

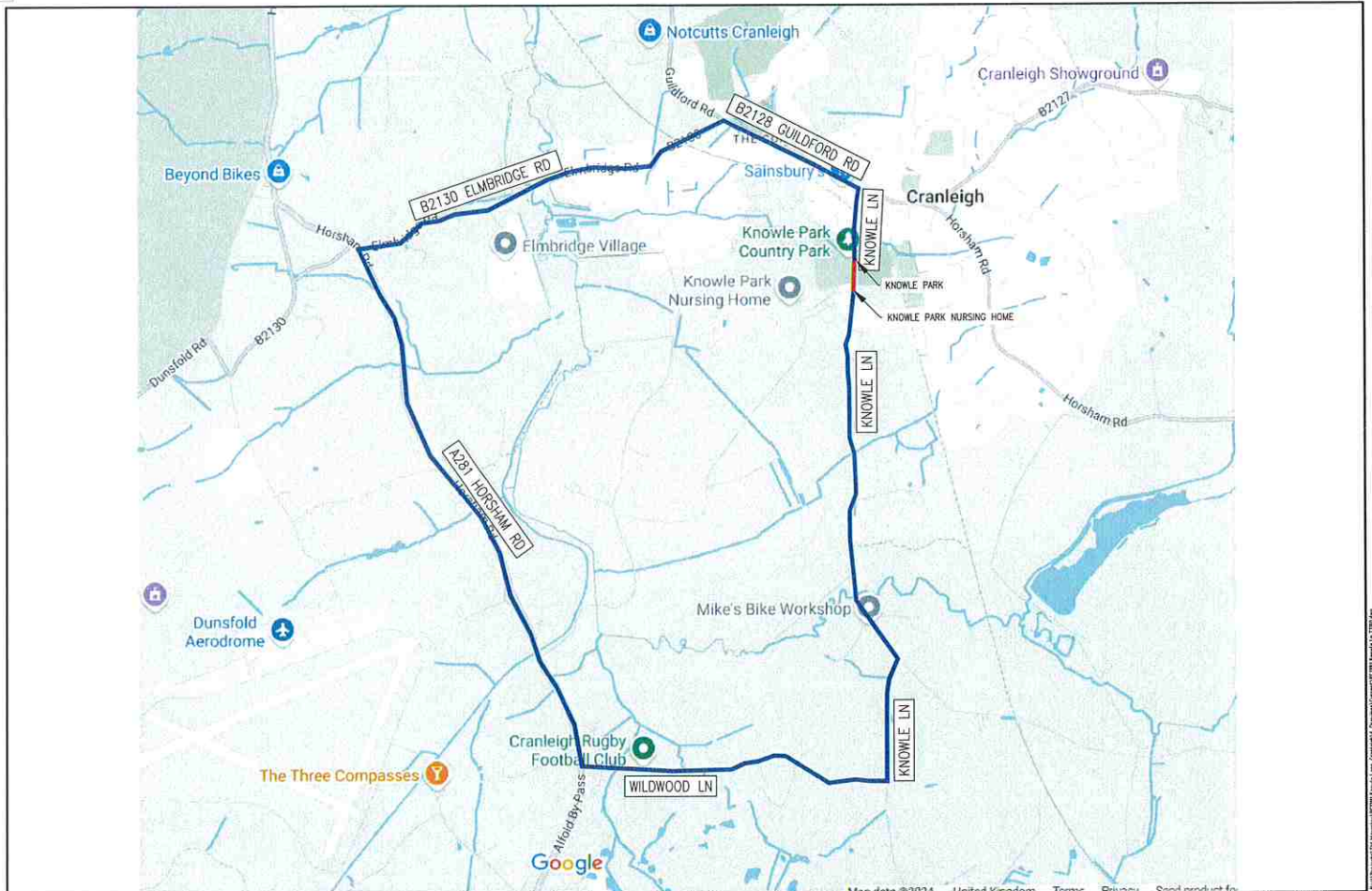
D184 KNOWLE LANE, CRANLEIGH

PROPOSED SPEED LIMIT REDUCTION

STATEMENT OF REASONS FOR PROPOSING
TO MAKE THE SPEED LIMIT ORDER

The council were made aware of concerns about vehicle speeds and road safety when pedestrians cross Knowle Lane between Snoxhall Fields and Knowle Park and as a result the council intend to extend the 30 mph speed limit by 136m south along Knowle Lane.

Speed limits can help to reduce accidents and improve safety for all road users. It has been shown that the slower a vehicle is travelling then the less likelihood there is of a serious or fatal injury occurring. It is expected that by reducing the existing 40mph speed limit to 30mph that this will contribute to improving road safety and improving the environment in the vicinity.



- DIVERSION ROUTE
- CLOSURE

Rev	Description	Rev	Chk	Appr	Date

Drawn by:	Checked by:	Revised by:	Drawing title:
			TTRO PLAN
Date:			

Project No:	
Project Name:	KNOWLE LN, CRANLEIGH
Scale:	

 SURREY	PC1391
	PC1391_06
NTS	-
METRES	DRAFT

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PRIVACY NOTICE

Waverley Borough Council will use the information you provide in this form to process your premises licence application, to fulfil our licensing obligations and maintain our statutory public register. We may share your information with other local councils, the police and other government agencies to verify/process the information you have supplied, where required by law and for statistical research purposes (anonymised data) by government agencies only. We will keep it for ten years after the premises licence ends.

For Online Payments Only;

Please note; Our payments website processes your payment and does not store any personal data.



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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We RYAN ALEXIS

(Insert name(s) of applicant)

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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
VINE & VALE 137 HIGH ST			
Post town	CRANLEIGH	Postcode	GU6 8AU

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ 24,000

Part 2 - Applicant details

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

Please tick as

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
- i as a limited company/limited liability partnership please complete section (B)
 - ii as a partnership (other than limited liability) please complete section (B)
 - iii as an unincorporated association or please complete section (B)

- iv other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)

SECOND INDIVIDUAL APPLICANT (if applicable)

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

(B) OTHER APPLICANTS

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

Name	VINE & VALE LIMITED
Address	137 HIGH STREET CRANLEIGH GU6 8AU
Registered number (where applicable)	COMPANY NUMBER 16022034
Description of applicant (for example, partnership, company, unincorporated association etc.)	LIMITED LIABILITY COMPANY

Telephone number (if any)	
E-mail address (optional)	RYAN@VINEANDVALE.CO.UK

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
2	0	012025

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

DD	MM	YYYY

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

THE PREMISES IS A RETAIL PROPERTY LOCATED ON CRANLEIGH HIGH STREET, DESIGNED TO OPERATE AS A WINE SHOP AND BAR. THE TOTAL INTERNAL AREA OF THE PREMISES IS 786 SQ FT, DIVIDED INTO TWO MAIN SPACES. THE FRONT AREA WILL FUNCTION AS A RETAIL WINE SHOP, SHOWCASING A CURATED SELECTION OF WINES FOR PURCHASE. THE SECOND SPACE, SITUATED BEHIND THE WINE SHOP, WILL SERVE AS A BAR WHERE PATRONS CAN ENJOY WINES BY THE GLASS AND SMALL PLATE OFFERINGS IN A RELAXED ATMOSPHERE.

ADDITIONALLY, THERE IS A 210 SQ FT REAR COURTYARD THAT WILL BE AVAILABLE FOR PATRONS WHO WISH TO CONSUME ALCOHOL OUTDOORS. THE PREMISES ALSO INCLUDES ANCILLARY FACILITIES SUCH AS A BATHROOM, OFFICE, AND STORAGE AREAS. THE LAYOUT AND OPERATION OF THE PREMISES ARE DESIGNED TO UPHOLD THE LICENSING OBJECTIVES BY ENSURING A SAFE AND WELCOMING ENVIRONMENT FOR CUSTOMERS.

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

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

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

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

In all cases complete boxes K, L and M

A

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

B

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

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

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

E

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

F

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

G

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

H

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

I

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

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input type="checkbox"/>
			MONDAY TO WEDNESDAY - OFF THE PREMISES ONLY THURSDAY TO SUNDAY - ON & OFF THE PREMISES	Off the premises	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	10.00	18.00	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Tue	10.00	18.00			
Wed	10.00	18.00			
Thur	10.00	22.30	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri	10.00	22.30	FOR NON-STANDARD TIMINGS, THE PREMISES INTENDS TO EXTEND THE HOURS FOR THE SUPPLY OF ALCOHOL AS FOLLOWS: OCCASIONAL EVENTS: SUCH AS COMEDY NIGHTS, LIVE MUSIC, AND WINE TASTING EVENINGS, UNTIL 23:30 HOURS FOR A MAXIMUM OF 24 EVENTS PER CALENDAR YEAR.		
Sat	10.00	22.30	BANK HOLIDAYS AND SEASONAL OCCASIONS: INCLUDING BOXING DAY, GOOD FRIDAY, EASTER MONDAY, EARLY MAY BANK HOLIDAY & SPRING BANK HOLIDAY, AUGUST BANK HOLIDAY, BLACK FRIDAY, CHRISTMAS EVE AND NEW YEARS EVE UNTIL 23:30 HOURS.		
Sun	10.00	20.30	LOCAL CRANLEIGH EVENTS: INCLUDING THE CRANLEIGH CARNIVAL AND FUN DAY, CRANLEIGH BONFIRE AND FIREWORKS NIGHT, CRANLEIGH LIONS CLASSIC CAR SHOW, AND THE CRANLEIGH CHRISTMAS LIGHT SWITCH-ON, UNTIL 23:30 HOURS.		

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

Name		RYAN ALEXIS
Date of birth		
Address		
Postcode		
Personal licence number (if known)		
Issuing licensing authority (if known)		

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

THE PREMISES DOES NOT INTEND TO PROVIDE ANY ADULT ENTERTAINMENT OR SERVICES THAT WOULD GIVE RISE TO CONCERNS IN RESPECT OF CHILDREN. HOWEVER, ON OCCASION, THERE MAY BE COMEDY NIGHTS FEATURING ACTS THAT ARE ADULT-RATED. THIS IS NOT YET CONFIRMED BUT REMAINS A POSSIBILITY. IN ADDITION, WINE TASTING AND PAINT'N'SIP EVENTS WILL BE HELD, BUT THESE WILL BE STRICTLY FOR ADULTS, AND CHILDREN WILL NOT HAVE ACCESS TO THESE ACTIVITIES.

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	10.00	18.00	
Tue	10.00	18.00	
Wed	10.00	18.00	
Thur	10.00	22.30	<p><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)</p> <p>FOR NON-STANDARD TIMINGS, THE PREMISES INTENDS TO EXTEND THE HOURS FOR THE SUPPLY OF ALCOHOL AS FOLLOWS:</p> <p>OCCASIONAL EVENTS: SUCH AS COMEDY NIGHTS, LIVE MUSIC, AND WINE TASTING EVENINGS, UNTIL 23:30 HOURS FOR A MAXIMUM OF 24 EVENTS PER CALENDAR YEAR.</p> <p>BANK HOLIDAYS AND SEASONAL OCCASIONS: INCLUDING BOXING DAY, GOOD FRIDAY, EASTER MONDAY, EARLY MAY BANK HOLIDAY & SPRING BANK HOLIDAY, AUGUST BANK HOLIDAY, BLACK FRIDAY, CHRISTMAS EVE AND NEW YEARS EVE UNTIL 23:30 HOURS.</p> <p>LOCAL CRANLEIGH EVENTS: INCLUDING THE CRANLEIGH CARNIVAL AND FUN DAY, CRANLEIGH BONFIRE AND FIREWORKS NIGHT, CRANLEIGH LIONS CLASSIC CAR SHOW, AND THE CRANLEIGH CHRISTMAS LIGHT SWITCH-ON, UNTIL 23:30 HOURS.</p>
Fri	10.00	22.30	
Sat	10.00	22.30	
Sun	10.00	20.30	

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

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

1. All staff shall be suitably trained for their role, including training on the Licensing Act 2003, the promotion of the four licensing objectives, and the responsible sale of alcohol.
2. Training shall be documented, reviewed regularly, and records maintained for inspection by an authorised officer upon request.
3. An incident log shall be kept on the premises and made available to authorised officers. The log will include:
 - All crimes reported at the venue;
 - Any complaints relating to crime and disorder;
 - Any refusals of alcohol sales;
 - All incidents of disorder;
 - Any faults with the CCTV system;
 - Any visits from a relevant authority.

b) The prevention of crime and disorder

1. A comprehensive CCTV system shall be installed, operated, and maintained at the premises. The system shall comply with the following:
 - Cameras will cover all entrances/exits and any public areas within and immediately outside the premises.
 - The system will provide clear images, sufficient to identify individuals.
 - CCTV recordings shall be retained for a minimum of 31 days.
 - Footage shall be made available to the Police or Council officers upon request within 24 hours.
 - A staff member trained to operate the system shall be on-site during licensable hours.
2. Prominent signage stating that CCTV is in operation shall be displayed at entrances and within the premises.
3. A zero-tolerance policy towards drugs and anti-social behaviour will be enforced, with any issues reported to the Police immediately.
4. A daily incident log will be maintained to record any crime, disorder, or alcohol refusals.

c) Public safety

1. The premises will comply with all relevant health and safety regulations.
2. A suitable and sufficient fire risk assessment and emergency evacuation plan will be in place at all times, and staff will be trained accordingly.
3. All exit routes will be kept unobstructed, clearly signed, and free of hazards.
4. First aid equipment will be available on the premises at all times, and staff will be aware of its location.
5. Occupancy levels shall be monitored and controlled to prevent overcrowding.

d) The prevention of public nuisance

1. Customers will be reminded to leave the premises quietly and respect nearby residents, with clear signage displayed at exits.
2. Waste collection and deliveries will not occur between 20:00 and 06:00 hours to minimise noise disruption.
3. Staff will regularly monitor the premises' frontage and surrounding areas to keep them clean and free of litter.
4. Any patrons smoking outside the premises will be monitored by staff to ensure they do not create excessive noise or disturbance.
5. Any live or recorded music will be kept at a reasonable volume to avoid disturbing neighbours, and external doors/windows shall be closed when music is played.

e) The protection of children from harm

1. A "Challenge 25" age verification policy will be implemented, whereby anyone appearing under 25 will be required to provide valid identification.
 - Acceptable forms of identification include:
 - A valid passport;
 - A valid UK or EU photocard driving licence;
 - A proof of age card bearing the "PASS" hologram;
 - Military identification cards.
2. Clear signage will be displayed at the entrance and points of sale informing customers of the "Challenge 25" policy.
3. Staff will be trained in age verification and the refusal of alcohol sales to underage or intoxicated individuals. Training records will be documented and available for inspection.
4. A log of all refusals of alcohol sales will be maintained, including details of the time, date, and reason for refusal.
5. No unaccompanied children will be permitted on the premises.

Checklist:

Please tick to indicate agreement

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

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

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

Part 4 – Signatures (please read guidance note 11)

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

Declaration	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
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Signature	
Date	15/12/2024
Capacity	APPLICANT

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

Signature	
Date	
Capacity	

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

NAME: RYAN ALEXIS

ADDRESS:

Post town	CRANLEIGH	Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			
RYAN@VINEANDVALE.CO.UK			



WAVERLEY BOROUGH COUNCIL
Licensing Team, Waverley Borough Council,
The Burys, Godalming, Surrey GU7 1HR

Consent of individual to being specified as premises supervisor
under the Licensing Act 2003

I ..RYAN.ALEXIS..... [full name of prospective premises supervisor]
of..
.....
.....
.....

[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor
in relation to the application for ..A.PREMISES.LICENSE.FOR.A.LIMITED.LIABILITY.....
..COMPANY.....[type of application]
by ..VINE.AND.VALE.LIMITED..... [name of applicant]
relating to a premises licence [number of existing licence, if any]
for ..137.HIGH.STREET,CRANLEIGH,SURREY.GU6.8AU.....

[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by
..VINE.AND.VALE.LIMITED.....[name of applicant]
concerning the supply of alcohol at ..137.HIGH.STREET,CRANLEIGH,SURREY...
..GU6.8AU.....

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

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to
apply for or currently hold a personal licence, details of which I set out below.

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

Personal licence number *[insert personal licence number, if any]*

Personal licence issuing authority

.....
.....
.....
.....

[insert name and address and telephone number of personal licence issuing authority, if any]

.....signed

RYAN ALEXISname (please print)

15/12/2024dated

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:-
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

- any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.

12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.
15. **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

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

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

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

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

Documents which demonstrate entitlement to work in the UK

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

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

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

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

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

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

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

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

Home Office online right to work checking service

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

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

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

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

LICENSING ACT 2003
SECTION 13 (4) - RELEVANT LICENSING AUTHORITIES

RESPONSIBLE AUTHORITY

- (a) **Police Authority**
Chief Officer of Police, c/o Waverley Licensing Officer, Surrey Police, P O Box 101,
GU1 9PE
Tel: 01483 639512
- (b) **Fire Authority**
Surrey Fire and Rescue Service, Surrey County Council, Woodhatch Place, 11 Cockshot
Hill, Reigate, Surrey, RH2 8EF
Tel: 01737 242444
- (c) **Trading Standards**
Buckinghamshire & Surrey Trading Standards, Woodhatch Place, 11 Cockshot Hill,
Reigate, Surrey, RH2 8EF
Tel: 0300 123 2329
- (d) **Health and Safety at Work**
Executive Head of Regulatory Services, Waverley Borough Council, The Burys,
Godalming, Surrey, GU7 1HR.
Tel: 01483 523333
- (e) **Local Planning Authority**
Executive Head of Planning, Waverley Borough Council, The Burys, Godalming, Surrey,
GU7 1HR.
Tel: 014873 523333
- (f) **Local Authority – Prevention of Pollution (to environment or harm to human health)**
Executive Head of Regulatory Services, Waverley Borough Council, The Burys,
Godalming, Surrey, GU7 1HR.
Tel: 01483 523333
- (g) **Protection of Children from Harm**
County Child Employment Enforcement and Strategy Manager, Quadrant Court, 35
Guildford Road, Woking, Surrey. GU22 7QQ.
Tel: 01483 517838
- (h) **Licensing Authority (Other than the relevant licensing authority) in whose area part of the premises is situated**
- (i) **Primary Care Trust**
Room G55, County Hall, Penrhyn Road, Kingston Upon Thames, KT1 2DN
Tel: 01737 733746
- (j) **Home Office (Immigration Enforcement)**
Alcohol Licensing Team, Lunar House, 40 Wellesley Road, Croydon, Surrey, CR9 2BY

To be advised on individual cases
- (k) **In relation to a vessel - Navigation Authority**
Navigation Manager, National Trust, River Wey Navigations, Dapdune Wharf, Wharf
Road, Guildford, Surrey, GU1 4RR.
Tel: 01483 561389

Advertisement of applications

1.25. In the case of an application for a premises licence under section 17, for a provisional statement under section 29, to vary a premises licence under section 34, for a club premises certificate under section 71 or to vary a club premises certificate under section 84, the person making the application shall advertise the application, in both cases containing the appropriate information set out in regulation 26—

- (a) for a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority, by displaying a notice,
 - (i) which is—
 - (aa) of a size equal or larger than A4,
 - (bb) of a pale blue colour,
 - (cc) printed legibly in black ink or typed in black in a font of a size equal to or larger than 16;
 - (ii) in all cases, prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises and in the case of a premises covering an area of more than fifty metres square, a further notice in the same form and subject to the same requirements every fifty metres along the external perimeter of the premises abutting any highway; and
- (b) by publishing a notice—
 - (i) in a local newspaper or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises;
 - (ii) on at least one occasion during the period of ten working days starting on the day after the day on which the application was given to the relevant licensing authority.

26.— (1) In the case of an application for a premises licence or a club premises certificate, the notices referred to in regulation 25 shall contain a statement of the relevant licensable activities or relevant qualifying club activities as the case may require which it is proposed will be carried on on or from the premises.

(2) In the case of an application for a provisional statement, the notices referred to in regulation 25—

- (a) shall state that representations are restricted after the issue of a provisional statement; and
- (b) where known, may state the relevant licensable activities which it is proposed will be carried on on or from the premises.

(3) In the case of an application to vary a premises licence or a club premises certificate, the notices referred to in regulation 25 shall briefly describe the proposed variation.

(4) In all cases, the notices referred to in regulation 25 shall state—

- (a) the name of the applicant or club;
- (b) the postal address of the premises or club premises, if any, or if there is no postal address for the premises a description of those premises sufficient to enable the location and extent of the premises or club premises to be identified;
- (c) the postal address and, where applicable, the worldwide web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected;
- (d) the date by which an interested party or responsible authority may make representations to the relevant licensing authority;
- (e) that representations shall be made in writing; and
- (f) that it is an offence knowingly or recklessly to make a false statement in connection with an application and the **maximum fine for which a person is liable on summary conviction for the offence.**

Licensing Act 2003 – extract from Regulations – premises plans

23. – (1) An application for a premises licence under section 17, or a club premises certificate under section 71, shall be accompanied by a plan of the premises to which the application relates and which shall comply with the following paragraphs of this regulation.

(2) Unless the relevant licensing authority has previously agreed in writing with the applicant following a request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn in that alternative scale, the plan shall be drawn in the standard scale (1:100).

(3) The plan shall show –

- (a) the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises;
- (b) the location of points of access to and egress from the premises;
- (c) if different from sub-paragraph (3)(b), the location of escape routes from the premises;
- (d) in a case where the premises is to be used for more than one licensable activity, the area within the premises used for each activity;
- (e) fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
- (f) in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
- (g) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- (h) in the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- (i) the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment; and
- (j) the location of a kitchen, if any, on the premises.

(4) The plan may include a legend through which the matters mentioned or referred to in paragraph (3) are sufficiently illustrated by the use of symbols on the plan.

LICENCE FEE - LICENSING ACT 2003
PREMISES LICENCE

RATEABLE VALUE (see note 1)	BAND	FEE (application) (see note 2)	FEE (annual) (see note 4)
Nil to £4,300	A	£100	£70
£4,301 to £33,000	B	£190	£180
£33,001 to £87,000	C	£315	£295
£87,001 to £125,000	D	£450	£320
£125,001 and above	E	£635	£350

Notes:

1. Premises and club application and annual fees – each premises that is licensable will be allocated to a fee band according to rateable value.
2. Each band attracts a different level of application fee, fee for variation and a subsequent annual fee.
3. Premises applying to vary conditions in relation to the sale of alcohol during transition will be charged a supplementary fee, according to their fee band.
4. Each band attracts a different level of annual fee – payable one year after the grant of the licence.

Exceptionally Large Events

The Licensing Authorities will also be able to charge other fees in relation to their duties, most notably for large events (over 5,000 capacity). These fees are available upon request.

The Licensing Act 2003 requires a licensing authority to suspend a premises licence or club premises certificate if the annual fee is not paid when it is due.

**OFFICIAL USE ONLY
DO NOT DETACH**

NAME OF APPLICANT.....Ryan.Alexis.(on behalf of.Vine & Vale.Limited).....

LICENSING ACT 2003 – Premises Licence

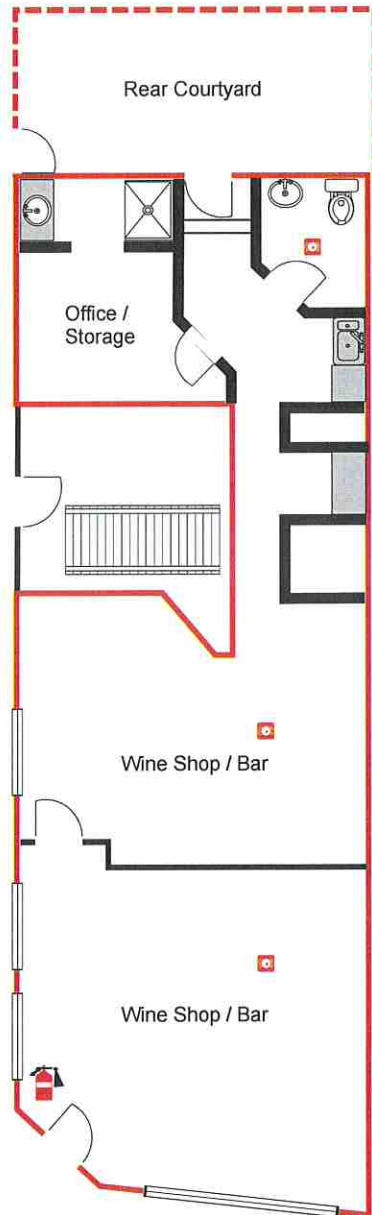
(code 02852)

Please make cheques payable to Waverley Borough Council

IF APPLICABLE FINANCE OFFICAL RECEIPT BELOW

Vine & Vale Limited - Premises Plan

- Key
-  Fire Alarm
 -  Fire Extinguisher
 -  Courtyard Boundary Wall





CRANLEIGH PARISH COUNCIL

Community Infrastructure Levy (CIL) Policy

This policy lays out the conditions under which the Community Infrastructure Levy (CIL) will be granted to outside organisations applying for allocation of it for community projects in the parish area. It sets out the description of CIL, the conditions of its collection, allocation and regulation and the policy Cranleigh Parsh Council has adopted in allocating its proportion of Neighbourhood and Strategic CIL to outside bodies to The Council itself.

What is CIL?

The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area.

What is infrastructure?

The Planning Act 2008 (as amended) states that infrastructure includes:

- roads and other transport facilities
- flood defences
- schools and other education facilities
- medical facilities sporting and recreational facilities
- open spaces.

What is a CIL Charging Schedule?

A CIL Charging Schedule sets out the CIL rates for a charging authority area. The Charging Schedule should be consistent with and support the implementation of the Local Plan.

Waverley Borough Council adopted its CIL Charging Schedule and associated policies on 31 October 2018 at a meeting of Full Council. The CIL Charging Schedule was implemented and came into effect from 1 March 2019.

Who is liable to pay CIL?

All planning applications determined on or after 1 March 2019 may be liable to pay CIL, in accordance with the Waverley CIL Charging Schedule. This includes all planning applications that are undetermined on this date, including those that were approved via a resolution to grant subject to the signing of a legal agreement. The levy will also apply to any appeal decisions allowed after the implementation date.

CIL is non-negotiable and captures a wide range of development as it is charged on most new developments which contain one or more new self-contained residential units or involve 100 square metres, or more, (gross internal area) of new build floor area.

How are the collected CIL funds divided?

In accordance with the CIL Regulations 2020, a proportion of the CIL income will be passed to the community where the CIL is raised.

CIL funds are divided between three sources:

- 70-80% is for 'Strategic CIL' which will be allocated to infrastructure projects by Waverley Borough Council, in accordance with the approved CIL Governance arrangements.

- 15% is for 'Neighbourhood CIL' which is made available to Parish and Town Councils (capped at £100 per council tax dwelling), or 25% (uncapped) in areas with a 'made' Neighbourhood Plan.
- 5% is retained by Waverley Borough Council to fund the administration associated with the operation of the CIL.

The Neighbourhood Portion of CIL

15% of CIL receipts are passed directly to those Town/Parish Councils where development has taken place. Payments will be capped to £100 per Council Tax dwelling per year. For example, a Parish Council with 500 dwellings cannot receive more than £50,000 of CIL receipts per financial year.

Areas with a 'made' Neighbourhood Plan will benefit from 25% of the CIL revenues arising from the development that takes place in their area. This amount will not be subject to an annual limit.

For the 25% to apply, the Neighbourhood Plan must have been 'made' before a relevant planning permission first permits development.

Town/Parish Council	Neighbourhood Plan	CIL
✓	✓	25% uncapped, paid to Town/Parish Council
✓	X	15% capped at £100/dwelling, paid to Town/Parish Council

When will the Parish Council receive payment of Neighbourhood CIL?

Waverley Borough Council will pass the proportion of Neighbourhood CIL funds to Town/Parish Councils in line with the CIL Regulations. Waverley will make payment in respect of the CIL it receives:

- From 1st April to 30th September in any financial years to the town/parish council by 28th October of that financial year.
- From 1st October to 31st March in any financial year to the town/parish council by 28th April of the following financial year.

It should be noted that the CIL is due upon commencement of a development and can in some cases be paid in instalments. Therefore, it may be some time after the grant of planning permission that a Town/Parish Council receives its Neighbourhood CIL.

What can Neighbourhood CIL be spent on?

The CIL regulations (Reg. 59F) require that the Neighbourhood CIL must be spent on:

- a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- b) anything else that is concerned with addressing the demands that development places on an area.

These spending requirements allow the local community to consider a wide range of infrastructure projects that would help to mitigate the impacts of development in the area. The definition of 'infrastructure' is broad and includes roads and other transport infrastructure, flood defences, schools and other educational facilities, medical facilities, sporting and recreational facilities and open spaces.

What items cannot be funded by Neighbourhood CIL receipts?

Ultimately, it will be for the Town/Parish Council itself to be satisfied that all Neighbourhood CIL expenditure either supports the development of its area or addresses the demands that development places on the area. However, Waverley Borough Council is of the opinion that the following kinds of expenditure may not be funded by CIL receipts and that any such expenditure would be likely to result in a reclaim:

- Provision of fireworks displays
- Provision of carnivals
- Provision of Christmas lighting
- Improvements to Council Offices or other operational buildings
- Provision of improvement to existing allotments sites e.g. locker rooms or toilets
- Ground maintenance, verge mowing or hedge cutting

This is not an exhaustive list and Town/Parish Councils are strongly advised to discuss and agree CIL related spending priorities with Waverley Borough Council.

What are infrastructure needs?

Town or Parish Councils should carefully consider whether the expenditure addresses the extra demand on infrastructure and services that are caused by development within their area and be clear on the links between infrastructure and growth. CIL cannot be used as a replacement for every day Town or Parish Council expenditure and misspent CIL can be claimed back by the Borough Council.

Infrastructure Expenditure

The Town or Parish Council should understand the wider 'strategic' infrastructure requirements of the borough, and how this impacts on the potential scope for 'local' infrastructure. Neighbourhood expenditure should be agreed in the full knowledge of both the needs of a local area and, in so far as it is possible, an understanding of where other strategic investment will be made in the area by the Council and its partners. Town and Parish Councils should be clear that there may be on going operational and maintenance costs associated with the provision of new infrastructure and will need to be clear how such costs will be met for the life of the infrastructure.

Link to the Parish Council's Business Plan

Cranleigh Parish Council's current Business Plan has a lifespan 2019 – 2023, and is subject to an annual review. Created through community consultation, the Cranleigh Parish Council Business Plan sets out the vision for Cranleigh to make the largest village in England a vibrant place to live, work and play.

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Cranleigh Parish Council will work closely with the local community and infrastructure providers to progress the priorities of the Parish Council's Business Plan through the use of Neighbourhood CIL. Neighbourhood CIL funds will be used to match fund other funding opportunities to deliver the significant infrastructure projects of the Parish Council's Business Plan.

Review of Cranleigh Parish Council's Business Plan

The Business plan term is four years in line with the life of the Parish Council. In May the year preceding Parish Council ordinary elections, the Parish Council will commence the full review of the Business Plan in consultation with the local community. Community and voluntary organisations and other stakeholders in the community will be invited through workshops and online consultation to share their aspirations to shape the future of Cranleigh over the next four years and beyond. Full use will be made of social media, websites and noticeboards to promote the inclusion of Cranleigh's community in the Business Plan review. Young people will especially be invited to participate to help shape the future of facilities and services for young people. During the life of the Business Plan, community and voluntary organisations will be encouraged to put forward projects for consideration in the annual review of the Business Plan by the Council.

How can CIL funds be maximised?

The Parish Council will consider the long term housing growth and resulting infrastructure needs when developing plans for the spending of the CIL, avoiding the temptation to select quick win projects. It may take some time for sufficient funds to accumulate for more

strategic infrastructure or there may be other funding opportunities which will allow the delivery of more significant infrastructure projects which would have wider benefits for the local community.

How can the community help?

The Parish Council would welcome the opportunity to work in partnership with local community and voluntary organisations to secure matched funding through other funding opportunities to meet the strategic objectives of the Parish Council's Business Plan.

Who is eligible to apply for Neighbourhood CIL Funding?

Community organisations and registered charities with their own bank account.

How can the community apply for Neighbourhood CIL Funding?

Completion of the Neighbourhood CIL application. [\[LINK to an online form here\]](#)

Evidence Needed to support a Neighbourhood CIL Funding application.

- Copy of the applicant's latest audited accounts.
- Copy of planning permission (if needed).
- Three quotations for the item requiring Neighbourhood CIL Funding.
- Business Case, including Community support targets; elements of current Council Business Plan supported; financial growth (if appropriate); evidence of need for improvement including empirical evidence of size and scope of need (surveys/public and commercial data); and qualitative (e.g. social, community support, enablement) case for gaps in current needs, limited capacity; risks to existing provision etc. [\[Application form should lay out requirements and reflect whatever is here\]](#)

Neighbourhood CIL application deadlines

- 30 September for November Parish Council meeting.
- 30 April for June Parish Council meeting.

Number of Neighbourhood CIL Funding applications

The Council will only accept one Neighbourhood CIL Funding application per community organisation per Council term [Grounds and reasoning for this limit?], e.g. every four years. The current Council term is May 2023 – May 2027.

Parish Council Considerations [Perhaps consider some standards for consideration in relation to the other policy specifications E.G]

Applications for CIL funding will only be considered from:

- organisations and group with a recognised professional affiliation, Charitable or Legal status (e.g. Governing Sporting Association; Trusts; Charities).
- organisations where the investment will benefit local residents.
- organisations publication annual audited accounts.
- organisations that are able to match funding by [X%] or more, ??

How long do we have to spend Neighbourhood CIL Funds?

The Parish Council must spend Neighbourhood CIL funds within five years from the time they are received. If they are not spent, or CIL has been spent on anything that does not meet the definition as set out within the CIL Regulations, the Parish Council may be required to repay some or all of the CIL receipt to Waverley Borough Council.

Reporting CIL

The Parish Council is required under Regulation 62A of the CIL Regulations to produce and publish an annual report for any financial year in which it receives CIL receipts. The report must set out the following:

- The total CIL receipts for the reported year

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- The total CIL expenditure for the reported year
- A summary of the CIL expenditure during the reported year including the items to which CIL has been applied and the amount of CIL expenditure on each item
- Details of any requirements to repay CIL to the District Council
- Total amount of CIL retained at the end of the reported year
- Total amount of CIL receipts from previous years retained at the end of the reported year.

The report must be placed on the Council's website by no later than the 31st December following the reporting year (1st April to 31st March). A copy of this report must also be sent to the Waverley Borough Council.

December 2024.

Review: April 2027



Grant Awarding Policy

1. Introduction

1.1 Cranleigh Parish Council welcomes and values the work of local voluntary groups and organisations. The Council has a policy for making grants to groups and organisations which contribute to the welfare of the community by improving or supporting facilities and/or activities. Applicants must be able to demonstrate a clear need for financial support.

2. Guidelines for Community Grants

2.1 An overall limit for the annual provision of grant aid will be determined as part of the budget setting process, and applications will be invited to be assessed at two points during the year in April and October.

2.2 Applicants must complete a grant application and return it, together with the required financial information, to the Council.

2.3 Grants will not routinely exceed 50% of the cost of the project or activity.

2.4 Applicants will provide details of the project/activity and the number of Cranleigh residents expected to benefit.

2.5 Organisations must provide a report of how the money has been spent. Any unspent money must be returned to the Council.

2.6 As a condition of receiving a grant, organisations will be required to acknowledge the Council's support in publicity material.

2.7 The Council will not normally support commercial organisations, major charities, bodies considered to be self-funded or provided for by other authorities.

2.8 In exceptional circumstances, a grant may be awarded outside the grant timetable at the discretion of the Council. The Council reserves the right to refuse any grant application, or offer an alternate amount to that originally requested.

3. Guidelines for Village Hall Hire Grants

3.1 Applications for hall hire grants may be made for a maximum of one year at a time.

3.2 Applications should be submitted in October for commencement the following April.

3.3 Applicants must complete a grant application and return it, together with the required financial information, to the Council.

3.4 Applicants will provide details of the project/activity and the number of Cranleigh residents expected to benefit.

3.5 As a condition of receiving a grant, organisations will be required to acknowledge the Council's support in publicity material.

3.6 The Council will not normally support commercial organisations, major charities, bodies considered to be self-funded or provided for by other authorities.

3.7 Village Hall hire grants may only be spent on Village Hall hire.

3.8 Village Hall hire grants will only become payable on the booking of the hall hire linked to the grant application.

3.9 Village Hall hire grants will be held in an EMR and used to settle invoices raised for hall hire in respect of the community organisation. Funds will not be physically transferred to the community organisation.

December 2024.

Policy Review Date: October 2026