

Appendix B

TEN/02893/17
054728



Entertainment Licensing, Leeds City Council, Civic Hall, Leeds, LS1 1UR

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	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname KHAN	
Forenames SAJID	
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)	
48-50 Westgate Otley	
Post town Leeds	Post code LS21 3AS
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 detail below we will use this address to correspond with you)

--

Post town	Post code
-----------	-----------

9 Alternative contact details (if applicable)

Telephone numbers	
Daytime	
Evening (optional)	
Mobile (optional)	
FAX NUMBER (optional)	
E-Mail Address (if available)	

2 The premises

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)

48-50 Westgate
Otley
Leeds
LS21 3AS

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	PREM/03724/001
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)

--

Please describe the nature of the premises below (Please read note 4)

Takeaway/delivery service

Please describe the nature of the event below (Please read note 5)

Late night refreshments

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 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	<input type="checkbox"/>
The provision of late night refreshment	<input checked="" type="checkbox"/>
Are you giving a late temporary event notice? (Please read note 7)	<input type="checkbox"/>

Please state the dates on which you intend to use these premises for licensable activities (Please read note 8)

~~15, 16 and 17 December~~
~~22, 23 and 24 December~~
~~29, 30 and 31 December~~

30 - 31 Dec & 1 JAN 18
 (SA)

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 9)

~~0.30 - 2.00~~
~~0.30 - 2.30 (22-23 and 24 December)~~
~~0.30 - 2.30 (29, 30 and 31 December)~~

0000 - 0300 (SA)

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 10)

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 mark an X next to the appropriate box) (Please read note 11)

On the premises only	<input type="checkbox"/>
Off the premises only	<input type="checkbox"/>
Both	<input type="checkbox"/>

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 (Please read note 12)

4 Personal licence holders (Please read note 13)		
Do you currently hold a valid personal licence? (Please tick)	Yes <input type="checkbox"/>	No <input 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 14 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 15 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 16)	
I have (Please tick the appropriate boxes)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	<input 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 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 enclose payment of the fee for the application	<input type="checkbox"/>
Signed the declaration in Section 9 below	<input type="checkbox"/>

8. Condition <i>Please read note 17</i>
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 that all such supplies are made by or under the authority of the premises user

9 Declarations <i>Please read note 18</i>
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 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
SIGNATURE
DATE 8 12 17
Name of Person signing XXXXXXXXXX

For completion by the licensing authority

10 Acknowledgement <i>(Please read note 19)</i>
I acknowledge receipt of this temporary event notice
SIGNATURE On behalf of the Licensing Authority
DATE
Name of officer signing

NOTES

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 may 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 7 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 (the "premises user") 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 (the "premises user") 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 in a calendar year),
- the length of time a temporary event may last for these purposes (168 hours),
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (21 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 15 below explains the definition of an "associate"

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

- 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