

Appendix B

LONDON BOROUGH OF HARROW – 00AQ

572296

Temporary Event Notice

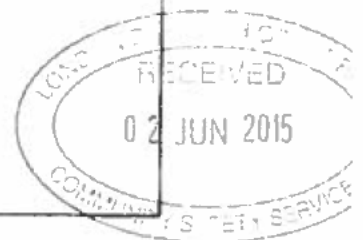
Information on the Licensing Act 2003 is available on the website of the Department for Culture, Media and Sport (http://www.culture.gov.uk/alcohol_and_entertainment/default.htm) or from your local licensing authority.

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.

1. The personal details of premises user (Please read note 1)	
1. YOUR NAME : Mr Claude F Sylvester	
Title	Mr
Surname	SYLVESTER
Forenames	CLAUDE F
2. PREVIOUS NAMES (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)	
Title	(delete as appropriate) Mr Mrs Miss Ms 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)	
[REDACTED ADDRESS]	



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Post town: [REDACTED]	Post code: [REDACTED]
7. OTHER CONTACT DETAILS	
TELEPHONE NUMBERS Daytime	[REDACTED]
Evening (optional)	[REDACTED]
Mobile (optional)	[REDACTED]
FAX NUMBER (optional)	[REDACTED]
E-Mail Address (optional)	[REDACTED]
8. ALTERNATIVE ADDRESS FOR CORRESPONDENCE (If you complete the details 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	
<p>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)</p>	
<p>The Old Lyonian Sports and Social Club, 74 Pinner View, Harrow, Middlesex, HA1 4QF</p>	

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<p>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)</p>
<p>Only the pavilion and sports field (ground) will be used for the event.</p>
<p>Please describe the nature of the premises below. (Please read note 4)</p>
<p>A sports ground with a small hall/pavilion.</p>
<p>Please describe the nature of the event below. (Please read note 5)</p>
<p>A charity, community and family event. 7th Annual Grenadian Heritage Day. The event will feature Caribbean cuisine and international cuisine, arts and crafts, books, steel band music, live entertainment, bouncy castles, sports, face painting, etc. The event will be opened by the Mayor of Harrow. Harrow police will be attending the event. A similar event was held at the same venue for the last 5 years for which we were granted a licence (TEN)</p>

3. The licensable activities	
<p>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)</p>	
The sale by retail of alcohol	X (yes✓)
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	X yes✓)
The provision of regulated entertainment	X (yes✓)
The provision of late night refreshment (Will end by 8.30pm)	NO✓
<p>Please state the dates on which you intend to use these premises for licensable activities. (Please read note 7)</p>	

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<u>Saturday, 4th July 2015.</u>		
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)		
11.00hrs to 20.30hrs (includes set up and breakdown times) (11.00am to 8.30pm)		
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 9)	450	
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	X (yes✓)
	Off the premises only	
	Both	

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)	Yes	No (no✓)
If "Yes" please provide the details of your personal licence below.		

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Issuing licensing authority	
Licence number	
Date of issue	
Date of expiry	
Any further relevant details	

5. Previous temporary event notices you have given (Please read note 12)		
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	No✓ X
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: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice? (Please mark an "X" in the box that applies to you)	Yes	No✓ X

6. Associates and business colleagues (Please read note 13)		
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	No✓ X
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: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice? (Please mark an "X" in the box that applies to you)	Yes	No✓ X
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	No✓
If answering yes, please state the total number of temporary event notices your business colleague(s) have given for events in the same calendar year.		

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<p>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:</p> <p>a) ends 24 hours or less before; or</p> <p>b) begins 24 hours or less after</p> <p>the event period proposed in this notice?</p> <p>(Please mark an "X" in the box that applies to you)</p>	Yes	No ✓
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7. Checklist (Please read note 14)	
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	
If the premises are situated in one or more police areas, send a copy of this notice to each additional chief officer of police	
Make or enclose payment of the fee for the application	X ✓
Sign the declaration in Section 9 below	

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	<div style="background-color: black; width: 200px; height: 20px; display: inline-block;"></div>
DATE	Thursday, 28 May 2015
Name of Person signing	Claude F Sylvester

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For completion by the Licensing Authority

10. Acknowledgement (Please read note 17)			
I acknowledge receipt of this temporary event notice.			
SIGNATURE		DATE	
	On behalf of the Licensing Authority		
Name of Officer Signing			



Licensing Department
Harrow Council
P O Box 18
Civic Centre,
Station Road
Harrow
HA1 2UT

Date: 19 May 2015

Dear Sir/Madam

Temporary Event Notice – event on 4th July 2015

Grenadian voluntary groups in Britain, supported by the High Commission for Grenada, will be hosting the **7th Annual Grenadian Heritage Day** on **Saturday, 4th July 2015** at The Old Lyonian Sports and Social Club, 74 Pinner View, Harrow, Middlesex, HA1 4QF.

It is a community and family event and will feature Caribbean cuisine, arts and crafts, books, steel band music, live entertainment, culture and much more.

With respect to the event we have done the following:

- Carried out a risk assessment
- Informed the police of the event in writing and invited them to take a stall and send 2 PCSOs.
- We do not wish to come into conflict with the neighbours so we will do all we could to keep the noise to a minimum. The music will be turned off by 8.30pm.
- The event will be opened by the Mayor of Harrow.
- 30 stewards and security personnel with high visibility jackets, will patrol the event.
- First aid professionals will be attending the event.
- We anticipate that about 400 persons would attend the event.

Please find Temporary Event Notice application attached.

Should you require further information, please do not hesitate to contact me.

Yours sincerely

[REDACTED]
Claude F Sylvester
Chairperson

