[Insert name and address of relevant licensing authority and its reference number (optional).

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 a written acknowledgement of the receipt of the notice.

I, (r).93 23.2.992 (i)5 (.0058.16 a09 (i)5 (01814 (or)1ct[(w)6.004 (i)2 (on.70.814 ( )]TJ 1 0 0 39.0.964 562.03 (100

8. Alternative address for correspondence (if you complete the details below, we will use this address to correspond with you)	
Post town	Postcode

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)
MEMORIAL GARDENS/QUEENSWAY Crawley RH10 1EB

Does a premises licence (or] TJ ET Q MC /P <</MCID 154>> BDC q 85.344 355.13 49.75

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	X
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? (Please read note 7)

IssuingAYng

4. Personallicenceholders (Pleasereadnote12)		
Do you currentlyhold a valid personallicence? (Pleasetick)	Yes X	No ☐
If ³ < H]vléaseprovidethe detailsof your personallicencebelow.		

Issuinglicensingauthority

If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) you or any 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 ☐	No X

of

7. Checklist (Please read note 15)
[redacted]

Sent at least one copy of this notice to the licen T EMC Q /6158.39 416.11 12n BT 24

Name of Person signing	

For completion by the licensing authority

ure6W*562*87Q>BDC165.74 660.7 Td (of)Tj ET E101MC /P <</MCID 55 02 11> q 65 0 0 re m this

10. Acknowledgement (Please read note 18)
I acknowledge receipt of this temporary event notice.

Signature

NOTES

General

In these notes, a person who gives a temporary event notice is called a ³ S U H PXL W HH U ´

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,

(g) a performance of dance; and
(h) entertainment of a similar description to that falling within (e), (f) or (g).

If you are uncertain whether or not the activities that you propose are licensable, you should contact your licensing authority for further advice.

Note 7
Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 10 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (i.e. 50 temporary event notices per year for personal licence holders and 5 temporary event notices for non-personal licence holders).

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead

If an event straddles two calendar years, it will count against the limits on temporary event notices (12 for each premises, 21 days for each premises, 50 per personal licence holder and 5 for non-licence holders) for each year. However, only one notice needs to be given.

For the purposes of determining the overall limits of 50 temporary event notices per

Note 17

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.

Note 18

You should not complete section 10 of the notice, which is for use by the licensing authority. It may complete this section as one means of giving you written acknowledgement of its receipt of the notice.