

Crawley Temporary Event Notice Licensing Act 2003

For help contact licensing@crawley.gov.uk

Telephone: 1293438000

* required information

Section 1 of 9			
You can save the form at any ti	me and resume it later. You do not need to 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	42478	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 bel	nalf of the applicant?	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			
* E-mail			
Main telephone number		Include country code.	
Other telephone number			
☐ Indicate here if you woul	d prefer not to be contacted by telephone		
Are you:			
 Applying as a business o 	r organisation, including as a sole trader	A sole trader is a business owned by one	
 Applying as an individua 	I	person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.	

Vour Address Building number or name Street District City or town County or administrative area Postcode Country United Kingdom Address official correspondence should be sent to. Section 2 of 9 APPLICATION DETAILS (See also guidance on completing the form, general notes and note 1) Have you had any previous or maiden names? Yes No Your date of birth Applicant must be 18 years of age or older individual not liable to pay UK national insurance. Place of birth Correspondence Address Is the address the same as (or similar to) the address given in section one? Yes No No County or administrative area Postcode Country United Kingdom Individual not liable to pay UK national insurance. If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.			
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 Yes No required. Select "No" to enter a completely new set of details. Building number or name Street District City or town County or administrative area Postcode	Is the address the same as (or	similar to) the address given in section one?	
Street District City or town County or administrative area Postcode	Yes	○ No	required. Select "No" to enter a completely
District City or town County or administrative area Postcode	Building number or name		
City or town County or administrative area Postcode	Street		
County or administrative area Postcode	District		
Postcode	City or town		
	County or administrative area		
Country United Kingdom	Postcode		
	Country	United Kingdom	

Continued from previous page		
Additional Contact Details		
Are the contact details the sam	ne as (or similar to) those given in section one?	If "Yes" is selected you can re-use the details
Yes	○ No	from section one, or amend them as required. Select "No" to enter a completely new set of details.
E-mail		
Telephone number		
Other telephone number		
Section 3 of 9		
THE PREMISES		
activity at the premises describ Give the address of the premis	ve notice under section 100 of the Licensing Acced below. es where you intend to carry on the licensable a nance Survey references). (See also guidance o	activities or if it has no address give a detailed
* Does the premises have an ac	ddress?	
Yes	○ No	
Address Is the address the same as (or s	similar to) the address given in section one?	If "Yes" is selected you can re-use the details from section one, or amend them as
○ Yes	No	required. Select "No" to enter a completely new set of details.
* Building number or name	THREE BRIDGES COMMUNITY CENTRE	
* Street	25 GALES PLACE	
District	THREE BRIDGES	
* City or town	CRAWLEY	
County or administrative area		
* Postcode	RH10 1QG	
* Country	United Kingdom	
* Does a premises licence or cluto the premises (or any part of	ub premises certificate have effect in relation the premises)?	
Neither	es licence Club premises certificate	
Location Details		
* Provide further details about	the location of the event	
CRAWLEY BOROUGH COUNCIL COMMUNITY CENTRE FOR SOCIAL/FAMILY EVENTS.		
	f the premises at this address or intend to restri (see also guidance on completing the form, not	

Continued from previous page		
Describe the nature of the pre	emises below <u>(see also guidan</u>	ce on completing the form, note 4)
Its a community center for th	e crawley community for ever	nts
Describe the nature of the eve	ent below <u>(see also guidance c</u>	on completing the form, note 5)
we will be hosting a family ne	ew years party. only close fami	ly and kids (aunties,mums,grandma,cousins) will be at this
event. everyone will be bring	ing there own drinks and food	I. with a little new years decoration. As events like this cant be
held at any of our houses due	e to naving a big family.	
Section 4 of 9		
LICENSABLE ACTIVITIES		
State the licensable activities	that you intend to carry on at	the premises
(see also guidance on comple	eting the form, note 6):	
☐ The sale by retail of alco	hol	
The supply of alcohol by member of the club	y or on behalf of a club to, or to	o the order of, a
The provision of regulated entertainment (See also guidance on completing the for note 7).		
☐ The provision of late nig	ght refreshment	
	porary event notice	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,
Event Dates		<u>note 8).</u>
There must be a period of at I	east 10 working days betweer premises for licensable activit	n the date you submit this form and the date of the earliest event ies.
State the dates on which you	intend to use these premises f	for licensable activities
(see also guidance on comple	•	
Event start date	31 / 12 / 2023	The maximum period for using premises for
	dd mm yyyy	licensable activities under the authority of a temporary event notice is 168 hours or seven days.
Event end date		
27311 ond date	01	
	3333	

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment We will be playing music from portable speakers Section 6 of 9 PERSONAL LICENCE HOLDERS (See also guidance on completing the form, note 14) Do you currently hold a valid personal licence? No		
event period that you propose to carry on licensable activities (give times in 24 hour clock) See also guidance or 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 midding any staff, organisers or performers (see also guidance on completing the form, note 11) If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both (see also guidance on completing the form, note 12): On the premises only Both Section 5 of 9 RELEVANT ENTERTAINMENT (See also guidance on completing the form, note 13) State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment We will be playing music from portable speakers Section 6 of 9 PERSONAL LICENCE HOLDERS (See also guidance on completing the form, note 14) Do you currently hold a valid personal licence? Section 7 of 9 PREVIOUS TEMPORARY EVENT NOTICES (See also guidance on completing the form, note 15) Have you previously given a temporary event notice in respect of any premises for events falling in the same Personal licence? Yes No calendaryear as the event for which you are now glying this	Continued from previous page	
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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?	0	Yes	•	No		
Section 8 of 9						
ASSOCIATES AND BUSINESS	COL	LEAGUES	(See also gu	idance d	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	•	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	•	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?	0	Yes	•	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	•	No		

Continued from previous page...

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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.
- 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

* Date

07 / 08 / 1997

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 https://www.gov.uk/apply-for-a-licence/temporary-event-notice/crawley/apply-1 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	42478
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</u> <u>6</u> <u>7</u> <u>8</u> <u>9</u> Next >