

PUBLIC NOTICE
APPLICATION FOR THE GRANT OF A NEW PREMISES LICENCE
LICENSING ACT 2003

An application has been made by Arun Valley Vineyard LLP for the grant of a new Premises Licence

Premises Name & Address – The Vineyard at Lower Lodge, The Haven, Billingshurst, West Sussex, RH14 9BE

The application is seeking the following licensable activities and times:

Sale by retail of alcohol for consumption on and off the premises
Monday to Sunday: 08:00hrs to 20:00hrs

Premises Open to the public:
Monday to Sunday: 10:00hrs to 20:00hrs By Appointment Only

A copy of the application may be inspected, during office hours by appointment only, via the Licensing Department, Albery House, Springfield Road, Horsham, RH12 2GB or on our website at <https://www.horsham.gov.uk/licensing/current-licensing-applications>

If you wish to make representations for or against this application, you must do so in writing to the Licensing Department at the above address or by e-mail to licensing@horsham.gov.uk by no later than 5th May 2026, after which date, no objections will be considered.

The Council will not entertain representations where the writer requests that his identity remains anonymous. Copies of all representations will be included in the papers presented to the Licensing Committee and will therefore pass into the public domain. Representations must relate to one or more 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.

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE OF UP TO LEVEL 5 ON THE STANDARD SCALE (CURRENTLY £5000) UNDER SECTION 158 OF THE LICENSING ACT 2003 TO KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT IN CONNECTION WITH THIS APPLICATION.

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

I/We ARUN VALLEY VINEYARD LLP

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			
The Vineyard at Lower Lodge, The Haven			
Post town	BILLINGSHURST	Postcode	RH14 9BE

Telephone number at premises (if any)	
Non-domestic rateable value of premises	Unrated

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/limited liability partnership	X	please complete section (B)
	ii as a partnership (other than limited liability)		please complete section (B)
	iii as an unincorporated association or		please complete section (B)
	iv other (for example a statutory corporation)		please complete section (B)
c)	a recognised club		please complete section (B)
d)	a charity		please complete section (B)
e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)

g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)	the chief officer of police of a police force in England and Wales		please complete section (B)

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

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

(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 ARUN VALLEY VINEYARD LLP
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Liability Partnership
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
0	5	052026

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

DD	MM	YYYY

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

OVERVIEW:

The premises shall operate primarily as the location for the sale of wine to be consumed off the premises and for the packing, dispatch and collection of wine. Vineyard Tours and Tastings will be operated in accordance with the provisions outlined below. It is intended that the business will receive most of its revenue from the sale of wine and it is not intended to develop the vineyard as a destination tourist venue. However, the experience of other English vineyards is that the economics of making wine in the UK mean that it is difficult for a business to be successful unless it offers potential customers the ability to visit the vineyard to experience the terroir and processes involved in the growing of grapes and making wine, which will then encourage them to take a deeper interest in and purchase the wine.

VINEYARD TOURS AND WINE TASTINGS:

- Tours and Tastings will occur primarily on Saturdays and Sundays from Easter through to the end of September and on additional dates during the week depending on demand.
- We would normally arrange a tour for about 20 persons, but this could be up to 50 on occasion. Tours and Tastings will only take place between the hours of 10 am and 8 pm.
- Visitors will be required to pre-book all Tours and Tastings.
- On average we would have two tours of the vineyard per day. From experience, we would expect each tour to take two and a half hours but the duration will depend on the degree to which the participants engage in questions and the like.
- Visitors will be informed that they are not permitted to park anywhere on the entry road to the entrance of the Arun Valley Vineyard property and that they are not permitted to drive past the vineyard entrance and so should not venture along the road leading to the houses at Lower Lodge.
- Bookings from visitors arriving or being collected to/from the site by large public service vehicles will not be accepted.
- Wine Tasting events will comply with the Portman Group Guide to Product Sampling.

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

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

Provision of regulated entertainment (please read guidance note 2)		Please tick all that apply
a)	plays (if ticking yes, fill in box A)	
b)	films (if ticking yes, fill in box B)	
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	
f)	recorded music (if ticking yes, fill in box F)	
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	
<u>Supply of alcohol</u> (if ticking yes, fill in box J)	X

A

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

B

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

C

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

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Thur					
Fri			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 (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Thur					
Fri			<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 6)		
Sat					
Sun					

F

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

G

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

H

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

I

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

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	
				Off the premises	
Day	Start	Finish		Both	X
Mon	08:00	20:00	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Tue	08:00	20:00			
Wed	08:00	20:00			
Thur	08:00	20:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri	08:00	20:00			
Sat	08:00	20:00			
Sun	08:00	20:00			

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

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

K

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

n/a

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	10:00	20:00	
Tue	10:00	20:00	
Wed	10:00	20:00	
Thur	10:00	20:00	
Fri	10:00	20:00	
Sat	10:00	20:00	
Sun	10:00	20:00	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)

M

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

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

In submitting this application we have been cognisant of the Licensing Act 2003, s182 Guidance issued by the Secretary of State, and the Horsham District Council Statement of Licensing Policy 2024-2029.

b) The prevention of crime and disorder

CCTV:

CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions, enabling facial recognition. Cameras shall encompass all ingress and egress to the winery building including fire exits, surrounding areas, and all areas where the sale/ supply of alcohol occurs.

Equipment will be maintained in good working order, be correctly time and date stamped.

Recordings will be kept in date order, numbered sequentially and kept for a period of 31 days and handed to Police on reasonable request.

The Premises Licence Holder will ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format to the Police/Local Authority on reasonable request

The Recording equipment and tapes/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual.

An operational weekly log report must be maintained endorsed by signature, indicating the system has been checked and is compliant, in the event of any failings, any remedial action taken is to be recorded.

Staff Training:

All staff engaged in the sale of alcohol shall be trained in Responsible Alcohol Retailing prior to selling any alcoholic product.

All staff shall undergo refresher training in Responsible Alcohol Retailing on a rolling annual basis.

Such staff training records shall be kept on the premises and produced to the Police or an 'authorised person' (as defined by the LA'03) or an authorised Trading Standards Officer employed by the Council on demand.

Refusals Register

A Refusals Register (electronic or written) must be maintained and kept at the premises, and retained for a period of 12 months on a rolling basis. It must be inspected and endorsed by the DPS on a monthly basis, and produced to the Police or an 'authorised person' (as defined by the LA'03) or an authorised Trading Standards Officer employed by the Council on demand.

Such log shall record the following:

- (a) Any refusal of the sale of alcohol (e.g. suspected drunkenness, underage or proxy sale)
- (b) Any visit by a relevant authority or emergency services, noting the time, day, date and identify of any visitors by name.

c) Public safety

Please refer to entry regarding supervision of children (see Section E)

d) The prevention of public nuisance

NOISE

Any noise or vibration emanating from the premises will be limited so that it does not cause a nuisance to neighbouring properties.

LITTER

The Premises Licence Holder will provide litter containers on site which will be emptied regularly.

DISPERSAL

Prominent, clear and legible signage shall be displayed at all exits to the premises adjoining neighbouring property requesting the public to respect the needs of local residents.

LIGHT POLLUTION

Tours and tastings will primarily take place during daylight hours during the summer time.

e) The protection of children from harm

CHILDREN:

The premises comprise a working vineyard and winery where alcohol is produced and as such the premises will not be marketed as a child friendly venue.

Where adults wish to bring children to the vineyard, they will be advised that children must be kept with a responsible adult at all times who must ensure that the children do not climb on any machinery or any of the vines.

The entirety of the vineyard is surrounded by deer fencing. Children and other visitors will not be permitted to visit areas outside of the fenced area where there are ponds and wooded areas.

CHALLENGE 25

The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of the Police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer employed by the Local Authority/Council.

The written register of Refusals (see Section B) will include a description of the people who have been unable to provide required identification to prove their age. Such records shall be kept for a period of 12 months and will be collected by the Designated Premises Supervisor and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer employed by the Local Authority/Council on demand.

INTERNET SALES

The Premises Licence Holder shall ensure that any person who purchases from the vineyard's website shall register with the website. Such registration details shall include the person's full name, full address, date of birth and phone number. Records of such checks shall be kept for a period of 12 months and shall be produced on demand of the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer employed by the Council.

The terms and conditions of the vineyard website will contain the following: -

- a) The vineyard will not sell alcohol to any person until it has been verified that the person is over 18 years of age.
- b) An age confirmation self declaration will be required when registering to purchase alcohol.
- c) Reference to the operating of a Challenge 25 policy.
- d) That no parcels will be left by the courier if the person receiving the order at the delivery address is under 18 years of age.

DELIVERIES

The person delivering the alcohol to any customer shall operate a Challenge 25 policy and shall require proof of age prior to the alcohol being handed over. No alcohol shall be handed over to a person under 18. The only acceptable proof of identity shall be a photographic driver's licence, a passport or an Identity Card containing the PASS Hologram. The website shall contain a declaration to this effect.

Checklist:**Please tick to indicate agreement**

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

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

Part 4 – Signatures (please read guidance note 11)

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

Declaration	<ul style="list-style-type: none"> [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	05/04/2026
Capacity	Licensing Consultant & Agent

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

