

# AGENDA

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**Meeting:** Western Area Licensing Sub Committee  
**Place:** Kennet Room - County Hall, Bythesea Road, Trowbridge, BA14 8JN  
**Date:** Tuesday 6 August 2024  
**Time:** 1.30 pm  
**Matter:** Application for a Temporary Events Notice, Thoulstone Park, Chapmanslade, Westbury

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Please direct any enquiries on this Agenda to Ellen Ghey of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718259 or email [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk)

Press enquiries to Communications on direct lines 01225 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## Membership

Cllr Trevor Carbin  
Cllr Stewart Palmen

Cllr Nic Puntis

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**Substitute:**  
TBC

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# AGENDA

1      **Election of Chairman**

To elect a Chairman for the meeting of the Sub Committee.

2      **Apologies for Absence/Substitutions**

To receive any apologies for absence and to note any substitutions.

3      **Procedure for the Meeting** (*Pages 5 - 12*)

The Chairman will explain the attached procedure to all those present at the meeting.

4      **Chairman's Announcements**

The Chairman will give details of the exits to be used in the event of an emergency.

5      **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

6      **Licensing Application** (*Pages 13 - 16*)

To determine the Objection Notice received from the Environmental Health Authority in respect of a Temporary Event Notice (TEN) for Thoulstone Park, Chapmanslade, Westbury, BA13 4AQ. The report of the Public Protection Officer (Licensing) is attached.

6a      **Appendix 1 - TEN application** (*Pages 17 - 30*)

6b      **Appendix 2 - Location Map** (*Pages 31 - 32*)

6c      **Appendix 3 - Environmental Health Objection Notice** (*Pages 33 - 34*)

6d      **Appendix 4 - Environmental Health email** (*Pages 35 - 36*)

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## LICENSING COMMITTEE

### PROCEDURAL RULES FOR THE HEARING OF LICENSING ACT 2003 APPLICATIONS (Objection Notices to a Temporary Event Notice – TEN)

#### 1 Purpose

- 1.1 These rules have been prepared to facilitate proper consideration of objections made under s.104 of the Licensing Act 2003 (“the Act”) against a Temporary Event Notice (TEN) that has been served under s.100 of the Act
- 1.2 The rules set out a framework for how objections are to be heard and explain the role of the participants at the Hearing.

#### 2 Definitions

- 2.1 The following definitions describe the participants at and the subject matter of a Hearing:

“**Chairperson**” means the Member who is the Chairperson of the Committee for the particular Hearing.

“**Committee**” means the Council’s Licensing Committee and includes any Sub Committee of the Licensing Committee.

“**Committee Lawyer**” means the Council’s Lawyer (including an external Lawyer instructed by the Council’s Legal & Democratic Services Manager) who is present at a Hearing to advise the Chairperson and the Members.

“**Committee Manager**” means the Council’s Officer who is present at a Hearing to take minutes.

“**Committee Report**” means the Licensing Officer’s written report to the Committee concerning an Objection Notice, a copy of which has been previously made available to the Premises User or their Representative and the Relevant Persons who have made objections.

“**EHA**” means the local authority exercising environmental health functions (in this case Wiltshire Council Environmental Health Department) who may object to a Temporary Event Notice.

“**Hearing**” means a meeting of the Committee at which an Objection is considered.

**“Licensing Officer”** means the Council’s Licensing Officer(s) who is/are present at a Hearing to present reports in respect of an Objection and to give technical advice in respect of an Application to the Committee when requested.

**“Licensing Authority”** the Council in whose geographical area the subject matter of the Application relates to, and includes the Council’s Licensing Committee, any Sub Committee of the Licensing Committee and a Licensing Officer.

**“Member”** means a Member who is a Member of the Committee that is considering an Application.

**“Objection Notice”** means a notice given by the police or EHA under s.104 Licensing Act 2003.

**“Police Representative”** means a person who is present at a Hearing to make representations on behalf of the Police.

**“Premises”** means the premises subject to the Temporary Event Notice.

**“Premises User”** means the person who has submitted the Temporary Event Notice that is the subject of the Objection Notice.

**“Premises User’s Representative”** means a person attending a Hearing to assist or represent a Premises User including a lawyer.

**“Relevant Person”** means the Police or EHA or any other persons so designated under s. 99A of the Act.

**“Temporary Event Notice”** means a notice given under s.100 Licensing Act 2003.

### **3 Key Principles**

- 3.1 The principles of ‘natural justice’, and Article 6 ‘Right to a Fair Trial’, which is one of the Convention Rights in the Human Rights Act 1998, require that there is a fair Hearing of Applications.
- 3.2 Natural justice is an umbrella term for the legal standards of basic fairness. This will include that:
  - 3.2.1 the Premises User and Relevant Persons have an opportunity to make representations before a decision is made;
  - 3.2.2 the Premises User has an adequate opportunity to consider and respond to any submissions made by or on behalf of Relevant Persons;

- 3.2.3 the Committee does not exclude a Premises User from a Hearing in order to consider submissions from Relevant Persons representatives.
- 3.3 It is also fundamental that there is an orderly presentation of submissions at a Hearing so that the relevant issues are properly understood, evidence is tested and that oral statements made at the Hearing are accurately recorded.
- 3.4 Ultimately the Chairperson determines the application of these rules, having regard to any submissions being made by those present and in particular the Committee Lawyer.

#### **4 The Hearing**

- 4.1 The Hearing shall take place in public.
  - 4.1.1 The Committee may exclude the public from all or part of the Hearing where it considers it to be in the public interest to do so. Public includes a party and any person assisting or representing a party.
  - 4.1.2 The Committee may require any person attending the Hearing who, in its opinion, is behaving in a disruptive manner, to leave the Hearing and may:
    - A refuse to permit them to return;
    - B permit them to return only on such conditions as the Committee may specify;
    - C in the event that a person is required to leave a Hearing that person may, before the end of the Hearing, submit to the Committee in writing any information which they would have given orally.
- 4.2 Prior to the Hearing commencing, the Chairperson shall advise the parties of the procedure it proposes to follow at the Hearing.
- 4.3 Where a party has previously requested permission for a person(s), other than their representative, to appear at the Hearing then the Committee shall consider whether to permit that request.
- 4.4 The Committee will allow the parties an equal maximum period of time in which to exercise their rights.
- 4.5 This equal maximum time may have been notified in advance of the Hearing;
- 4.6 Where there are a number of people who have attended the Hearing to make the same representation then the Committee would normally require that a spokesperson be appointed by them to make the representations on behalf of all of those who have made Relevant Representations.

## **5 Presentation of Submissions**

- 5.1 The Chairperson will introduce the report.
- 5.2 In the event that the Licensing Authority has given notice to a party requiring clarification on a point(s) then that party shall respond to the points raised by the Licensing Authority.
- 5.3 Submissions shall be made in the following order unless the Chairperson directs otherwise:
  - 5.3.1 The Licensing Officer will orally present the Committee Report and will in particular advise the Committee as to:
    - A the options available to it;
    - B the considerations that are relevant in reaching its decision.
  - 5.3.2 The Relevant Persons will orally present their submission which may include:
    - A presenting their case in accordance with the papers, which will have been circulated with Agenda papers;
    - B confirming key information and answer pertinent questions; and
    - C calling witnesses in support of the Objection Notice (see paragraph 4.3).
  - 5.3.3 The Premises User and/or their representative will orally present their representations which shall include:
    - A The response to the representations made by the Relevant Persons and
    - B Whether they would be happy to accept any modifications to the application as suggested by the Relevant Persons. .

## **6 Questioning of Submissions**

- 6.1 The Chairperson will regulate the order in which questions are asked by Members.
- 6.2 The Chairperson and Members, voiced through the Chairperson, may question any party following the completion of their submission.
- 6.3 The Chairperson will normally permit the Premises User or the Relevant Persons' representatives to ask questions through them of the other parties.
- 6.4 The Chairperson may direct that questions which are not relevant to the Objection Notice or one of the four Licensing Objectives are not formally put or answered.



## **7 Documentation**

- 7.1 No party shall present new documentation to the Committee at the Hearing other than with the consent of all of the other parties. This does not preclude the Licensing Officer from correcting errors, providing updated information or an extract from a local map showing Premises in the context of the surrounding premises. If any party is granted permission to present supplementary papers at the Hearing they shall provide at least 5 copies at the start of their submission.

## **8 Intervention**

The Chairperson shall permit the following interventions at any point in the Hearing:

- 8.1 The Committee Lawyer to advise the Committee on issues of law, procedure and relevant considerations on decision making. If necessary, the Chairperson may require the Committee, the Committee Lawyer and the Committee Manager to leave the Hearing so that advice can be given.
- 8.2 The Committee Manager to advise the Committee on procedure generally, or to request that statements made are repeated for reasons of clarity and so that they can be properly recorded.
- 8.3 The Licensing Officer to seek to clarify statements that have been made in light of information held on their file.

## **9 Failure of Parties to Attend Hearing**

- 9.1 If a party has informed the Licensing Authority that it does not intend to attend or be represented at a Hearing, the Hearing may proceed in its absence.
- 9.2 If a party has not indicated that it does not intend to attend or be represented at a Hearing and fails to attend or be represented at the Hearing then the Licensing Authority may:
- 9.2.1 where it considers it be necessary in the public interest, adjourn the Hearing to a specified date; or
- 9.2.2 hold the Hearing in the party's absence.
- 9.3 Where the Licensing Authority holds a Hearing in the absence of a party, it shall consider at the Hearing the application, representations or notice made by that party.

## **10 Closing Submissions**

- 10.1 The Chairperson shall allow first, the Relevant Persons' representatives to make a closing oral submission(s) and secondly invite the Premises User or their representative to make an oral closing submission.

## **11 Decision**

11.1 The Committee, the Committee Lawyer and the Committee Manager, shall retire so that the decision may be considered in private, and to consider any legal issues raised by the Members.

11.2 If the Sub Committee resolves to issue a Counter Notice to the Temporary Events Notice (i.e. if the application for a TENs is refused) this will be issued to the Premises User following the hearing.

## **Hearing Procedure Summary for a Temporary Event Notices (TEN)**

*This is a summary of the procedures to be followed at hearings of the Licensing Sub Committee in respect of Objection Notices to Temporary Event Notices.*

1. The Democratic Services Officer will request nominations for a Chairman for the Hearing.
2. The Chairperson will welcome all those present and introduce the Application.
3. The Chairperson invites the Councillors/Officers/Police representatives/Environmental Health representatives/Premises User to introduce themselves.
4. The Chairperson outlines the Hearing Procedure as set out in the Agenda, makes any relevant announcements and asks for any declarations of interest.
5. The Licensing Officer is asked to present their Committee Report.
6. The Police representatives (if present) will be invited to fully outline their objection to the TEN addressing the licensing objectives. Witnesses may be called.
7. Questions to the Police representatives by the Sub Committee Members.
8. Questions to the Police representatives by the Premises User to be directed through the Chairperson.
9. The Environmental Health representative (if present) will be invited to fully outline their objection to the TEN addressing the licensing objectives.
10. Questions to the Environmental Health representative by the Sub Committee Members.
11. Questions to the Environmental Health representative by the Premises User to be directed through the Chairperson.
12. The Premises User will fully outline their response and address the licensing objectives. Witnesses may be called.
13. Questions to the Premises User by the Sub Committee Members.
14. Questions to the Premises User by the Police representatives/Environmental Health representative to be directed through the Chairperson.
15. Closing submissions from the Police representatives who should briefly summarise their key points.
16. Closing submissions from the Environmental Health representative who should briefly summarise their key points.
17. Closing submissions from the Premises User who should briefly summarise their key points.
18. Sub Committee retires with the Committee Lawyer and Committee Manager to consider its decision.

19. Sub Committee returns and the Lawyer gives a summary of any legal advice that may have been given to the Sub Committee.
20. The outcome of the Sub Committee's consideration will be given by the Chairperson.
21. If the Sub Committee resolves to issue a Counter Notice to the Temporary Events Notice (i.e. if the application for a Temporary Event Notice is refused) this will be issued to the Premises User following the hearing.
22. The Premises User may appeal to the Magistrate's Court against the Sub Committee's decision to issue a Counter Notice. The Chief Officer of Police and/or Environmental Health Officer may appeal against a decision not to issue a Counter Notice. Any appeal must be lodged within 21 days beginning with the day of notification of the decision. No appeal may be brought later than five working days before the day of the proposed temporary event.

WILTSHIRE COUNCIL

WESTERN AREA LICENSING SUB COMMITTEE

6 AUGUST 2024

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**Environmental Health Authority Objection Notice; Received in respect of a  
Temporary Event Notice  
for Thoulstone Park, Chapmanslade, Westbury, BA13 4AQ**

**1. Purpose of Report**

- 1.1 To determine the Objection Notice received from the Environmental Health Authority in respect of a Temporary Event Notice (TEN) for Thoulstone Park, Chapmanslade, Westbury, BA13 4AQ.

**2. Background Information**

- 2.1 A Temporary Event Notice was first served on the Licensing Authority and Wiltshire Police on Tuesday 23 July 2024.
- 2.2 If the Police or the Environmental Health Authority believes that allowing the premises to be used in accordance with the TEN will undermine the licensing objectives, they must give the Premises User and the Licensing Authority an objection notice. The objection notice must be given within three working days of their receipt of the TEN.
- 2.3 An objection notice was received by the Licensing Authority from the Environmental Health Authority on Thursday 25 July 2024 for the Temporary Event Notice.
- 2.4 In accordance with Section 11 of the Licensing Act (Hearings) Regulations the Licensing Authority may extend a time limit provided for in these Regulations for a specified period where it considers this to be necessary in the public interest. A TEN hearing is required to take place within 7 working days from the day after which consultation ends.
- 2.5 In accordance with Section 105 of the 2003 Act the Licensing Authority must, having regard to the objections, give a counter notice on the basis of the objection, if it considers it appropriate to do so for the promotion of a licensing objective. Alternatively, it may impose on the Temporary Event Notice one or more of conditions that are on an existing premises licence for the same premises.
- 2.6 No premises licence exists for Thoulstone Park. An application for a premises licence at this site was rejected at a Licensing Sub Committee hearing on 16

October 2023.

- 2.7 The Options to the committee are to:
- Accept the Temporary Event Notice
  - Reject the Temporary Event Notice

2.8 In August 2023 the Get On festival took place at this location under a Temporary Events Notice during which the council received 29 public nuisance complaints from nearby residents.

### **3. Consultation and Representations**

3.1 A Temporary Event Notice was served on the Licensing Authority by Mr Adam Forrester. The TEN covers the period of 20 - 22 September 2024 to include the following times on each day:

- Friday 20 September – 18:00 – 23:59
- Saturday 21 September – 00:00-04:00 and 13:00-23:59
- Sunday 22 September – 00:00-04:00.

The TEN includes licensable activities covering the sale by retail of alcohol, late night refreshment and the provision of regulated entertainment.

A copy of the TEN is attached as **Appendix 1**.

A location map for the TEN is attached as **Appendix 2**.

3.2 The objection notice received by the Licensing Authority from Environmental Health Authority concerns the following licensing objective; prevention of public nuisance. The objection notice is attached as **Appendix 3**. **Appendix 4** is the covering email from Environmental Health to the Licensing Authority.

### **4. Legal Implications**

4.1 Under Section 105 of the 2003 Act the Licensing Authority must hold a hearing to consider any objections from the police or the Environmental Health Authority. As mentioned above, the Authority must serve a counter notice, if they consider it appropriate to do so to promote a licensing objective. The effect of the counter notice is, effectively to cancel the TEN, so that the proposed activities covered by the TEN are not authorised to take place.

### **5. Officer Recommendations**

5.1 Officers are not permitted to make a recommendation – the decision is to be reached by the members of the Licensing Sub Committee.

### **6. Right of Appeal**

6.1 It should be noted that the Applicant and those Authorities who have served an objection notice may appeal the decision made by the Licensing Sub

Committee to the Magistrates Court. The appeal must be lodged with the Magistrates Court within 21 days of the notification of the decision.

- 6.2 No appeal may be brought later than five working days before the day on which the event period specified in the temporary event notice begins.

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Report Author: Carla Adkins, Public Protection Officer - Licensing

Date of report: - 26 July 2024

### **Background Papers Used in the Preparation of this Report**

- **The Licensing Act 2003**
- **The Licensing Act (Hearings) Regulations 2005**
- **Guidance issued under Section 182 of the Licensing Act 2003**
- **Wiltshire Council Licensing Policy**

### **Appendices**

- 1 Temporary Event Notice**
- 2 Location Map**
- 3 Environmental Health Objection Notice**
- 4 Email from Environmental Health**

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## Temporary Event Notice

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal details of premises user (Please read note 1)	
1. Your name	
Title	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	Forrester
Forenames	Adam
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	
Forenames	
3. Your date of birth	
4. Your place of birth	
5. National Insurance Number	
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)	
Post town	
Postcode:	
7. Other contact details	
Telephone numbers Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	
8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)	

Post town	Postcode
9. Alternative contact details (if applicable)	
Telephone numbers: Daytime	██████████
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	██

<b>2. The premises</b>	
Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references) (Please read note 2)	
Thoulstone Park, Chapmanslade, Westbury BA13 4AQ	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	
Club premises certificate number	
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	
(Currently just copying the one from previous years, let me know if this is correct) Event to be restricted to three main areas. Car Park – Old Driving Range Camping – Parcel of Land immediately East of Driving Range Music Stage – to be contained to the woodland area North of the campsite.	
Please describe the nature of the premises below. (Please read note 4)	
Originally a Golf Course now used predominantly by Wiltshire Outdoor Learning Team (WOLT). Much of the golf course is in agricultural use (grazing). The stage will also be enclosed by woodland in an area typically used by WOLT. The main event area will consist of one open main stage, a smaller marquee,, a bar, and a 3 <sup>rd</sup> party food vendor. The other two areas – camping and car park would be classified as open fields. We are also planning market vendors and wellness instructors to hold classes.	
Please describe the nature of the event below. (Please read note 5)	

An outdoor weekend music festival to be held at Thoulstone Park on Friday, September 20th, and Saturday, September 21st, 2024. Our goal is to bring our community of music enthusiasts together and showcase a variety of grassroots musicians.

We are working with a professional sound and events technician, who will aid in the designing and planning of the site arrangement. He will be present to monitor and manage sound levels for the duration of the event. Music that could be heard off-site will finish at 23:00. After this time, offsite noise levels will not exceed their natural ambient level (we will measure this before the start of the event), i.e., music will be inaudible off-site. Additionally, a Class 2 measurement microphone will be used to monitor decibel levels on and off-site regularly. There will be a phone number available for residents to contact the team as well.

Regarding safety, we will also have a professional security team trained in first aid present throughout the event. Their primary responsibilities will include conducting searches to ensure that no glass or other hazardous materials enter the staging area and addressing any issues that may arise during the event.

A traffic management plan for both ingress and egress will be developed to ensure attendees' safe arrival and departure and the least disruption to local residents. We will provide traffic marshalls for the entrance/exit and car park.

To ensure the event is enjoyable for all attendees, we will have food vendors on-site and decor designed and painted by community members. Activities such as yoga will also be available for attendees to participate in.

We will provide designated camping areas, and all campers must adhere to strict rules regarding noise levels and behaviour.

We have conducted a thorough risk assessment and will take all necessary precautions to protect the safety of attendees, performers, and staff. This will include providing adequate lighting, signage, and first aid facilities and implementing emergency procedures in case of an accident or incident.

We will have public liability insurance to cover any accidents or incidents during the event.

We understand that hosting such an event requires close collaboration with the local authorities and the community. We are committed to working closely with both to ensure that the event succeeds and causes minimal disruption to the local area. There is a resident phone line for anyone to contact us with questions and concerns. This number is available from now until after the event.

3. The licensable activities	
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)	
The sale by retail of alcohol	<input checked="" type="checkbox"/>
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>
The provision of regulated entertainment (Please read note 7)	<input checked="" type="checkbox"/>
The provision of late night refreshments	<input checked="" type="checkbox"/>

Are you giving a late temporary event notice? (Please read note 8)		<input type="checkbox"/>
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)		
Friday 20 <sup>th</sup> September – Sunday 22 <sup>nd</sup> September		
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24-hour clock). (Please read note 10)		
Friday 20 <sup>th</sup> September: 18:00-23:59 Saturday 21 <sup>st</sup> September: 00:00-04:00 and 13:00-23:59 Sunday 22 <sup>nd</sup> September: 00:00-04:00		
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)		275
If the licensable activities will include the sale or supply of alcohol, please state whether these will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)	On the premises only	<input checked="" type="checkbox"/>
	Off the premises only	<input type="checkbox"/>
	Both	<input type="checkbox"/>

<p>Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (including, but not limited to lap dancing and pole dancing). (Please see note 13)</p>
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4. Personal licence holders (Please read note 14)		
Do you currently hold a valid personal licence? (Please tick)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority		
Licence number		
Date of issue		
Any further relevant details		


5. Previous temporary event notices you have given (Please read note 15 and tick the boxes that apply to you)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year		
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.		
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

7. Checklist (Please read note 17)	
I have: (Please tick the appropriate boxes, where applicable)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input checked="" type="checkbox"/>

If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	<input type="checkbox"/>
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	<input type="checkbox"/>
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	<input type="checkbox"/>
Made or enclosed payment of the fee for the application	√
Signed the declaration in Section 9 below	√

<b>8. Condition (Please read note 18)</b>
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the sale or supply of alcohol that all such supplies are made by or under the authority of the premises user.

<b>9. Declarations (Please read note 19)</b>	
The information contained in this form is correct to the best of my knowledge and belief.	
I understand that it is an offence:	
(i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and	
(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.	
Signature	
Date	23/07/2024
Name of Person signing	Adam Forrester

For completion by the licensing authority

<b>10. Acknowledgement (Please read note 20)</b>	
I acknowledge receipt of this temporary event notice.	
Signature	On behalf of the licensing authority
Date	
Name of Officer signing	

## Notes for Guidance

### General

In these notes, a person who gives a temporary event notice is called a “premises user”.

The police and local authority exercising environmental health functions may intervene on the grounds of any of the four licensing objectives (the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm) to prevent the occurrence of an event at which permitted temporary activities are to take place or to agree a modification of the arrangements for such an event. However, the licensing authority will intervene of its own volition in the cases described below.

First, it will issue a counter notice if there is an objection to a late temporary event notice (see note 8 below).

Secondly, it may issue a notice in relation to its decision to impose conditions on a temporary event notice (see note 2 below).

Thirdly, it will issue a counter notice if the first, second, third and fifth of the limits set out below would be exceeded. If any of the limits below are breached or if a counter notice has been issued, any licensable activities taking place would be unauthorised and the premises user would be liable to prosecution. The limitations apply to:

- the number of times a person may give a temporary event notice (50 times per year for a personal licence holder and 5 times per year for other people);
- the number of times a person may give a late temporary event notice (10 times per year for a personal licence holder and 2 times per year for other people);
- the number of times a temporary event notice may be given in respect of any particular premises (15 times or, for event periods occurring wholly or partly in 2022 or 2023, 20 times a calendar year);
- the length of time a temporary event may last for these purposes (168 hours or 7 days);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (21 days or, for event periods (or any part of those periods) occurring in 2022 or 2023, 26 days per calendar year); and
- the scale of the event in terms of the maximum number of people attending at any one time (a maximum of 499).

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. The limits applying to late temporary event notices are included within the overall limits applying to the total number of temporary event notices. Note 16 below sets out the definition of an “associate”.

When permitted temporary activities take place, a premises user must ensure that either:

- a copy of the temporary event notice is prominently displayed at the premises; or

- the temporary event notice is kept at the premises either in his own custody or in the custody of a person present and working at the premises and whom he has nominated for that purpose.

Where the temporary event notice is in the custody of a nominated person, a notice specifying that fact and the position held by that person must be displayed prominently at the premises.

Where the temporary event notice or a notice specifying the nominated person is not displayed, a constable or an authorised person (for example, a licensing officer, fire officer or environmental health officer) may require the premises user to produce the temporary event notice for examination. Similarly, where the nominated person has the temporary event notice in his custody, a constable or authorised person may require that person to produce it for examination. Failure to produce the temporary event notice without reasonable excuse would be an offence.

It should also be noted that the following, among other things, are offences under the Licensing Act 2003:

- the sale or supply of alcohol to children under 18 years of age (subject to an unlimited fine on conviction);
- allowing the sale of alcohol to children under 18 ( subject to an unlimited fine on conviction);
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (subject to an unlimited fine, on conviction );
- allowing disorderly behaviour on the premises (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- the sale of alcohol to a person who is drunk (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- obtaining alcohol for a person who is drunk (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (subject to a fine not exceeding level 1 on the standard scale, on conviction); and
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (subject to a fine not exceeding level 3 on the standard scale, on conviction).

In addition, where the premises are to be used primarily or exclusively for the sale or supply of alcohol for consumption on the premises, it is an offence to allow children under 16 to be present when the premises are open for that purpose unless they are accompanied by an adult. In the case of any premises at which sales or supplies of alcohol are taking place at all, it is an offence for a child under 16 to be present there between the hours of midnight and 5am unless accompanied by an adult. In both instances, the penalty on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000.

#### Note 1

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed “premises user”.



Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user.

If you include an e-mail address in section 1(7) or 1(9), the licensing authority may send to this the acknowledgement of receipt of your notice or any notice or counter notice it is required to give under sections 104A, 106A or 107 of the Licensing Act 2003.

#### Note 2

For the purposes of the Licensing Act 2003, “premises” means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

If a premises licence or club premises certificate has effect in relation to the premises (or any part of the premises) which you want to use to carry on licensable activities, it is possible that any conditions which apply to the licence or certificate may be imposed on the temporary event notice if certain pre-conditions are met. These pre-conditions are that the police or the local authority exercising environmental health functions object to the notice and the licensing authority decides:

- not to give a counter notice under section 105 of the Licensing Act 2003;
- the conditions apply to the licence or certificate; and
- the imposition of the conditions on the notice would not be inconsistent with the carrying on of the licensable activities under the notice.

#### Note 3

A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution.

In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities are taking place to less than 500. If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers.

#### Note 4

A description of the nature of the premises assists the chief officer of police and local authority exercising environmental health functions in deciding if any issues relating to the licensing objectives are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

#### Note 5

A description of the nature of the event similarly assists the chief officer of police and local authority exercising environmental health functions in making a decision as to whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with a pay bar, the supply of beer at a particular farmers’ market, a discotheque, the performance of a string quartet, a folk group or a rock band.

#### Note 6

The licensable activities are:

- the sale by retail of alcohol;
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
- the provision of regulated entertainment; and
- the provision of late night refreshment.

## Note 7

Regulated entertainment, subject to specified conditions and exemptions, includes:

- (a) a performance of a play;
- (b) an exhibition of a film;
- (c) an indoor sporting event;
- (d) a boxing or wrestling entertainment;
- (e) a performance of live music;
- (f) any playing of recorded music;
- (g) a performance of dance; and
- (h) entertainment of a similar description to that falling within (e), (f) or (g).

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.
- 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.
- 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.
- 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.

If you are uncertain whether or not the activities that you propose are licensable, you should contact your licensing authority for further advice.

#### Note 8

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 10 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (i.e. 50 temporary event notices per year for personal licence holders and 5 temporary event notices for non-personal licence holders).

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead and a counter notice will be issued.

#### Note 9

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

#### Note 10

You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities

throughout the entire 48-hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

#### Note 11

No more than 499 may be on the premises for a temporary event at any one time when licensable activities are being carried on. If you intend to have more than 499 attending the event, you should obtain a premises licence for the event. Your licensing authority should be able to advise you. The maximum figure of 499 includes not only the audience, spectators or consumers but also, for example, staff, organisers, stewards and performers who will be present on the premises.

#### Note 12

If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there. If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

#### Note 13

Relevant entertainment is defined in the Local Government (Miscellaneous Provisions) Act 1982 (“the 1982 Act”) as *any live performance or any live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means)*. Relevant entertainment therefore includes, but is not limited to, lap dancing and pole dancing.

The 1982 Act requires premises which provide relevant entertainment to be licensed under that Act for this purpose. Premises at which there have not been more than eleven occasions on which such entertainment has been provided within a period of 12 months, no such occasion has lasted for more than 24 hours and there has been a period of at least one month between each such occasion are exempt from the requirement to obtain a licence under the 1982 Act. Such premises are likely instead to require an authorisation under the Licensing Act 2003 to be used for such activities as these are a licensable activity (the provision of regulated entertainment — see note 6 above). A temporary event notice may be given for this purpose.

#### Note 14

The holder of a valid personal licence issued under the Licensing Act 2003 may give up to 50 temporary event notices in any calendar year subject to the other limitations in the 2003 Act. A proposed premises user who holds such a licence should give the details requested.

#### Note 15

As stated under Note 14, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 10 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1st January to 31st December inclusive in any year.

If an event straddles two calendar years, it will count against the limits on temporary event notices for each year. However, only one notice needs to be given. The limits are:

- i. for event periods occurring wholly or partly in 2022 or 2023, up to 20 times in the calendar year for each premises;
- ii. for other event periods, 15 times in a calendar year for each premises;
- iii. for event periods (or any part of a period) occurring in 2022 or 2023, 26 days in the calendar year for each premises;

- iv. for other event periods, 21 days in a calendar year for each premises;
- v. 50 per personal licence holder each calendar year; and
- vi. 5 for non-holders each calendar year.

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 16 below sets out the definition of an “associate”.

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed.

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count as if they had been given by the premises user. Note 16 below sets out the definition of an “associate”.

#### Note 16

An “associate” of the proposed premises user is:

- a. the spouse or civil partner of that person;
- b. a child, parent, grandchild, grandparent, brother or sister of that person;
- c. an agent or employee of that person; or
- d. the spouse or civil partner of a person within (b) or (c).

For these purposes, a person living with another as that person’s husband or wife is to be treated as that person’s spouse.

#### Note 17

It is a requirement that you send at least one copy of this notice to the licensing authority at least ten working days (or five working days for a late notice) before the commencement of the proposed licensable activities. The authority will give you written acknowledgement of the receipt of the notice. This will be important proof that you gave the notice and when you gave it for the purposes of the Act. Some premises may be situated in two licensing authority areas, for example, where a building or field straddles the local authority boundary. Where this is the case, at least one copy of the notice must be sent to each of the licensing authorities identified, together with the appropriate fee in each case. In such circumstances, you will receive acknowledgements from all the relevant licensing authorities.

One copy must be sent to each of the chief officer of police and the local authority exercising environmental health functions for the area in which the premises is situated at least ten working days for a standard notice (or five working days for a late notice) before the commencement of the proposed licensable activities. Where the premises are situated in two police areas or environmental health areas, a further copy will need to be sent to the further police force and local authority exercising environmental health functions.

#### Note 18

Under the Licensing Act 2003, all temporary event notices are given subject to a mandatory condition requiring that where the licensable activities involve the supply of alcohol, all such supplies must be made by or under the authority of the named premises user. If there is a breach of this condition, the premises user and the individual making the supply in question would be liable to prosecution. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

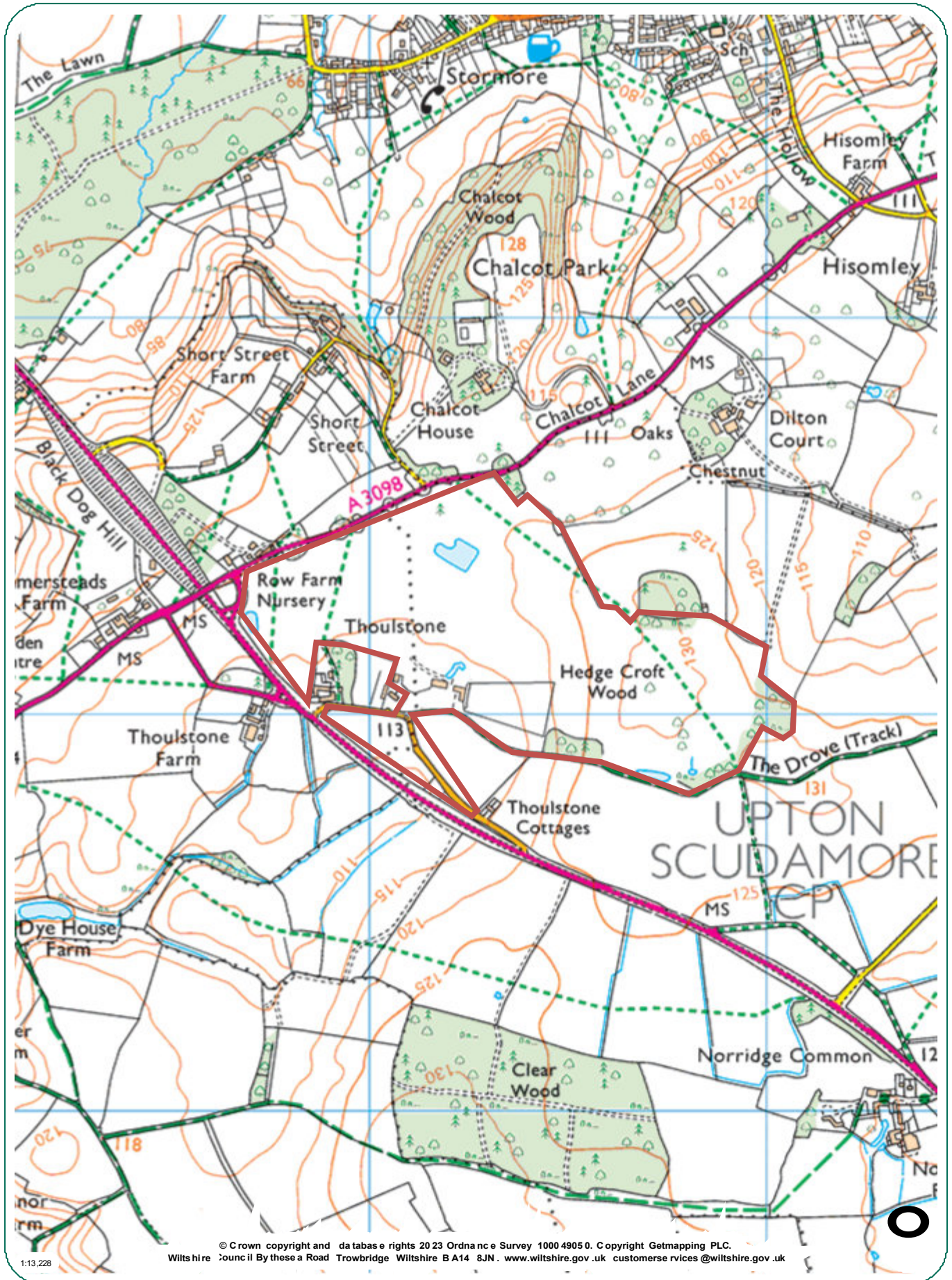
Note 19

It is an offence knowingly or recklessly to make a false statement in, or in connection with, a temporary event notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement.) To do so could result in prosecution and an unlimited fine.

Note 20

You should not complete section 10 of the notice, which is for use by the licensing authority. It may complete this section as one means of giving you written acknowledgement of its receipt of the notice.

Thoulstone Park Location



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1:13,228



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**Adkins, Carla**

---

**From:** Brown, Vicky  
**Sent:** 25 July 2024 12:10  
**To:** [REDACTED]  
**Cc:** [REDACTED] Adkins, Carla  
**Subject:** FW: TEN Application: Thoulstone Park, Chapmanslade, Westbury, BA13 4AQ - 20-22/09/2024

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Mr Forrester,

I am writing following consultation on your Temporary Event Notice (TEN) application for an event at Thoulstone Park over 3 days starting Friday 20<sup>th</sup> September. It is proposed that music will start at 18:00 on the Friday and 13:00 on the Saturday and continue until 04:00 Saturday and Sunday. Unfortunately, this department will be objecting to the TEN's application under the Prevention of Public Nuisance licencing objective. Once the objection is made the Licencing Department will arrange a hearing that will take place within the next 7 working days. At the hearing the Licencing Sub Committee, which consists of a panel of Wiltshire Councillors, will consider the application and objections. Alternatively, you may choose to withdraw your TENS application.

We have decided we have to object to the application because in 2023 an event with similar timings took place under a TENS. Despite there being a Noise Management Plan (NMP) in place this department received 29 complaints from residents about disturbance from music noise. Officers of this department also carried out monitoring during the event and found music levels to be excessive and not managed in accordance with the NMP.

It is appreciated you application states music will not be audible off site after 23:00. However we have no evidence to show how, or give us confidence that this will be effectively managed. In addition to this music before 23:00 can cause unreasonable disturbance to people living nearby and there is no evidence supplied to demonstrate how these noise levels will be controlled.

Considering the history of events at this site, without an extremely professional, comprehensive and convincing NMP is likely we would be obliged to object to any TENS applications for similar events, particularly ones which include music through the nighttime hours. Even with an event with music finishing before 23:00 we would expect to see a comprehensive NMP before we could consider not objecting.

If the owners of the site would like to discuss our stance on this matter then they are welcome to contact me.

I have copied the Licencing Officer into this email but will formally object to the application separately.

Kind regards

Vicky

Mrs Vicky Brown MCIEH  
Senior Environmental Health Officer

Environmental Control and Protection

**There may be some delay in responding to your enquiry as the service is moving to a new computer system. Please bear with us.**

# Wiltshire Council

Tel: 01380 826322

Email: [vicky.brown@wiltshire.gov.uk](mailto:vicky.brown@wiltshire.gov.uk)

Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

Please note my normal working hours are Monday – Friday 9:00 – 14:45

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## Adkins, Carla

---

**From:** Brown, Vicky  
**Sent:** 25 July 2024 12:23  
**To:** Adkins, Carla  
**Cc:** Kerfoot, Debbie; Warren, Brett; Tomsett, Gary; Cahill, Nadine  
**Subject:** RE: TEN Application: Thoulstone Park, Chapmanslade, Westbury, BA13 4AQ - 20-22/09/2024  
**Attachments:** FW: TEN Application: Thoulstone Park, Chapmanslade, Westbury, BA13 4AQ - 20-22/09/2024  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Carla,

Further to the attached email which I have sent to the applicant I am writing to make a formal representation against the TENs application for the event at Thoulstone Park from 20<sup>th</sup>-22<sup>nd</sup> September 2024. It is proposed music would be played from 18:00 Friday 20<sup>th</sup> until 04:00 Saturday 21<sup>st</sup> and then 13:00 Saturday 21<sup>st</sup> until 04:00 Sunday 22<sup>nd</sup>.

As you are aware an event with similar timings took place in August 2023 under a TENs application and the Council received 29 complaints about unreasonable disturbance from music. Officers also carried out monitoring during the event and found music noise level to be excessive and not managed in accordance with the Noise Management Plan (NMP). The application for the 2024 event says that music will not be audible off site after 23:00 however we are unable to have confidence that this will be managed effectively given the limited evidence submitted with this application and the history of the site. We are also concerned with the impact of noise before 23:00.

Kind regards

Vicky

Mrs Vicky Brown MCIEH  
Senior Environmental Health Officer

Environmental Control and Protection

**There may be some delay in responding to your enquiry as the service is moving to a new computer system. Please bear with us.**

**Wiltshire Council**

Tel: 01380 826322  
Email: [vicky.brown@wiltshire.gov.uk](mailto:vicky.brown@wiltshire.gov.uk)  
Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

Please note my normal working hours are Monday – Friday 9:00 – 14:45  
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