



**Leeds**  
CITY COUNCIL

**Licensing and Registration**  
Entertainment Licensing Section  
Civic Hall  
Leeds LS1 1UR

Contact: Mr Shaam Amin  
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Email: [entertainment.licensing@leeds.gov.uk](mailto:entertainment.licensing@leeds.gov.uk)  
Our Ref: A80/TEN/01084/12

20th March 2012

Mr Joe Njuguna  
Savannah Club  
Grove Road  
Hunslet  
Leeds  
LS10 2QT

Dear Mr Njuguna

**TEMPORARY EVENT NOTICE: TEN/01084/12**

**NAME OF PREMISES USER: MR JOE NJUGUNA**

**EVENT PREMISES: SAVANNAH CLUB, GROVE ROAD, HUNSLET, LEEDS, LS10 2QT**

I acknowledge receipt of your Temporary Event Notice in duplicate together with payment of **£21.00**.

Please find attached our receipt numbered **013745** in respect of the said payment and the acknowledged copy Temporary Event Notice.

**IMPORTANT – Your duties regarding the display of the Temporary Event Notice**

The Licensing Act 2003 requires that you do either of the following:

- Display the Temporary Event Notice for the duration of the event; or
- Display a Notice stating that a Temporary Event Notice is in force.

Please find enclosed a "TEN Summary" document (printed on green paper) which, if displayed, will satisfy the above criteria.

Please note the Licensing Act 2003 imposes two duties on you:

1. The Licensing Act 2003 states that there is a duty to keep the Temporary Event Notice. "When the 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".
2. The legislation also requires you to produce the notice when asked to do so by either an officer from Leeds City Council or a Police Officer exercising the power of production. You can ask the Police Officer to prove they are acting under the correct authority. Please refer to the attached general guidance notes for more information.



INVESTOR IN PEOPLE

Please note Section 104 (1) of the Licensing Act 2003 states that you as the "premises user", must also give a copy of the Temporary Event Notice to the relevant Chief Officer of Police no later than ten working days before the day on which the event period specified in the notice begins.

If you have not given the Police a copy of your notice, please do so now. The Police will make a decision about the proposed event based on the information contained in the notice

Please serve a copy of the Temporary Event Notice on Robert Patterson  
Licensing Officer  
Millgarth Police Station  
Millgarth Street  
Leeds  
LS2 7HX

If you do not serve the Police with a copy of the Notice this will make your Temporary Event Notice invalid.

If you carry on this event without a valid Temporary Event Notice in place, you will be committing a serious offence under the Licensing Act 2003.

**Important Note**

The premises user should note that although they are operating licensable activities under the authorisation of the Temporary Event Notice, they are recommended to seek proper advice to ensure that the activities they propose are within the boundaries set by existing legislation and regulations.

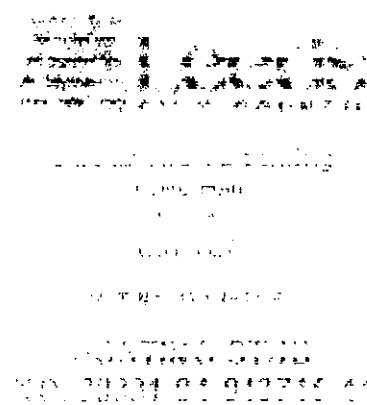
There may also be planning conditions on the premises which restricts certain activities or prevents the premises being used beyond a certain hour. Additional permission may also be required to install any temporary structures or special effects at the premises.

Should you require any further information, please do not hesitate to contact the Licensing Office on the above number.

Yours sincerely



Mr Shaam Amin  
Administrative Assistant  
Entertainment Licensing Section





TEN APP / 02/05

TEN

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 or typed in black ink. Use additional sheets if necessary.

You should keep a copy of the completed notice for your records. You must send two copies of this notice to the licensing authority and an additional copy must be sent to the chief officer of police for the area in which the premises are situated. The licensing authority will endorse one of the two copies and return it to you as an acknowledgement of receipt.

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.

|                                                                                                                                                   |                                                                                                                                                    |           |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>1. The personal details of premises user</b> <i>Please read note 1</i>                                                                         |                                                                                                                                                    |           |           |
| 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                                                                                                                                           | NJUGUNA                                                                                                                                            |           |           |
| Forenames                                                                                                                                         | JOE                                                                                                                                                |           |           |
| 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                                                                                                                             | Day 17                                                                                                                                             | Month 07  | Year 1964 |
| 4. Your place of birth                                                                                                                            | KENYA                                                                                                                                              |           |           |
| 5. National Insurance Number                                                                                                                      | PX 46 63 64 A                                                                                                                                      |           |           |
| 6. Your current address: (We will use this address to correspond with you unless you complete the separate correspondence box below).             |                                                                                                                                                    |           |           |
| JOE NJUGUNA<br>SAVANNAH CWB<br>GROVE RD, HUNOLET, LS10 2QT                                                                                        |                                                                                                                                                    |           |           |
| Post town                                                                                                                                         | LEEDS                                                                                                                                              | Post code |           |
| 7. Other contact details                                                                                                                          |                                                                                                                                                    |           |           |
| Telephone numbers:                                                                                                                                |                                                                                                                                                    |           |           |
| Daytime                                                                                                                                           |                                                                                                                                                    |           |           |
| Evening (optional)                                                                                                                                |                                                                                                                                                    |           |           |
| Mobile (optional)                                                                                                                                 | 0777 180 2818                                                                                                                                      |           |           |
| FAX NUMBER (optional)                                                                                                                             |                                                                                                                                                    |           |           |
| E-Mail Address (optional)                                                                                                                         |                                                                                                                                                    |           |           |

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 (optional)

## 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*

SAVANNAH  
GLOVE RD  
HUNSLY  
LEEDS  
LS10 2QT

- FORMER (GEORGE IV)

If you intend to use only part of the premises at this address or intend restricting 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*

PUB

Please describe the nature of the event below. *Please read note 5*

EASTER FESTIVAL GET TOGETHER

**3. The licensable activities**

Please state the licensable activities that you intend to carry on at the premises (please mark an "X" next to the 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 checked="" type="checkbox"/> |
| The provision of regulated entertainment                                                     | <input checked="" type="checkbox"/> |
| The provision of late night refreshment                                                      | <input checked="" type="checkbox"/> |

Please state the dates on which you intend to use these premises for licensable activities. Please read note 7

SATURDAY 07/04/2012  
 SUN 08/04/2012  
 MONDAY 09/04/2012

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 8

01:00 - 04:00 EACH

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, organizers or performers. Please read note 9

MAX 250

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 10

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

**4. Personal licence holders** Please read note 11

Do you currently hold a valid personal licence?  
 (Please mark an "X" in the box that applies to you)

|                                         |                             |
|-----------------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|-----------------------------------------|-----------------------------|

If "Yes" please provide the details of your personal licence below.

|                             |                                |
|-----------------------------|--------------------------------|
| Issuing licensing authority | SWINDON BOROUGH COUNCIL (with) |
| Licence number              | 881100455 PERSON               |
| Date of issue               | 16 <sup>th</sup> DECEMBER 2010 |
| Date of expiry              | 15 <sup>th</sup> DECEMBER 2020 |
| Any further details         |                                |

| <b>5. Previous temporary event notices you have given</b> <i>Please read note 12</i>                                                                                                                                                                                             |     |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------|
| 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? (Please mark an "X" in the box that applies to you)                            | Yes | <input checked="" type="radio"/> No |
| If answering yes, please state the number of temporary event notices 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:<br>a) ends 24 hours or less before; or<br>b) begins 24 hours or less after;<br>the event period proposed in this notice?<br>(Please mark an "X" in the box that applies to you) | Yes | <input checked="" type="radio"/> No |

| <b>6. Associates and business colleagues</b> <i>Please read note 13</i>                                                                                                                                                                                                                                                                                |     |                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------|
| 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? (Please mark an "X" in the box that applies to you)                                                                                                                               | Yes | <input checked="" type="radio"/> No |
| If answering yes, please state the total number of temporary event notices 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:<br>a) ends 24 hours or less before; or<br>b) begins 24 hours or less after;<br>the event period proposed in this notice?<br>(Please mark an "X" in the box that applies to you)                                                     | Yes | <input checked="" type="radio"/> 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? (Please mark an "X" in the box that applies to you)                                                                           | Yes | <input checked="" type="radio"/> No |
| If answering yes, please state the total number of temporary event notices your business colleague(s) has 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:<br>a) ends 24 hours or less before; or<br>b) begins 24 hours or less after;<br>the event period proposed in this notice?<br>(Please mark an "X" in the box that applies to you) | Yes | <input checked="" type="radio"/> No |

|                                                                                                                                               |   |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---|
| <b>7. Checklist</b> <i>Please read note 14</i>                                                                                                |   |
| I shall (Please mark the appropriate boxes with an "X" )                                                                                      |   |
| Send two copies of this notice to the licensing authority for the area in which the premises are located;                                     | X |
| Send a copy of this notice to the chief officer of police for the area in which the premises are located;                                     | X |
| If the premises are situated in one or more licensing authority areas, send two copies of this notice to each additional licensing authority; | X |
| If the premises are situated in one or more police areas, send a copy of this notice to each additional chief officer of police;              | X |
| Make or enclose payment of the fee for the application                                                                                        | X |
| Sign the declaration in Section 9 below                                                                                                       | X |

**8. Condition** *Please read note 15*


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** *Please read note 16*

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 **16/03/2012**

Name of Person signing **JOE NJUGUNA**

For completion by the Licensing Authority

**10. Acknowledgement** *Please read note 17*

I acknowledge receipt of this temporary event notice.

SIGNATURE  

On behalf of the Licensing Authority

DATE **16/03/2012**      **20/03/12**

Name of officer signing **PHUOMEVA**      **PHUMEE**

## NOTES

### General

In general, only the police may intervene on crime prevention grounds 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 by issuing a counter notice if the first, second and fourth 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 temporary event notice may be given in respect of any particular premises (12 times in a calendar year);
- the length of time a temporary event may last for these purposes (96 hours);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (15 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. Note 13 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 endorsed as acknowledged by the licensing authority by the licensing is prominently displayed at the premises; or that
- the temporary event notice endorsed as acknowledged by the licensing authority 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 prominently displayed at the premises.

Where neither the temporary event notice nor a notice specifying the nominated person are 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 (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000).



**Temporary Event Notice  
Summary**  
Licensing Act 2003



**TEN/01084/12**

A Temporary Event Notice has been served and is in force for the following premises:

**Savannah Club  
Grove Road  
Hunslet  
Leeds  
LS10 2QT**

This Temporary Event Notice authorises the following Licensable Activities, over the period specified below:

**Provision of Late Night Refreshment  
Provision of Regulated Entertainment  
Sale by Retail of Alcohol  
Supply of Alcohol**

**01:00 – 04:00 on the 7th April 2012  
01:00 – 04:00 on the 8th April 2012  
01:00 – 04:00 on the 9th April 2012**

Event Capacity (including staff):

**250 people, on the premises only**

**Mr Joe Njuguna** is the Premises User.

**Office Stamp:**



**Signed:** Philomena Carville  
**Date:** 20 March 2012  
**Officer:** Philomena Carville  
**Capacity:** Principal Licensing Officer

This summary document is provided for the purpose of display whilst the temporary event is in progress.

The official endorsed Temporary Event Notice must be kept available for inspection in accordance with the provisions of the Licensing Act 2003.