

Licensing Authority:

APPENDIX 1

## Temporary Event Notice

**Please Note:** You will need to make a payment of £21.00 before the form submission can be accepted. You will be directed to pay when you submit the form.

Information on the Licensing Act 2003 is available at [www.wycombe.gov.uk/licensing](http://www.wycombe.gov.uk/licensing)

Before completing this form **please read the guidance notes at the end of the form.**  
You may wish to keep a copy of the completed form for your records.

I, the proposed premises user, hereby give notice under section 100 of the Licencing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. Personal Details of Premises User (Please read note 1)		
<b>1. Your name</b>		
Title	Forenames	Surname
Miss	Sophie	Matcham
<b>2. Previous names (if relevant)</b>		
<b>3. Your date of birth</b>		██████████
<b>4. Your place of birth</b>		Southampton
<b>5. National Insurance Number</b>		██████████
<b>6. Your current address</b> (We will use this address to correspond with you unless you complete the separate correspondence box below)		
27 Silverdale Road, Hove, BN3 6FE		
<b>7. Other contact details</b>		
<b>Telephone numbers</b>		
Daytime	07827 011499	
Evening (optional)		
Mobile (optional)		
Fax number (optional)		
Email address	sophiem@brandevents.co.uk	

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**8. Alternative address for correspondence** (Address for correspondence associated with this application, if different to the previous address)

**9. Alternative contact details** (if applicable)

**Telephone numbers**

Daytime

Evening (optional)

Mobile (optional)

**Fax number** (optional)

**E-Mail address** (optional)

**2. The Premises**

Please select the address of the premises where you intend to carry out the licensable activities. If there is no address please select the street record in the address lookup and supply further details of the location (including Ordnance Survey references) (Please read note 2).

Higginson Park, High Street, Marlow, SL7 2AE

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.

Premises licence number

Additional address information

Do you intend to use the whole of the premises at this address (Please read note 3)  
(If no, please give a description and details below)

Yes

No



The Mistletoe Market - An area of 'Christmas in the Park' in Higginson Park, as outlined in TEN area plan.

Christmas in the Park is an innovative, exciting, and high-quality Christmas event bringing festive activities to the local area. These include a Christmas Light Trail, The Winter Village, a mini fairground and The Mistletoe Market.

Please describe the nature of the premises below. (Please read note 4)

The premises is an open, grassland, public park.

Please describe the nature of the event below. (Please read note 5)

The premises being applied for in this application is The Mistletoe Market. This area is at the entrance of the event site and offers visitors the opportunity to shop, grab a bite to eat and drink and watch some local carol singers and live music. This area will be open to the public from 15:00 to 22:30, with live music being scheduled (with intervals of background music) between these hours.

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**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 - either double click with the mouse, or press the space bar in the relevant field). (Please read note 6)

The sale by retail of alcohol	<b>X</b>
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	<b>X</b>
The provision of late night refreshment	
Are you giving a late temporary event notice? (Please read note 7)	

Please state the date and times on which you intend to use these premises for licensable activities. (Please read note 8) Please give times in 24 hour clock. eg. 19:00. (Please read note 9)

Start Date	<b>15/12/2022</b>	Time	<b>15:00</b>	End Date	<b>21/12/2022</b>	Time	<b>22:45</b>
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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 10)

**499**

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 11)

On the premises only	
Off the premises only	
Both	<b>X</b>

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment. (please read note 12)

**not applicable****4. Personal Licence Holders (Please read note 13)**

	Yes	No
Do you currently hold a valid personal licence? (Please mark an "X" in the box that applies to you)	<b>X</b>	

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

Issuing licensing authority	<b>New Forest District Council</b>
Licence number	<b>1735/2</b>
Date of issue	<b>24/12/2010</b>
Date of expiry	<b>n/a</b>
Any further relevant details	

**5. Previous Temporary Event Notices you have given (Please read note 14)**

	Yes	No
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)	<b>X</b>	
If answering yes, please state the number of temporary event notices you have given for events in that same calendar year	<b>4</b>	
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)	<b>X</b>	

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**6. Associates and business colleagues** *(Please read note 15)*

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?	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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:	Yes	No
a) ends 24 hours or less before; or		
b) begins 24 hours or less after the event period proposed in this notice?		<input checked="" type="checkbox"/>
(Please mark an "X" in the box that applies to you)		
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
	<input type="checkbox"/>	<input type="checkbox"/>
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.		
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:	Yes	No
a) ends 24 hours or less before; or		
b) begins 24 hours or less after the event period proposed in this notice?		<input checked="" type="checkbox"/>
(Please mark an "X" in the box that applies to you)		

**7. Condition** *(Please read note 16)*

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.

**Declaration**

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**8. Declarations** *(Please read note 17)*

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 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 an 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.

Please tick the box if you agree with the declarations above.

Date	20/10/2022
Name of Person signing	Sophie Matcham

For completion by the Licensing Authority

**9. Acknowledgement** *(Please read note 18)*

I acknowledge receipt of this temporary event notice.

<b>SIGNATURE</b>		<b>DATE</b>	
	On behalf of the Licencing Authority		
<b>Name of Officer Signing</b>			

**For Official Use**

Ref 1

Ref 2

Ref 3

## NOTES

### General

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, the prevention of public nuisance, and the protection of children from harm) 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 will intervene of its own volition in the cases described below.

First, it will issue a counter notice if there is an objection to a late temporary event notice (see note 7 below).

Secondly, it may issue a notice in relation to its decision to impose conditions on a temporary event notice (see note 2 below).

Thirdly, it will issue 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 person (the "premises user") may give a late temporary event notice (10 times per year for a personal licence holder and 2 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 (168 hours);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (21 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. The limits applying to late temporary event notices are included within the overall limits applying to the total number of temporary event notices. Note 14 below explains the definition of an "associate".

When permitted temporary activities take place, a premises user must ensure that either:

a copy of the temporary event notice endorsed as acknowledged by the licensing authority is prominently displayed at the premises; or that

the temporary event notice 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 displayed prominently at the premises.

Where the temporary event notice or a notice specifying the nominated person is 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.

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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);
- allowing the sale of alcohol to children under 18 (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000);
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000);
- allowing disorderly behaviour on the premises (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000);
- the sale of alcohol to a person who is drunk (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000);
- obtaining alcohol for a person who is drunk (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000);
- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (maximum fine on conviction is a fine up to level 1 on the standard scale, currently £200); and
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000).

In addition, where the premises are to be used primarily or exclusively for the sale or supply of alcohol for consumption on the premises, it is an offence to allow children under 16 to be present when the premises are open for that purpose unless they are accompanied by an adult. In the case of any premises at which sales or supplies of alcohol are taking place at all, it is an offence for a child under 16 to be present there between the hours of midnight and 5am unless accompanied by an adult. In both instances, the penalty on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000.

#### **Note 1**

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed "premises user". Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user.

If you include an e-mail address in section 1(7) or 1(9), the licensing authority may send to this the acknowledgement of receipt of your notice or any notice or counter notice it is required to give under sections 104A, 106A or 107 of the Licensing Act 2003.

#### **Note 2**

For the purposes of the Licensing Act 2003, "premises" means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

If a premises licence or club premises certificate has effect in relation to the premises (or any part of the premises) which you want to use to carry on licensable activities, it is possible that any conditions which apply to the licence or certificate may be imposed on the temporary event notice if certain pre-conditions are met. These pre-conditions are that the police or the local authority exercising environmental health functions object to the notice and the licensing authority decides:

- not to give a counter notice under section 105 of the Licensing Act 2003;
- the conditions apply to the licence or certificate; and
- the imposition of the conditions on the notice would not be inconsistent with the carrying on of the licensable activities under the notice.

**Note 3**

A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution.

In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities are taking place to less than 500. If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers.

**Note 4**

A description of the nature of the premises assists the chief officer of police and local authority exercising environmental health functions in deciding if any issues relating to the licensing objectives are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

**Note 5**

A description of the nature of the event similarly assists the chief officer of police and local authority exercising environmental health functions in making a decision as to whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with a pay bar, the supply of beer at a particular farmers' market, a discotheque, the performance of a string quartet, a folk group or a rock band.

**Note 6**

The licensable activities are:

- 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 a club;
- the provision of regulated entertainment; and
- the provision of late night refreshment.

Please refer to Schedules 1 and 2 to the Licensing Act 2003 for fuller details of the definitions and exemptions relating to regulated entertainment and late night refreshment.

Regulated entertainment, subject to specified conditions and exemptions, includes:

- (a) a performance of a play;
- (b) an exhibition of a film;
- (c) an indoor sporting event;
- (d) a boxing or wrestling entertainment;
- (e) a performance of live music;
- (f) any playing of recorded music;
- (g) a performance of dance;
- (h) entertainment of a similar description to that falling within (e), (f) or (g).

Regulated entertainment also includes the provision of "entertainment facilities" for:

- (a) making music;
- (b) dancing; and
- (c) entertainment of a similar description to that falling within (a) or (b).

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 5 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 and a counter notice will be issued.

**Note 8**

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours (seven days).

**Note 9**

You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities throughout the entire 48 hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

**Note 10**

No more than 499 may be on the premises for a temporary event at any one time when licensable activities are being carried on. If you intend to have more than 499 attending the event, you should obtain a premises licence for the event. Your licensing authority should be able to advise you. The maximum figure of 499 does not just include the audience, spectators or consumers and includes, for example, staff, organisers, stewards and performers who will be present on the premises.

**Note 11**

If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there. If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

**Note 12**

Relevant entertainment is defined in the Local Government (Miscellaneous Provisions) Act 1982 ("the 1982 Act") as any live performance or any live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means). Relevant entertainment therefore includes, but is not limited to, lap dancing and pole dancing.

The 1982 Act requires premises which provide relevant entertainment to be licensed under that Act for this purpose. Premises at which there have not been more than eleven occasions on which such entertainment has been provided within a period of 12 months, no such occasion has lasted for more than 24 hours and there has been a period of at least one month between each such occasion are exempt from the requirement to obtain a licence under the 1982 Act. Such premises are likely instead to require an authorisation under the Licensing Act 2003 to be used for such activities as these are a licensable activity (the provision of regulated entertainment – see note 6 above). A temporary event notice may be given for this purpose.

**Note 13**

The holder of a valid personal licence issued under the Licensing Act 2003 may give up to 50 temporary event notices in any calendar year subject to the other limitations in the 2003 Act. A proposed premises user who holds such a licence should give the details requested.

**Note 14**

As stated under Note 12, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 5 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1 January to 31 December inclusive in any year.

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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-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 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 14 below sets out the definition of an "associate".

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed. For the purposes of determining whether or not the required gap of 24 hours is upheld, 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 as if they had been given by the premises user himself. Note 14 below sets out the definition of an "associate".

**Note 15**

An "associate" of the proposed premises user is:

- (a) the spouse of that person;
- (b) a child, parent, grandchild, grandparent, brother or sister of that person;
- (c) an agent or employee of that person; or
- (d) the spouse of a person within (b) or (c).

For these purposes, a person living with another as that person's husband or wife is to be treated as that person's spouse.

These provisions will be subject to amendment by the Civil Partnerships Act. These amendments are due to take effect from 5th December 2005.

**Note 16**

Under the Licensing Act 2003, all temporary event notices are given subject to a mandatory condition requiring that where the licensable activities involve the supply of alcohol, all such supplies must be made by or under the authority of the named premises user. If there is a breach of this condition, the premises user and the individual making the supply in question would be liable to prosecution. For this purpose the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

**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 the receipt of the notice.

XML Specific

Application Type

Licence Case Type

Licence Status

XML Template

CAPS Reference

Payments request

CallingAppID

CallingAppRef

PaymentSourceCode

Customer Message

Empty text area for Customer Message

Response response

PaymentAuthorisationCode

IncomeManagementReceiptNumber

OriginatorsReference

CardScheme

CardType

PaymentAmount

ResponseCode

ResponseDescription

Number of payment lines

Service Message

Empty text area for Service Message

Payment 1

Receipt Number

DueDate

PaymentType

Pay Description

XML Description

PaymentDue  VAT

Paid

Payment Date

Fund

Reference

Payment 2

Receipt Number

DueDate

PaymentType

Pay Description

XMLDescription

PaymentDue  VAT

Paid

Payment Date

Fund

Reference

Payment 3

Receipt Number

DueDate

PaymentType

Pay Description

XML Description

PaymentDue  VAT

Paid

Payment Date

Fund

Reference

Payment 4

Receipt Number

DueDate

PaymentType

Pay Description

XML Description

PaymentDue  VAT

Paid

Payment Date

Fund

Reference

Payment 5

Receipt Number

DueDate

PaymentType

Pay Description

XML Description

PaymentDue  VAT

Paid

Payment Date

Fund

Reference

Form file name:   
Applicant Email   
Current Date  Date From   
Form data set reference   
Date/Time E-Signed   
Has been E-Signed   
Date/Time Submitted to main server  Data Validation Reference   
Date/Time Submitted to external server  Date/Time form Started

**Form Database**

Primary Record ID  Secondary Record ID   
Department Name  Form Status   
Department Classification   
User Classification   
Department Case Reference   
User Record Id   
Search Field 3   
Date Record Started  Date Last Modified

**Current User**

Title   
Surname  First Name   
Tel No   
Power User Features

**Form Features**

Dynamic paging enabled  Dynamic page menu   
Data Locked for Editing   
Type of form - ufx, wdf or txt  If TXT - Optimised for screen-readers

**Case Notes****Form History**

20/10/2022 17:13:13 | Received on Remote Server  
20/10/2022 17:15:00 | Submitted | (anon, , ) | Application Temporary Event Notice (1.2).wdf, 247036, , new | Ref: 247036-21020-H7FRK9F  
20/10/2022 17:13:13 | Received on Remote Server  
20/10/2022 17:15:00 | Submitted | (anon, , ) | Application Temporary Event Notice (1.2).wdf, 247036, , new | Ref: 247036-21020-H7FRK9F

**Case Overview**

Form file name:	<input type="text"/>	Current Date	<input type="text" value="20/10/2022 17:15:10"/>
Form data set reference	<input type="text" value="Sophie, Matcham"/>	Date From	<input type="text"/>
Has been E-Signed	<input type="checkbox"/> Date/Time E-Signed <input type="text"/>		
Date/Time Submitted to main server	<input type="text"/>	Data Validation Reference	<input type="text"/>
Date/Time Submitted to external server	<input type="text"/>	Date/Time form Started	<input type="text" value="20/10/2022 17:06:13"/>

**Automatic Messaging**

Receipt Email Address	<input type="text" value="sophiem@brandevents.co.uk"/>	Notification Email Address	<input type="text"/>
Receipt Email Subject	<input type="text"/>	Notification Email Subject	<input type="text"/>
Receipt Email Message	<input type="text"/>	Notification Email Message	<input type="text"/>
Mobile Number	<input type="text"/>		

**Case Notes**

**CRM Integration**

CRM Case Ref

**Form History**

20/10/2022 17:13:13 | Received on Remote Server  
 20/10/2022 17:15:00 | Submitted | (anon, , ) | Application Temporary Event Notice (1.2).wdf, 247036, , new | Ref: 247036-21020-H7FRK9F  
 20/10/2022 17:13:13 | Received on Remote Server  
 20/10/2022 17:15:00 | Submitted | (anon, , ) | Application Temporary Event Notice (1.2).wdf, 247036, , new | Ref: 247036-21020-H7FRK9F

**Form Database**

Primary Record ID	<input type="text"/>	Secondary Record ID	<input type="text"/>
Department Name	<input type="text"/>	Form Status	<input type="text"/>
Depart Classification / Priority	<input type="text"/>	Search Field 3	<input type="text" value="27 Silverdale Road, Hove, BN3 6FE"/>
Dept Case Reference	<input type="text"/>		
Date Record Started	<input type="text"/>		
Date Last Modified	<input type="text"/>		

**Current User**

Title	<input type="text"/>	Surname	<input type="text"/>	First Name	<input type="text"/>	User Record Id	<input type="text"/>
Tel No	<input type="text"/>	Email address	<input type="text"/>		Address	<input type="text"/>	
User Classification	<input type="text"/>						
Portal Username	<input type="text"/>	Expert for this form	<input type="text"/>				

**System Data**

Pages active with dynamic paging	<input type="text"/>		
Data Locked for Editing	<input type="text"/>	Date of offline forms creation	<input type="text"/>
Type of form - ufx, wdf or txt	<input type="text"/>	If TXT - Optimised for screen-readers	<input type="checkbox"/>
Start page for expert users	<input type="text"/>	Enable high-quality print (WDF)	<input type="checkbox"/>
Print Collation Config	<input type="text"/>		
Enable top controls on opening	<input type="checkbox"/>		

**Form Design Settings**

Dynamic paging enabled	<input type="checkbox"/>	Use page titles for page menu	<input checked="" type="checkbox"/>	ESigning is available	<input type="checkbox"/>	After ESigning/Submission - go to page No?	<input type="text"/>	TXT form is available	<input checked="" type="checkbox"/>
Pages with forced error checking	<input type="text"/>								
Pages that override forced error checking	<input type="text"/>								
Last visible page:	Unregistered users	<input type="text" value="10"/>	Registered users:	<input type="text" value="10"/>	Expert users:	<input type="text" value="10"/>	Override for TXT version	<input type="text" value="10"/>	
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### Temporary Event Notice

Office opening hours

Monday to Thursday 8.45am to 5.15pm  
Friday 8.45am to 4.45pm

Please click the Next button to continue

**FOR OFFICIAL USE ONLY**

Title  Customer Name   
Miss  Sophie, Matcham

DOB  NINO

TEL

Email  sophiem@brandevents.co.uk

Customer Address

27 Silverdale Road, Hove, BN3 6FE

Date Form Started  20/10/2022 17:06:13

Date of E-signing

Date Submitted

Data Validation Ref

Occupancy type

Advisor Name (who started form)

Advisor Department

Form Filename

Form Reference  Sophie, Matcham

Caps Reference

Notes

# PUB IN THE PARK

**Map Key**

	Festival Market Cabins		
	Bars		
	Food Traders		
	Fairground		
	Toilets/ Showers		
	Light Trail		
	Heras	510m	146 panels
	CCB	220m	96 panels
	Hoarding	0m	0 panels
	Festoon		0m
	Cabins		
	Trackway		0 panels
	Trakmatt		0 panels
	Water Point		
	Water Point Existing		
	Emergency Exit		
	Exit		
	Entrance		
	Medical		
	Security Point		
	30m Buffer Zone		
	10m Buffer Zone		



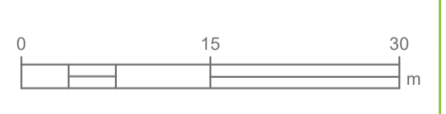
Designed By  
**EVENT SITE DESIGN**

Scale 1:600 @ A1	Version 2.4
Drawn AY	Checked ----
Date 19 October 2022	
Plan Title Proposed Site Plan	
Event 2022 Christmas In The Park	

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# PUB IN THE PARK

Map Key	
	Festival Market Cabins
	Bars
	Food Traders
	Fairground
	Toilets/ Showers
	Light Trail
	Heras 510m 146 panels
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	Trakmatt 0 panels
	Water Point
	Water Point Existing
	Emergency Exit
	Exit
	Entrance
	Medical
	Security Point
	30m Buffer Zone
	10m Buffer Zone



Designed By  
**EVENT SITE DESIGN**

Scale 1:600 @ A1  
 Version 2.4

Drawn AY  
 Checked ----

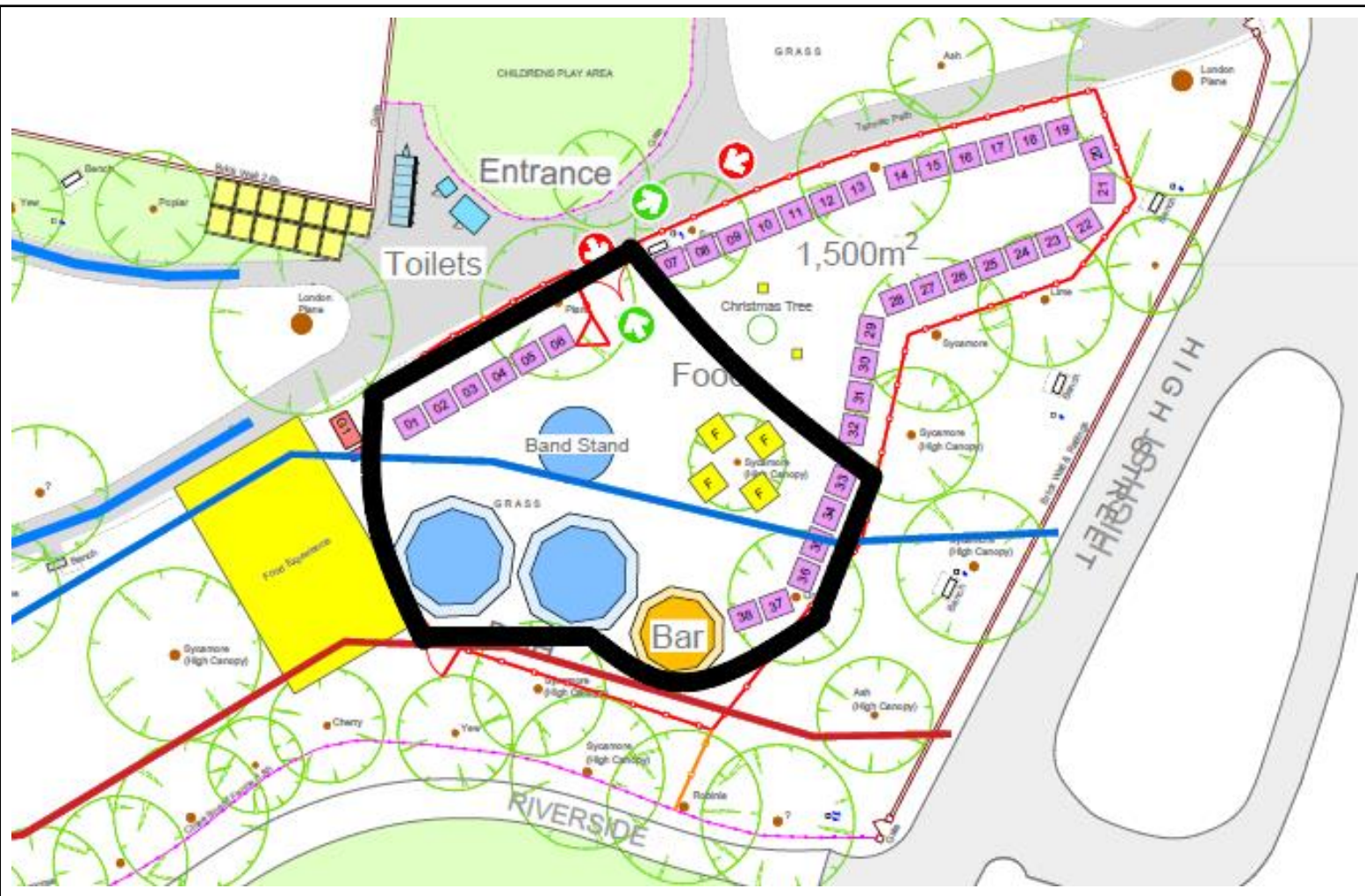
Date 19 October 2022

Plan Title Proposed Satellite Plan

Event 2022 Christmas In The Park

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**Additional notes to support TENs application**

The site plan (V2.4) provided shows the entire event site. The area in which the licence is being applied for is outlined in the document titled: TEN area 1 - The Mistletoe Market.

As requested by the SAG, this TENs is being submitted with the clause: *The organisers shall make all reasonable efforts to manage and work to the controls and arrangements laid out within the relevant ESMP, so far as is reasonably practicable.*

Initial Event Safety Management Plan, Traffic Management Plan and Noise Management plan were submitted to the SAG for review and feedback on 03/10/2022.

Follow up documents, as requested by the SAG, are being drawn up and will be submitted as soon as possible.

Sophie Matcham

20/10/2022