

# Licensing Act 2003 - Temporary Event Notice

Date form submitted:

10 Jan 2016

## Introduction

**You must give Notice of your proposed event as follows, either:**

**e-mail this form to Waverley as the licensing authority and pay online, ensuring that the 10 clear working days notice (or 5 clear working days for a late notice) can be met; or print, sign and deliver or send a printed copy of the fully completed Notice, enclosing a cheque, to Waverley as the licensing authority AND a copy to Waverley's environmental health service AND a copy of the Notice to the WAVERLEY LICENSING OFFICER, SURREY POLICE, P O Box 101, GU1 9PE. The Police must have the same minimum notice as the Council.**

**If accepted and in time, Waverley (the licensing authority) will endorse one copy and return it to you as an acknowledgement of receipt.**

Please indicate whether you wish to submit this Notice  Online  
online or send a printed copy by post\*

---

## Application

**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 the premises user

*Note: 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.*

#### Your name

Forename/Initial(s)*	Simon
Surname*	Collinson
Title*	Mr

#### Previous names

*Please enter details of any previous names or maiden names, if applicable. (Please click on "Add" if you have had more than one previous name.)*

#### Date and place of birth and national insurance number

Your date of birth*	12 May 1972
Your place of birth*	Colchester
Your national insurance number (format AA999999A)*	NY145662D

#### Your current address

*We will use this address to correspond with you unless you provide an alternative address below.*

House number and/or name*	74 THE PLOUGH
Street*	WEST STREET
Locality	
Town*	FARNHAM
County	SURREY
Postcode (please include space, e.g. GU7 1HR)*	GU9 7EH

Phone - daytime*	01252728057
------------------	-------------

Phone - evening

Phone - mobile

FAX

E-mail address*	the.plough.farnham@hotmail.co.uk
-----------------	----------------------------------

Do you wish to provide alternative contact details for correspondence?*	No
---	----

---

## 2. The premises

**Please give the address of the premises where you intend to carry on the licensable activities. If it has no address give a detailed description including the Ordnance Survey reference.**

**Note:** 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.

Please indicate whether you are providing a postal address or detailed description \* Postal address (with postcode)

**Note:** If you cannot provide a postal address you will be required to provide a Location Plan with this application.

Building No / Name	74 THE PLOUGH
Street	WEST STREET
Locality	
Town	FARNHAM
County	SURREY
Postcode	GU9 7EH

Please upload a sketch map if appropriatePlease provide in .pdf format

Does a premises licence have effect in relation to the premises (or any part of the premises)?\* Yes

Please enter the premises licence number\* LN/000002604

Does a club premises certificate have effect in relation to the premises (or any part of the premises)?\* No

Do you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies?\* No

Please describe fully the nature of the premises below\*

public house

Please describe fully the nature of the event below\*

UCA fundraising event

Are the premises situated in more than one licensing authority areas?\* No

Are the premises situated in more than one police areas? No

\*

### 3. The licensable activities

**Please indicate the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on):**

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 the club

The provision of regulated entertainment

The provision of late night refreshment

Are you giving a late temporary event notice?\* No

**Please state the date(s) on which you intend to use these premises for licensable activities:**

Please enter the first date on which you intend to use these premises\* 23 Jan 2016

Do you wish to enter additional dates?\* No

**Please state the times during the event period that you propose to carry on licensable activities:**

EventTimes2

Start time\* 23:30:00

End time\* 02:00:00

Notes

*(Click in the "Add" button and use the "Notes" box if you intend to carry on licensable activities at different times on different days.)*

**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. (Absolute maximum of 499 people in total.)**

Number of people\* 150

**If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both:**

Please select\* Both

**Please state if the licensable activities will include the provision of relevant entertainment:**

Do the licensable activities include the provision of relevant entertainment?\* No

EntertainmentTimes2

---

## 4. Personal licence holders

*Note: 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.*

Do you currently hold a valid personal licence?\* Yes

**Please provide the details of your personal licence below:**

Issuing licensing authority\* Colchester borough council

Licence number\* 003846

Date of issue\* 07 Nov 2005

Any further relevant details?

---

## 5. Previous temporary event notices you have given

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?\* No

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?\* No

---

## 6. Associates and business colleagues

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?\* No

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?\*

No

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?\*

No

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?\*

No

---

## 7. Checklist

Do you wish to continue to submit and pay for this Notice online? Yes

**Note:** If you are giving this notice to the licensing authority (Waverley) by means of the relevant electronic facility you are not required to send a copy of the notice to:

- the chief officer of police for Surrey; or
- the local authority exercising environmental health functions.

I shall \*



E-mail (by clicking the "Submit" button on the final page) a copy of this notice to the licensing authority (Waverley) for the area in which the premises are located (Waverley) and make an online payment of the fee for the application (£21)

and\*



Send a printed copy of this notice to each additional local authority exercising environmental health functions

---

## 8. Condition

**IMPORTANT: 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 section 3 above, i.e.:**

- the sale by retail of alcohol; and
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club.

**It is a condition of this temporary event notice that, where the relevant licensable activities described in Section 3 above include the supply of alcohol, all such supplies are made by or under the authority of the premises user.**

I acknowledge that I have noted the above\*



---

## 9. Declaration by the Premises user

**NOTE:** 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 a fine not exceeding level 5 on the standard scale.

Please click on the check-box to acknowledge acceptance of each of the following:

The information contained in this form is correct to the best of my knowledge and belief\*



I have read the Condition at 8. above\*



I understand that it is an offence:

(i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and\*



(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both\*



I (named below) confirm that I have read and understood the disclaimer and hereby give a Temporary Event Notice and will pay the appropriate fee as payment for the service.\*



Name\*

Simon Collinson

---

## Payment

As you have opted to pay the fee of £21 online please proceed as follows:

- click on the "Submit" button below to be transferred to the HSBC payment portal Global-Iris);
- **please complete the full card payment process and click continue until you are returned to the online form -**
- **failure to do this may cause the receipt of your application to be delayed;**
- you will be sent an e-mail confirming that you have submitted the Notice and paid the appropriate fee online. A copy of the completed Notice will be attached to the e-mail;
- if the premises are situated in one or more licensing authority areas, send a printed copy of this notice to each additional licensing authority;
- if the premises are situated in one or more local authority areas, send a printed copy of this notice to the environmental health service of each additional authority;and
- if the premises are situated in one or more police areas, send a printed copy of this notice to each additional chief officer of police.

Please note that a copy of the Notice will also automatically be sent to the Surrey Police.

▪

▪

