

**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

Chalke Valley History Festival Ltd

(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 Chalke Valley History Festivals Ltd Church Bottom Broad Chalke Salisbury SP55DS			
Post town	Salisbury	Postcode	SP5 5DS

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ N/A

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

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

- iii. as an unincorporated association or other (for example a statutory corporation) please complete section (B) iv. 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:

Please tick yes

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

SECOND INDIVIDUAL APPLICANT (if applicable)

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

(B) OTHER APPLICANTS

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

Name	Chalke Valley History Festivals Ltd
Address	Chalke Valley History Festivals Ltd Chalke Pyt Farm, Chalke Pyt Road Broad Chalke Salisbury SP5 5ET
Registered number (where applicable)	8290260

Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company and Trust
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD MM YYYY

2	5	0	6	2	0	1	8
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If you wish the licence to be valid only for a limited period, when do you
DD MM YYYY want it to end?

0	1	0	7	2	0	1	8
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Please give a general description of the premises (please read guidance note 1)
The Festival is situated in a rural village community on permanent pasture. It will run for a week and features:- literary talks, living history demonstrations, seminars and writing workshops.
We have a small Jazz band which plays intermittently throughout the day when lectures are not in progress. This would only be on Friday, Saturday and Sunday. We have a 3 girl band singing on Saturday and Sunday.

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

13,000

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

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

Please tick any that apply

Provision of regulated entertainment

- | | | |
|--|-----|--------------------------|
| a) plays (if ticking yes, fill in box A) | YES | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | YES | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | NO | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | NO | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | YES | <input type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | YES | <input type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | NO | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H) | | <input type="checkbox"/> |

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

NO

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

YES

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	Y <input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	Y <input type="checkbox"/>
Mon	09:00	22:00	<u>Please give further details here</u> (please read guidance note 3)		
Tue	09:00	22:00			
Wed	09:00	22:00	<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Thur	09:00	22:00			
Fri	09:00	22:00	<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	09:00	22:00			
Sun	09:00	22:00			

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	09:00	22:00	<u>Please give further details here</u> (please read guidance note 3)		
Tue	09:00	22:00			
Wed	09:00	22:00	<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Thur	09:00	22:00			
Fri	09:00	22:00	<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 5)		
Sat	09:00	22:00			
Sun	09:00	22:00			

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			
Fri			<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 5)
Sat			
Sun			

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
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 5)		
Fri					
Sat					
Sun					

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Thur					
Fri	17:00	23:30	<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	12:00	24:00			
Sun	12:00	18:00			

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

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
Day	Start	Finish				
Mon			<u>Please give further details here</u> (please read guidance note 3)			
Tue						
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)			
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 5)			
Sat						
Sun						

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing Literary talks and demonstrations		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon	0900	2200		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue	0900	2200	<u>Please give further details here</u> (please read guidance note 3) Lecture in marquee tents. Living History demonstrations outside.		
Wed	0900	2200			
Thur	0900	2200	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Fri	0900	2200			
Sat	0900	2200	<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun	0900	2200			

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	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 3)		
Mon					
Tue					
			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
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 5)		
Fri					
Sat					
Sun					

Supply of alcohol Standard days and timings (please read guidance note 6)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 7)	On the premises	<input type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4)					
Mon	10:00	23:00						
Tue	10:00	23:00						
Wed	10:00	23:00						
Thur	10:00	23:00				<u>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</u> (please read guidance note 5)		
Fri	10:00	24:00						
Sat	10:00	24:00						
Sun	10:00	23:00						

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

Name Terry Barratt
Postcode
Personal licence number (if known) 10TB-34VE-403

Issuing licensing authority (if known)
Kettering Borough Council

K

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

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

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

We are in contact with all the relevant authorities to ensure that all the licensing objectives are met. Please see the event management plan. The Event will be run in conjunction with the Noise Management Plan. These plans will be updated on a regular basis and sent to the Local Authority before the Festival

b) The prevention of crime and disorder

We will be in contact with the local police in advance of the event. We intend to have a police presence on site at the weekend in line with the requirements from the Civil Aviation Authority.

We have accredited security advisors on site. The numbers of security staff will increase at the weekend when the numbers of visitors increase. We have overnight security staff onsite during the build of the Festival and during the Festival itself. There are also 4 staff on site overnight.

Security guards will be in full contract with event control.

Prohibited items that are not to be allowed on the Festival site will be listed on our website, tickets and in full view in our entrance area. Security staff will be carrying out spot checks to ensure that visitors comply with these requirements.

All visitors to the site must have paid for a ticket.

We will have a dedicated security and management team to park cars and to ensure that there are no thefts or deliberate damage caused in the car park. This has not been a problem in the past.

No monies are kept on site overnight and we have systems in place to ensure that large quantities of cash are not held in tills. Card transactions are preferable and possible.

We will have dedicated overt security in recognisable uniforms patrolling the site as a deterrent to criminals. As per the EMP all our staff will be briefed to be vigilant and to raise the alarm if they see something or someone suspicious

An Incident and refusals book will be kept at the bar and stalls selling alcohol

c) Public safety

A full risk assessment for the layout and inclusions on site will be carried out. This will continue to be refined throughout the planning process to ensure that Public Safety is paramount in the minds of the organisers. Please see full event plan.

From arrival in the surrounding areas, access and egress issues, safety standards and content through to use of experienced professional suppliers and staff we include safety as an aspect in every decision made about the event. We will establish a queuing system to prevent crowd crushing at the entrance area – this will later be removed to give a wide exit area/route. Queues will be monitored by staff at all times to ensure

there are no crowd crushes and to ensure that MOTP are not queue jumping. All equipment and service sourced for this event will be from reputable suppliers with good safety credentials and experience in similar events. All suppliers will provide us with their RAMS, Insurance documents and any other relevant information pertaining to their product or service.

We will have dedicated overt security in recognisable uniforms patrolling the site as a deterrent to criminals. All our staff will be briefed to be vigilant and to raise the alarm if they see something or someone suspicious

During the weekend while our airshow takes place, we have applied for provision to close the bridleway and Ox Drove to members of the general public. This is to prevent car build up on the Ox Drove and to prevent pedestrians walking under the flyover. Our security will manage these closures. In 2018 there will be a record taken of any incidents.

We have been in touch with Wiltshire Wildlife Trust as they have an area of land which is cattle farmed and they will need access to it throughout the week and the weekend. They will be informed of the times that aircraft are flying and will not farm during these periods.

d) The prevention of public nuisance

The main cause of public nuisance at events such as the are traffic problems, noise pollution and litter.

Within the village of Broad Chalke a one way flow of traffic is planned. AA signage is planned to be used both in the village and in the surrounding areas.

The Designated Premises Supervisor will be responsible for ensuring that anyone appearing to be drunk will not be served on site. Anybody arriving drunk will not be allowed on to site. All bar staff will be briefed as to their responsibility with regard to sales of alcohol. Bar staff working at the Festival are experienced with bar work.

Anyone found drunk and incapable on the site will be given the opportunity to rest in the medical area rather than being turned out of the site. Anyone violent or aggressive will be restrained by security staff and the Police informed as appropriate. Any persons entering the site as visitors who are under 18 will not be allowed to bring alcohol on site. This will be part of the Festivals door policy. All those on duty at the entrance will be aware of this policy. The festival holds a no-drinking policy for Volunteers.

All sound systems on site will be controlled by Sound Engineers hired in for the event by the management team who will ensure that we have access to and complete control of sound levels at all times. Our sound engineers will take regular readings in and around the site to ensure that this one-off event does not disturb any local residents. Our readings will be available to EHOs on site once collated and registered.

We will offer a separate cardboard collection for all traders and caterers and will ensure that there is no build-up of combustible materials on site either front of house or round the back of traders and caterers. We will have rubbish removed from the site on a daily basis.

A dedicated team of litter pickers will be on site during the Festival and a team of litter pickers will be available after the Festival once the site has been taken down. Our contract with the farmers who own the site states that the site needs to be returned in the same state as it was received.

Please see the attached Noise Event Plan that has been agreed with by Environmental Health Officer

e) The protection of children from harm

A Challenge 25 Policy will be in place, signage will be on display and the only acceptable photo ID will be Passport or Driving Licence. Staff will be trained on how to prevent underage sales this training will be recorded and staff sign to say they understood the training.

Working with our Security partners we will ensure that there is a robust system for dealing with lost and found children, that there is a sensible and safe place to take lost children or worried parents and that this place is known to all staff on site. The procedures for dealing with Lost/Found children will be detailed to our staff. All staff working directly with children will be CRB checked, mainly through their SIA licenses.

Our website will ensure that the message that parents/teachers should stay with their children on site is clear and repeated. It also states that no child under the age of 16 will be allowed onsite without an adult. All activities on site will be child friendly and all stage and performance content will be family friendly. All stalls and caterers where there may be added danger for children (hot surfaces, dangerous back of house areas, etc.) will be suitably barriered off to prevent access.

Please see the full operational procedures for protecting children in the full event management plan.

Checklist:

		Please tick to indicate agreement
•	I have made or enclosed payment of the fee.	<input type="checkbox"/> N
•	I have enclosed the plan of the premises.	Y <input type="checkbox"/>
•	I have sent copies of this application and the plan to responsible authorities and others where applicable.	Y <input type="checkbox"/>
•	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	N <input type="checkbox"/>
•	I understand that I must now advertise my application.	<input checked="" type="checkbox"/> Y
•	I understand that if I do not comply with the above requirements my application will be rejected.	Y <input type="checkbox"/>

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

Part 4 – Signatures (please read guidance note 10)

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

Signature	Rachel Holland
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Date	26.2.18
Capacity	Festival Director

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

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

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 offsupplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. 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.
7. 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'.
8. 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 seminudity, films for restricted age groups or the presence of gaming machines.

9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

Garrod, Ian

From: Garrod, Ian
Sent: 01 May 2018 10:54
To: Garrod, Ian

Ian Garrod
Licensing Officer
Licensing Team South
Wiltshire Council
Bourne Hill
Salisbury
SP1 3UZ

Tel: 01722 432484
Fax: 01722 438064
E-Mail: ian.garrod@wiltshire.gov.uk
Web: www.wiltshire.gov.uk

From: Rachel Holland
Sent: 20 March 2018 13:27
To: Garrod, Ian
Cc: Red Kite Management; Tim Gardner
Subject: RE:

Ok, I understand, yes we wish to apply for a permanent licence. Thanks.

Best,

Rachel

From: Garrod, Ian <ian.Garrod@wiltshire.gov.uk>
Sent: 20 March 2018 13:23
To: Rachel Holland
Cc: Red Kite Management
Subject: RE:

Hello Rachel

The date the consultation closes is 17th April 2018 which is in the 2nd paragraph from the bottom. If you wish to put the date of the festival on it should only be if this is for a limited period application as per last year. It is not required for a Permanent Licence which it was indicated previously that this would be. Please can you confirm whether you wish to have a permanent licence which would mean you would only have to make applications as and when required or if this is a temporary licence which would mean that you would have to apply again next year. Many thanks.

Kind regards
Ian

Ian Garrod
Licensing Officer
Licensing Team South
Wiltshire Council
Bourne Hill
Salisbury
SP1 3UZ

Tel: 01722 432484
Fax: 01722 438064
E-Mail: ian.garrod@wiltshire.gov.uk
Web: www.wiltshire.gov.uk

From: Rachel Holland
Sent: 20 March 2018 13:07
To: Garrod, Ian
Subject: RE:

Hi Ian,

Just checking that a date is not needed on this.

Kind regards,

Rachel

From: Garrod, Ian
Sent: 20 March 2018 12:17
To: Rachel Holland
Cc: Red Kite Management
Subject: RE:

Hello Rachel

Thank you for that. Please find attached the advert that is suitable to display at the site from tomorrow and to advertise in the newspaper, please send a copy of the page of the newspaper it appears in to me (e-mail preferably). You may be wondering why regulated entertainment is like it is, I have simply shown the earliest start times which were for Plays and Films and the latest end times which was for Live music on Friday & Saturday. Please check to make sure everything is correct and if so advertise around the site on blue A4 paper. Please post at all the entrances to the Festival site and any footpath where the public have access around the site. I would also recommend that the occasional check to make sure that they are still there (if not replacements are put up) and you take photos of the adverts in situ in case they go missing and it is claimed the Festival application was not advertised correctly. The newspaper advert has to be in place by 30th March 2018. I think that covers everything with regards to the advert, any questions please feel free to contact me.

Kind regards
Ian

Ian Garrod
Licensing Officer
Licensing Team South
Wiltshire Council
Bourne Hill
Salisbury
SP1 3UZ

Tel: 01722 432484
Fax: 01722 438064
E-Mail: ian.garrod@wiltshire.gov.uk
Web: www.wiltshire.gov.uk