

* required information

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You can save the form at any	time and resume it later. You do not need to	o be logged in when you resume.
System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	Make Music Day (CLP)	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on b		Put "no" if you are applying on your own behalf or on behalf of a business you own or
○ Yes ●	No	work for.
Applicant Details		
* First name		
* Family name		
Indicate here if you wo	ould prefer not to be contacted by telephone	
Are you:		
 Applying as a business 	s or organisation, including as a sole trader	A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are
 Applying as an individ 	ual	Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.
Applicant Business		
Is your business registered in the UK with Companies House?		

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Correspondence Address

Is the address the same as (or similar to) the address given in section one?

⊖ Yes

No

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below (see also guidance on completing the form, note 3)

This Notice applies to the paved area of this courtyard only.

Describe the nature of the premises below (see also guidance on completing the form, note 4)

The premises is a privately owned open space with some young trees, limited seating and no restriction on access. The area is owned by Cushman Wakefield and permission to use the site has been given by the Leisure Park manager.

Describe the nature of the event below (see also guidance on completing the form, note 5)

The event is a repeat of last years Make Music Day UK with the intention of 'activating spaces' to celebrate local talent. There will be amplified live performances commencing at 1300 and finishing at 2100hrs. The nature of the performances are a mix of solos and duos (with guitar and backing track) and bands. Additional 1 hour prior to commencement for set up and sound checks and 1/2 hour added at the end in the event of an overrun.

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LICENSABLE ACTIVITIES

- ☐ 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
- ☐ The giving of a late temporary event notice

(See also guidance on completing the form, note 7).

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event. (See also guidance on completing the form, note 8).

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

(see also guidance on completing the form, note 9)

Event start date	21 / 06 / 2024 dd mm yyyy	The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.
Event end date	21 / 06 / 2024 dd mm yyyy	

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State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock) (see also guidance on completing the form, note 10)	
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 (see also guidance on completing the form, note 11)	Note that the maximum number of people cannot exceed 499.
If the licensable activities will include the supply of alcohol, state whether supplies will be for consumption on or off the premises, or both (see also guidance on completing the form, note 12):	the
 On the premises only 	
 Off the premises only 	
○ Both	
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RELEVANT ENTERTAINMENT (See also guidance on completing the	(
RELEVANT ENTERTAINMENT (See also guidance on completing the	<u>form, note 13)</u>
State if the licensable activities will include the provision of relevant enter period that you propose to provide relevant entertainment	
State if the licensable activities will include the provision of relevant enter period that you propose to provide relevant entertainment N/A	
State if the licensable activities will include the provision of relevant enter period that you propose to provide relevant entertainment N/A Section 6 of 9	tainment. If so, state the times during the event
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State if the licensable activities will include the provision of relevant enter period that you propose to provide relevant entertainment N/A Section 6 of 9 PERSONAL LICENCE HOLDERS (See also guidance on completing the Do you currently hold a valid	tainment. If so, state the times during the event
State if the licensable activities will include the provision of relevant enter period that you propose to provide relevant entertainment N/A Section 6 of 9 PERSONAL LICENCE HOLDERS (See also guidance on completing the Do you currently hold a valid personal licence? • No	tainment. If so, state the times during the event form, note 14) temp leting the form, note 15)
State if the licensable activities will include the provision of relevant enter period that you propose to provide relevant entertainment N/A Section 6 of 9 PERSONAL LICENCE HOLDERS (See also guidance on completing the Do you currently hold a valid personal licence? • No Section 7 of 9	tainment. If so, state the times during the event form, note 14) temp

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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	No	

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ASSOCIATES AND BUSINESS	COL	LEAGUES	(See also gui	dance on completing the form, note 16)
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?	0	Yes	۲	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?	0	Yes	۲	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?		Yes	۲	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?	0	Yes	۲	No

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CONDITION (See also guidance on completing the form, note 18)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user. **PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

This formality requires a fixed fee of £21

DECLARATION (See also guidance on completing the form, note 19)

*	(i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is
	liable on summary conviction for such an offence to a fine of any amount; and

(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary
 conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six (6) months, or to both.

 \boxtimes Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name		
* Capacity	CEO	
* Date	03 / 06 / 2024 dd mm yyyy	
	Add another signatory	
Once you're finished you need	to do the following:	

1. Save this form to your computer by clicking file/save as...

2. Go back to <u>https://www.gov.uk/apply-for-a-licence/temporary-event-notice/crawley/apply-1</u> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

OFFICE USE ONLY

Applicant reference number	Make Music Day (CLP)	
Fee paid		
Payment provider reference		
ELMS Payment Reference		
Payment status		
Payment authorisation code		
Payment authorisation date		
Date and time submitted		
Approval deadline		
Error message		
Is Digitally signed		
1 <u>2</u> <u>3</u> <u>4</u>	<u>5 6 7 8 9</u> Next >	