		LIM		>50		>50		250		✓	
										N/A		N/A		0.01		N/A		N/A		N/A		0.32	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N/A		N/A		N/A	
										N/A		N/A		N/A		N/A		N					

Circuit Details

Reference Number:

E/ICR-1388

DB Reference:

2

DB Location:

CABINET



DAVID J LONG LTD
ELECTRICAL CONTRACTOR
HORSHAM 01403 254982

Distribution Board Comments:

Supplied from:

CONTACTOR

Overcurrent Device:

88

R

Operating Current:

mA

S

N/A

SPD Indicator:

60

type :
pccn.

RCD Operating
time at 1.5

ms

*Codes for Installation methods

- A. In conduit in thermally insulated wall
- B. In conduit on a wall or in trunking
- C. Clipped direct
- D. Direct buried or in ducting or conduit in ground
- E & F. In free air or on cable tray or ladder touching
- G. In free air on cable tray or ladder spaced

Circuit Details

[illegible]

Test Results

Reference Number:
EICR-1388

DB Reference:

2DB Location:

CABINET

[illegible]

ELECTRICAL INSTALLATION CONDITION REPORT GUIDANCE FOR RECIPIENTS

This Report is an important and valuable document which should be retained for future reference.

The purpose of this Condition Report is to confirm, so far as reasonably practicable, whether or not the electrical installation is in a satisfactory condition for continued service (see Section 4). The Report should identify any damage, deterioration, defects and/or conditions which may give rise to danger.

This Report is only valid if accompanied by the Inspection Schedule(s) and the Schedule(s) of Circuit Details and Test Results.

The person ordering the Report should have received the "original" Report and the inspector should have retained a duplicate.

The "original" Report should be retained in a safe place and be made available to any person inspecting or undertaking work on the electrical installation in the future. If the property is vacated, this Report will provide the new owner/occupier with details of the condition of the electrical installation at the time the Report was issued.

Section 3 (Extent and Limitations) should identify fully the extent of the installation covered by this Report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the Report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.

Some operational limitations such as inability to gain access to parts of the installation or an item of equipment may have been encountered during the inspection. The inspector should have noted these in section 3 - Extent and Limitations on page 1.

For items classified in the observations as C1 ("Danger present"), the safety of those using the installation is at risk, and it is recommended that a skilled person competent in electrical installation work undertakes the necessary remedial work immediately.

For items classified in the observations as C2 ("Potentially dangerous"), the safety of those using the installation may be at risk and it is recommended that a skilled person competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

Where it has been stated that an observation requires further investigation the inspection has revealed an apparent deficiency which may result in a Code 1 or Code 2, and could not, due to the extent or limitations of the inspection, be fully identified. Such observations should be investigated without delay. A further examination of the installation will be necessary, to determine the nature and extent of the apparent deficiency (see Section 7 - Recommendations).

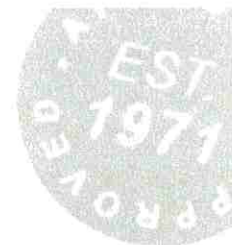
For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. The recommended date by which the next inspection is due is stated on page 2 of the Report under 'Recommendations'.

Where the installation includes a residual current device (RCD) it should be tested six-monthly by pressing the button marked 'T' or 'Test'. The device should switch off the supply when the button is pressed and should then be switched on to restore the supply. If the device does not switch off the supply when the button is pressed, seek expert advice. For safety reasons it is important that this instruction is followed.

Where the installation includes an arc fault detection device (AFDD) having a manual test facility it should be tested six-monthly by pressing the test button. Where an AFDD has both a test button and automatic test function, manufacturer's instructions shall be followed with respect to test button operation.

Where the installation includes a surge protective device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with the manufacturer's information. If the indication shows that the device is not operational, seek expert advice. For safety reasons it is important that this instruction is followed.

Where the installation includes alternative or additional sources of supply, warning notices should be found at the origin or meter position or, if remote from the origin, at the consumer unit or distribution board and at all points of isolation and all sources of supply.



Cranleigh Parish Council
Village Way
Cranleigh
Surrey
GU6 8AF

22nd March 2023

Re: Electrical maintenance and installation quotation.

Thank you for your valued enquiry, quotation as follows.

To supply and install:

War Memorial Electrical Cabinet

- Disconnect and remove existing timeclock control, contactor, and obsolete consumer unit
- Upgrade main earthing and supply tails as required
- 1 – 100amp double pole main switch
- 1 – 10 way, fire-rated, Class 2 surge protected consumer unit, spare capacity for future memorial lighting.
- 3 – 16amp Type A, double pole RCBO'S to protect each commando socket correctly and individually
- 1 – Built in Din-rail mounted analogue time clock
- 3 – 20amp single module Din-rail mounted contactors, controlled by time clock
- Reconnect commando sockets (3) via contactors

Certification

- An electrical completion certificate to be issued

Installation total to be £840.00 + vat @ 20%

David J. Long Ltd

31 Oakhill Rd, Horsham, West Sussex, RH13 5SD

Telephone 01403 264982
Email davidjlongltd@gmail.com
Website www.davidjlong.co.uk
VAT Reg. NO. 209 9973 16



Kindly note

We have been trading in Horsham since 1971, fully approved by the '**NICEIC**' since 1973 and fully insured, together with membership of Trading Standards '**Buy with Confidence**' and Government Endorsed '**Trust Mark**' Schemes.

All operatives have also been CRB checked.

If you have any questions, then please do not hesitate to contact us.

Kind regards.

David & Robert Long

CRANLEIGH & DISTRICT CHAMBER OF TRADE AND COMMERCE
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
GENERAL FUND: INCOME		
Subscriptions	4,650	5,100
Meetings and events - net of costs	-	467
BID Funds	15,673	-
Surrey County Council - sign funds	2,000	-
	<u>22,323</u>	<u>5,567</u>
EXPENDITURE		
Administration support	143	559
Website, trading license, printing and office costs	632	557
Subscriptions and Insurance	688	667
AGM	233	-
Sponsorship Cranleigh Civic Society	1,000	-
Cranleigh in Bloom and Bounce Back (net)	2,514	-
Bank charges	102	27
Christmas Light Contribution	15,000	5,432
Transfer to BID fund	15,673	-
Transfer to sign fund	2,000	-
	<u>37,985</u>	<u>7,242</u>
SURPLUS/(DEFICIT)	<u>(15,662)</u>	<u>(1,675)</u>
'100 CLUB' INCOME		
Subscriptions and donations	23,734	10,130
General fund contribution	15,000	5,432
	<u>38,734</u>	<u>15,562</u>
EXPENDITURE		
Christmas Lights and activities	29,300	7,440
SURPLUS/(DEFICIT)	<u>9,434</u>	<u>8,122</u>

BALANCE SHEET AT 31 MARCH 2022

	2022 £	2021 £
GENERAL FUND		
Balance at 1 April 2021	24,053	25,728
Surplus/Deficit from Income and Expenditure Account	<u>(15,662)</u>	<u>(1,675)</u>
	<u>8,391</u>	<u>24,053</u>
BID FUND		
Transfer	<u>15,673</u>	<u>-</u>
SIGN FUND		
Transfer	<u>2,000</u>	<u>-</u>
'100 CLUB'		
Balance at 1 April 2020	5,350	(2,772)
Surplus/Deficit from Income and Expenditure Account	<u>9,434</u>	<u>8,122</u>
	<u>14,784</u>	<u>5,350</u>
REVALUATION RESERVE		
Revaluation of President's Collarette and Bars	<u>3,352</u>	<u>3,352</u>
	<u>44,200</u>	<u>32,755</u>
ASSETS		
President's Collarette and Bars at 2008 valuation	3,480	3,480
Cash at bank	38,966	27,476
Barclays	1,799	1,799
Paypal	<u>44,245</u>	<u>32,755</u>
LIABILITIES		
Administration support	(45)	-
	<u>44,200</u>	<u>32,755</u>

Signed: _____
R French, President

07 MAR 2022

Our Ref: 41996
04 March 2022

Parish Clerk
Cranleigh Parish Council
c/o Village Way
CRANLEIGH
Surrey
GU6 8AF

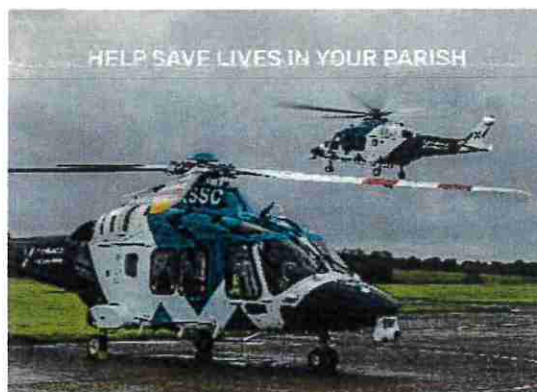
Dear Cranleigh Parish Council

Air Ambulance Charity Kent Surrey Sussex (KSS) fight each day to save lives. We provide critical pre-hospital care across the region, to those that need us most. We are a vital part of your communities, your lives and your safety.

I am writing to you today to apply for a grant of £300 to help towards our mission of saving lives and ensuring the best possible outcomes for our patients.

Last year was the busiest year in our 32-year history. We were called to over 3000 incidents throughout the South East with 27% of our missions coming in Surrey alone.

It takes over £15.2million to operate our service and we simply could not do what we do without the generosity of the people and communities of our region so any support Cranleigh Parish Council may be able to offer really would be appreciated.



I hope that you will join us in our fight to save lives – your support is as critical as our care.

Yours faithfully

Nick Turrell
Head of Community Fundraising



CRANLEIGH PARISH COUNCIL

Council Offices,
Village Way,
Cranleigh,
Surrey,
GU6 8AF
Tel. 01483 272311
E-mail clerk@cranleigh-pc.gov.uk

APPLICATION FOR GRANT

Please read our Grants and Donations Policy before completing this form.

When the form has been completed, please return to the Clerk at the address above.

APPLICATION DETAILS

Organisation Name	Cranleigh Stoolball Club
Contact Name	Kate Foster
Position in Organisation	Captain
Organisation Address	
Post Code	
Contact Telephone No	
Registered Charity	NO

PROJECT DETAILS

Project Name	Post Covid team development	
Project Location	Cranleigh School, The Lowers, Horseshoe Lane, Cranleigh GU6 8QQ	
Project Start Date	April	
Project End Date	August	
Total Cost of Project:	£500	
Amount Requested*	£250	Percentage of Project Cost% 50%

*Where the amount requested is in excess of £500 kindly advise	
The current level of Reserves held	£26
What is the applicants policy for use of those Reserves? <i>[brief outline to be given]</i>	As per the club's constitution. See attached

PROJECT COSTS

Has a grant been paid by this Council previously ?	NO
If YES give details:	
Do you have funding from other authorities ?	<u>No</u>
If YES give details	
Have any fundraising activities been arranged ?	YES
Any other relevant additional information to support the request:	We have found a sports event planning company Oneplan Ltd who will match fund any contribution by Cranleigh Parish Council to enable us to reach our target sum.

GRANT DETAILS

What is the Grant required for ?	
<u>Project Aims</u> [one/two sentences stating overall aim]	To secure a home ground for Cranleigh Stoolball Club, established in 2006 and take action to recruit and retain players to create a sustainable financial model for the club.
<u>Project Objectives</u> [state three/four key objectives]	<ul style="list-style-type: none"> • Identify and secure a dedicated training and home match ground • Recruit new players • Purchase team kit • Enter the Surrey Stoolball League • Conform to league requirements i.e. protective gear, public

	liability insurance, safeguarding training etc <ul style="list-style-type: none"> Reach a position where the club can be financially self sustaining through sufficient annual subs. Generate participation numbers and success to make the club more appealing to external funders through sponsorship.
<i>Project Description [outline a clear description of the project]</i>	Promote participation in sport for women and girls age 12 – 60+ in Cranleigh and the surrounding villages. Retain players and in turn provide opportunities to realise the physical, social and mental health benefits associated with this traditionally hard to reach age group.

Implementation	
Which Organisation will be responsible for implementation of the project?	Cranleigh Stoolball Club Committee (volunteers)
If land/property is involved	
Has permission been obtained ?	Simple hire agreement has been entered into with Cranleigh School.
Are there any current contracts or leases which may be affected ?	N/A
Who owns the land ?	N/A
Are any other consents required?	N/A

Timings	
When is the grant required by?	<u>May 2023</u>
Timetable <i>[kindly provide a timetable to implement the project]</i>	
Date 2023	Milestone
April	<u>Training to commence with recruitment campaign launch</u> <ul style="list-style-type: none"> - <u>Facebook</u> - <u>Posters</u> - <u>Cranleigh Magazine</u> - <u>Watsapp messaging</u>
May - August	<u>Training and matches take place through until the end of August</u> <u>Kit purchase</u>
June	<u>Assessment of training needs and appropriate courses booked for team members and committee such as First Aid, Safeguarding and Umpiring</u>
July	<u>Cup games and press release to celebrate recruitment and league progress</u>

August	<u>Secure training slot with an aim to resume indoor training from Jan – April 2024 before transferring to an outdoor pitch in April</u>
--------	--

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community ?
<u>Physical and social health benefits to a traditionally hard to reach group of women and girls age 12+ - 60</u>
<u>Present women and girls with an opportunity to learn a new skill.</u>
Who and how many of the local community will benefit ?
Circa 15 initially with a first year target of attracting up to 20, then further growth year on year.
How do you know there is a need for this project ?
Our AGM in January confirmed that we have a core of 11 players who are committed to entering the Surrey Stoolball League. We need a larger squad base to allow for weeks when some members can't play. Our participation in the league itself enables its longevity and in turn the opportunity for ten other Surrey stoolball teams (comprising circa 20 players per team) to have a league and competitive outlet.

DECLARATION

I hereby certify that the details supplied in this application are correct and the following information is enclosed (as applicable).

A location plan or site plan	NO
Copy of organisation's latest audited accounts	Scanned copy of bank statement attached
Copy of constitution or set of rules	YES
Evidence of any permissions or consents	N/A
Estimates/quotations to support the request (Projects over £1,000 require evidence that three estimates/quotations have been sought. Projects under £1,000 require evidence of two estimates/quotations)	YES Project includes multiple items do have included a quote / submitted evidence for each cost.

Signed: <i>Katharine Foster</i>	Date: 24/03/23
Position in Organisation: Captain	

Project Items	
Civil Liability Insurance:	£55
Safeguarding DBS Check:	£15
Cranleigh School Pitch hire April – August :	£250
T- Shirts to include sponsor logos	£150 + (asking for a contribution towards this cost)
Foldable table for scorers (league requirement)	£100
TOTAL	£570

On 21 Feb 2023, at 09:42, Surrey Stoolball <surreystoolballleague@hotmail.com> wrote:

Hi All

I hope you are well.

We just wanted to send an update to outline the outstanding actions. Thank you to those clubs who have already provided the relevant information.

Equipment order: 28 February

I have attached the order form, please complete and return this by 28 February if you require equipment for this season.

Umpire training: 28 February

As discussed at the LM Meeting, we are hoping to get enough interest from clubs to run some umpire training, which is open to everyone regardless of experience. Please email me back by 28 February with approx. numbers for your club, I appreciate it will be subject to dates and times etc.

Fees: 31 March

A subscription fee of £30 is due by each club by 31 March (SLSA Subscription fee £15 and Stoolball England Affiliation fee £15).

Surrey Ladies Stoolball Association

Sort Code:

Account Number:

CRANLEIGH STOOLBALL CLUB CONSTITUTION

1. Name

The club will be called Cranleigh Stoolball Club and will be affiliated to Stoolball England. The club shall ensure that its members both playing and non-playing will abide by the Stoolball England Code of Conduct.

2. Aims and objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in Stoolball
- o To promote the sport of Stoolball
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone ° To ensure that all present and future members receive fair and equal treatment

3. Membership

Membership will consist of officers and members of the club and shall be open to anyone interested in the sport regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The club may offer different classes of membership based on a non-discriminatory and fair basis.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted and the policies and rules of Stoolball England.

Members will be enrolled in one of the following categories•

- o Full playing member
- o Junior playing member (under the age of 18 or in full time education)

4. Membership fees

Membership fees will be set annually and determined at the Annual General Meeting.

Fees will be paid by annual subscription.

5. Officers of the club

The officers of the club will be (NB these are suggestions):

- o Club Captain
- o Honorary Secretary
- o

Treasurer o Fixtures

Officer o Club

Welfare Officer

Officers will be elected annually at the Annual General Meeting. Committee members may not serve in the same position for more than three years.

6. Committee

The club will be managed through the Management Committee consisting of:

Only these posts will have the right to vote at meetings of the Management Committee.

o Club Captain,

o Honorary

Secretary o

Treasurer

The Management Committee will be convened by the Secretary of the club and hold no less than one meeting per year.

The quorum required for business to be agreed at Management Committee meetings will be: three.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. Finance

All club monies will be banked in an account held in the name of Cranleigh Stoolball Club

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: 31st March.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other officer.

8. Annual general meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 14 clear days notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the accounts.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be Four.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within seven days of the Secretary receiving the appeal.

10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will be administered as follows:

Monetary — given to Cancer UK

Equipment / Kit — Given to another Stoolball England affiliated club.

11 .Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

Declaration

Cranleigh Stoolball Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE. c z/2B.

NAME. ZIYAZING

POSITION: Club Captain

ID:

SIGNED:

DATE: g/2(zB

: SARA A. GREER

NAME

POSITION: Club Secretary



J31D3201EGTMCA0000110975001001 378 000

CRANLEIGH STOOLBALL CLUB
MRS SARAH GREER

Your account statement

Issue date: 1 March 2023

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)Visit us online: www.lloydsbank.com

Your branch: HORSHAM

Sort code: . Account number: .

BIC: L

IBAN: GB25 LL



TREASURERS ACCOUNT

CRANLEIGH STOOLBALL CLUB

INTEREST RATES FOR THE PERIOD 10 JAN 23 TO 09 FEB 23

Debit Rates 10 JAN 23 - 01 FEB 23

Unauthorised Borrowing 14.35% pa

Debit Rates 02 FEB 23 - 09 FEB 23

Unauthorised Borrowing 14.85% pa

PLC20UD3100000

M31D3201EGTMCA0000110975001001

Page 1 of 2 / 0003479 / 0218617

Unless otherwise specified in the account charges brochure which applies to this account, the charges for unauthorised borrowing and unpaid items are set out below

Unauthorised borrowing fee: £0.00

Unpaid item (cheque): £0.00

Unpaid item (direct debit): £0.00

Unpaid item (standing order): £0.00

If your account becomes overdrawn, or you exceed any agreed overdraft limit, we may allow an overdraft to be created or allow the agreed overdraft limit to be exceeded. In these circumstances the new or excess overdraft is an unauthorised overdraft and you will be charged at the rate for unauthorised borrowing which is shown on your statement and will incur other unauthorised borrowing charges shown above.

Interest is calculated on the cleared daily balance of the new or excess overdraft and is payable for the duration of the new or excess overdraft.

We may change any of our charges and interest at any time and will notify you in writing at least two months before we make any change. You will be deemed to have accepted any such change if you do not notify us to the contrary before the date any such change comes into effect. However, if you choose not to accept any change:

- You can close the account at any time before the change comes into effect provided that any outstanding amounts on the account are paid; or
- Our notice of the change shall be deemed to be notice of termination given under the terms of your account and your account Agreement will terminate the day before any change comes into effect. Should there be any outstanding balance on the account it will become immediately due and payable on termination.

When we tell you about a change we will do so by letter, e-mail, text, statement, statement inserts or messages or in any other way which is sent to you individually.

If the change is to your advantage we may change our interest rates at any time and without notice to you. We will tell you about the change by putting notices in our branches within three Business Days of making the change or by telling you personally within 30 days of making the change and we will update our website within three Business Days of an interest rate change taking effect.

Select Statement - 30944125346668

CRANLEIGH STOOD BALL CLUB

Branch Name: HORSHAM

account statement

TREASURERS ACCOUNT
CRANLEIGH STOOD BALL CLUB

Sheet: 8 Of 9
Date issued: 01/09/2022

Date	Activity	Paid out	Paid to	Balance
01Aug22				256.01
08Aug22	FPI		20.00	276.01
	09/08/2022 16:08 08AUG22 17:28			
	TOTAL PAYMENTS/RECEIPTS:	0.00	20.00	

BCG-Bank Giro Credit BP-Bill Payments CHG-Charge CHQ-Cheque(s) COM-Commission COR-Correction CPT-Cashpoint CSH-Cash CSQ-Cash/Cheque(s) DD-Direct Debit DEB-Debit card DEP-Deposit DR-Overdrawn Balance EUR-Euro Cheque IB-Internet Banking MPI-Mobile Payment In MPO-Mobile Payment Out PAY-Counter withdrawal PSV-Paywave SAL-Salary SCR-Refund Debit SDC-Collection Credit SDD-Collection Debit SDR-Reversal Credit SO-Standing Order SUR-Excess Management Reversal

Account statement
TREASURERS ACCOUNT
CRANLEIGH STOOLBALL CLUB

Sheet: 9 Of 9
Date Issued: 30/09/2022

Date	Activity	Paid out	Paid in	Balance
01Sep22				276.01
09Sep22	CHQ 000110	250.00	0.00	26.01
	TOTAL PAYMENTS/RECEIPTS:	250.00		

BQC-Bank Giro Credit BP-Bill Payment CHQ-Charge CHQ-Cheque(s) COM-Commission COR-Correction CPT-Cashpoint CSL-Cash CSQ-Cash/Cheque(s) DD-Direct Debit DEB-Debit card DEP-Deposit DR-Overdraw Balance EUR-Euro Cheque IB-Internet Banking MPI-Mobile Payment In MPO-Mobile Payment Out PAY-Counter withdrawal PSV-Payave SAL-Salary SCR-Refund Debit SDC-Collection Credit SDD-Collection Debit SDR-Reversal Credit SO-Standing Order SUR-Excess Management Reversal

Cranleigh Parish Council
Council Offices,
Village Way,
Cranleigh,
Surrey,
GU6 8AF

15th March 2023

To whom it may concern,

CRANLEIGH STOOLBALL CLUB

I am writing to confirm that Oneplan Ltd will match any funds granted to Cranleigh Stoolball Club as part of their recruitment campaign funding application.

As an organisation our core aim is to enable participation in sport and events through the use of technology. Cranleigh Stoolball Clubs aims therefore complement our ethos and we look forward to supporting their project.

Yours sincerely

Paul Foster

CEO and Founder, Oneplan Ltd



If you find the text in this form difficult to read we can supply it in a format better suited to your needs

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

APPLICATION FOR STREET TRADING CONSENT

To: Head of Environmental Health and Community Safety, Waverley Borough Council,
The Burys, Godalming, Surrey, GU7 1HR

I hereby make application under the provisions of section 3 and schedule 4 of the above Act for consent to sell or offer or expose for sale the articles stated below, in the open air within the area of Waverley Borough Council.

This application is for (please tick)	New Application	<input checked="" type="checkbox"/>	Renewal	<input type="checkbox"/>
If a renewal application please provide the number on the current consent				
The type of consent being applied for (please tick)	Sole Trader	<input checked="" type="checkbox"/>	Special/Community Events	<input type="checkbox"/>
If special/community events please state the number of stalls/traders to be present				

I submit the following particulars for consideration:

1.	Applicant Full name	MAHMUT DEVECİ	Date of Birth	
2.	Trading as	BODRUM KEBAB		
3.	Home Address (inc. postcode) (for sole traders)			
4.	Address of organiser (if a community/special event)			
5.	Daytime telephone number			
6.	E-mail			
7.	Address where articles are stored (if applicable)			
8.	Proposed trading location/address*	A281 Horsham Rd. Cranleigh		

For local community event applications please provide the details of all of the traders separately as part of your application.		
9.	Type of vehicle(s) to be used. If a sole trader please also give accurate dimensions of each vehicle (in metres)	Peugeot boxer Van 5.4 meter
10.	Registration no. or identification mark	12 Y 16 T M O
11.	Full details of articles to be sold. Also include size of any receptacles to be used, e.g. baskets, kiosk, tables, etc.	Kebab and Burger Van No Tables or baskets.
12.	Proposed times of trading (please include frequency, times of day, days per week, months of the year)	12 months a year 7 Days a week 16.00 - 24.00
13.	Insurance Company and Policy No.	
14.	If a food business please provide the name of the local authority you are registered with	Waverley Council

I enclose:

1. A passport style photograph of myself (sole traders only)
2. Photographs showing the sides, back and front of each vehicle (sole traders only). If you are an existing trader please provide a photo of the vehicle(s) in the trading location.
3. A plan/map image showing all locations that I have applied to trade in, which shows sufficient details to identify the location of the proposed site.
4. A copy of valid public liability insurance for trading/the event providing cover to a minimum amount of 5 million pounds. The person applying for street trading consent

is responsible for providing this insurance, individual applicants (sole traders), or the organiser (special/community events).

5. If a food trader(s) - a copy of correspondence showing that I am/they are registered with a local authority as a food business and/or have achieved a minimum FSA food hygiene rating score of level 3 or above.
6. An event management plan(s) (special/community events only) detailing how the event(s) will be run safely and without causing nuisance to the area. Please note:

The Government has published its plan for living with COVID

COVID is still present in the community. As the organiser of an event(s) you must take all reasonable steps to protect the safety of those working or attending the event. As such you are required to include COVID in your risk assessment under general Health & Safety requirements. HSE Guidance is available on how to assess COVID related risks and there is also a risk assessment template.

You should continue to follow the guidance to keep yourself and others safe. Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)

If you require any COVID advice, please do not hesitate to get in contact with Environmental Health on 01483 523393 or send an email to: EnvironmentalHealth@waverley.gov.uk

7. Confirmation that if trading from privately owned land that the land owner has given permission for me to trade/the event to go ahead there.

I confirm that:

- I will pay the required fee within 48 hours of submitting this application. I am aware that failure to provide the required fee will result in my application not being processed.
- I am aware that the required fee is payable per trading site.
- I will display a notice at the proposed trading location(s) notifying local residents and businesses of my intention to trade there if a consent is granted. I will provide a photo of this being displayed at the location within 48hrs of submitting this application to environmentalhealth@waverley.gov.uk. (not required for itinerant street traders such as ice cream vans who do not trade from any specific locations)
- I am aware that if valid objections are received to my application, the application will need to be considered and determined by Waverley Borough Council's Licensing Sub-Committee. This may delay a street trading consent being granted.

Signed



Print Name

MAHMUT DEVECİ

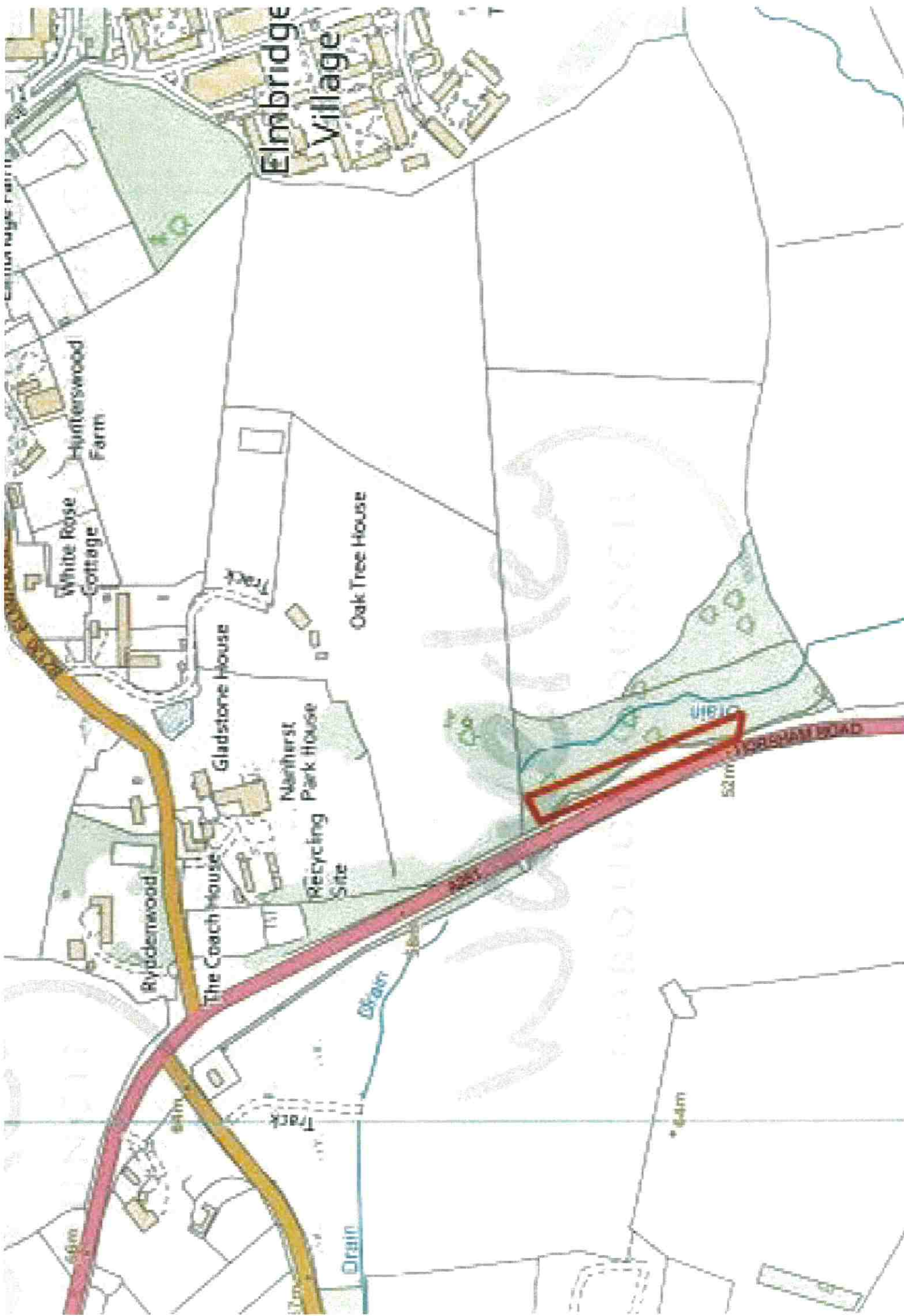
Date

06-02-23

Notes:

Fees are reviewed annually. They are published on the Council's website, or please contact Environmental Health

Making a deliberately false statement in connection with any application is an offence punishable on summary conviction by fine of up to £400.





Waverley Borough Council,
Council Offices, The Burys,
Godalming, Surrey, GU7 1HR
www.waverley.gov.uk

Richard Homewood
Head of Regulatory Services – Guildford
and Waverley

When calling please ask for: Mr P Hughes

Direct line: 01483 523189

E-mail: paul.hughes@waverley.gov.uk

DX: 58303 Godalming 1

Date: 07.03.2023

Dear Sir/Madam

**CONSULTATION - REVIEW OF WAVERLEY BOROUGH COUNCIL'S STATEMENT OF LICENSING
POLICY - GIVE YOUR VIEWS BY 19th MAY 2023**

The Licensing Act 2003 requires Waverley to have a Statement of Licensing Policy, that it keeps this under review, and that it must completely review the Policy within every five year period. The current Waverley Policy has been in place since January 2018, and requires updating including reference to the new revised licensing Guidance (December 2022). The policy will be reviewed over the next few months, this will lead up to a new Policy being in place by August 2023 for a five-year period, unless amended earlier.

In the first instance, Council Officers have looked at the Policy, and made some necessary changes to it as a result, before the formal consultation began. The Council is now formally seeking your views on its Statement of Licensing Policy. The Policy itself, as amended can be found on the Waverley website [Licensing consultations \(waverley.gov.uk\)](http://waverley.gov.uk/licensing-consultations). If this is not a convenient format for you, and you do not already have a copy of the current Policy, please contact this office and ask for a copy to be sent to you.

There are three ways that you may comment on the existing Policy or propose changes, making sure that the comments arrive here not later than 19th May 2023:

- You may email your comments to licensing@waverley.gov.uk or
- You may use the attached form (and a separate sheet if necessary); or
- You may write to us at the above address, sending your letter/form to the Licensing Section, Council Offices, The Burys, Godalming, Surrey GU7 1HR.

All comments will then be placed before the relevant Licensing Committee and the Council for final consideration and approval, and it is intended that the policy as revised following this consultation will be in place by August 2023. The new policy will then be placed on Waverley's website.

The deadline for responses on this consultation is **19th May 2023**. I look forward to hearing from you before then.

Yours faithfully

Paul Hughes
Licensing Manager