

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 written acknowledgement of the receipt of the notice.

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			
Title	Miss <input type="checkbox"/>		
Surname	Lartey		
Forenames	Mary		
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname			
Forenames			
3. Your date of birth	Day	Month	Year
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]			
Post town		Postcode	
[REDACTED]		[REDACTED]	
7. Other contact details			
Telephone numbers	[REDACTED]		
Daytime	[REDACTED]		
Evening (optional)	[REDACTED]		
Mobile (optional)	[REDACTED]		
Fax number (optional)	[REDACTED]		

E-Mail address (if available)	[REDACTED]
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)	
58 – 60 WINDMILL ROAD CROYDON CRO 2XP	
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	
Club premises certificate number	
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)	
Please describe the nature of the premises below. (Please read note 4)	
It is a media house with a hall facility	
Please describe the nature of the event below. (Please read note 5)	

CHURCH FUNCTION

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	NO
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>
The provision of regulated entertainment	yes
The provision of late night refreshment	<input type="checkbox"/>
Are you giving a late temporary event notice? (Please read note 7)	<input type="checkbox"/>
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 8)	
31 - 12 - 2016	
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 9)	
20:00 to 00:00 MIDNIGHT	
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)	90
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 tick as appropriate). (Please read note 11)	On the premises only
	Off the premises only <input type="checkbox"/>
	Both <input type="checkbox"/>

4. Personal licence holders (Please read note 12)	
Do you currently hold a valid personal licence? (Please tick)	Yes
If "Yes" please provide the details of your personal licence below.	
Issuing licensing authority	London Borough of Richmond Upon Thames

Licence number	048370
Date of issue	07/12/2015
Date of expiry	
Any further relevant details	

5. Previous temporary event notices you have given (Please read note 13 and tick the boxes that apply to you)		
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?		YES
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year	9	
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?		No


6. Associates and business colleagues (Please read note 14 and tick the boxes that apply to you)		
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
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.	9	
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?		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?		No
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) 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: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?		No

7. Checklist (Please read note 15)	
I have: (Please tick the appropriate boxes)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	yes
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	yes
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	yes
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	
Made or enclosed payment of the fee for the application	yes
Signed the declaration in Section 9 below	yes

8. 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.

9. 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 or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine not exceeding 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 summary 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	M.Lartey
Date	01/12/16
Name of Person signing	Mary Lartey

For completion by the licensing authority

10. Acknowledgement (Please read note 18)	
I acknowledge receipt of this temporary event notice.	
Signature	 On behalf of the licensing authority
Date	6 12 16
Name of Officer signing	Dawn Saunders

Place Department
Pollution Team Safety Division
6th Floor Zone A
Bernard Weatherill House
8 Mint Walk Croydon
CR0 1EA

6th December 2016

Tel/Typetalk: 020 8760 5483

Email: pollution@croydon.gov.uk

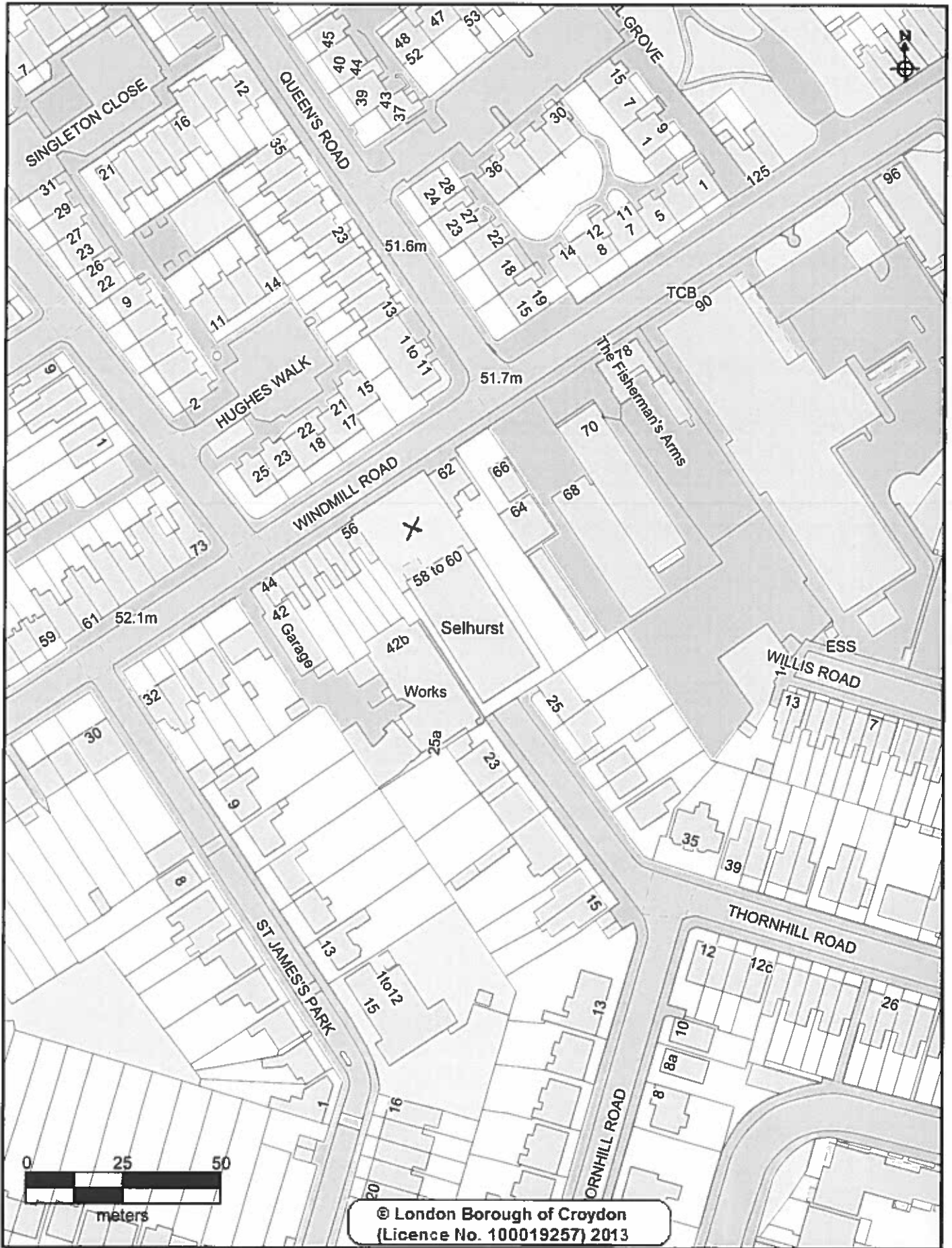
Objection Notice - The Prevention of Public Nuisance

I am satisfied that allowing the premises known as 58-60 Windmill Road, Croydon, CR0 2XP to be used for an event on the 31st December 2016 in conjunction with the Temporary Event Notice received by the Pollution Team on 5th December 2016, would undermine the Prevention of Public Nuisance Licensing Objective for the following reasons:

- Since February 2016, the Pollution team has received several complaints about noise from this premises.
- On 8th October 2016 a Pollution Enforcement Officer witnessed Noise at a level that was considered a Statutory Nuisance from the premises concerned whilst the officer was in a neighbouring premises. The officer proceeded to serve a statutory abatement notice on the Occupier of 58 -60 Windmill road.
- The applicant has not informed the councils Pollution team of any measures that have been put in place to mitigate the noise nuisance caused to neighbouring residents when events are held at this premises in order to comply with the prevention of Public Nuisance licensing objective.
- We are aware that the applicant does not have planning permission to hold events after 20.00hrs at this location. This venue is not suitable for events of this nature as residents in the vicinity would be likely to suffer noise nuisance.

The Croydon Council Pollution Team is hereby putting in this objection notice in order to protect residents from suffering noise nuisance as intended under the Prevention of Public Nuisance licensing objective.

Adewale Aboyade-Cole - on behalf of the Pollution Team
(Pollution Enforcement Officer)



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London Borough Croydon

Scale 1:1250

12-Dec-2016



X = 58-60 Windmill Road