

Nottingham City Council  
 Lawrence House  
 Talbot Street  
 Nottingham  
 NG1 5NT

**Tel:** 0115 915 5555  
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## LICENSING ACT 2003

### Temporary Event Notice

You should keep a copy of the completed notice for your records. You must send two copies of this Notice to this address and an additional copy must be sent to **The Chief Constable, Nottinghamshire Police, HQ (CJ) Liquor Licensing, Mansfield Police Station, Great Central Road, Mansfield NG18 2HQ**. We 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.**

<b>1. The personal details of premises user</b> (Please read note 1)			
<b>1. YOUR NAME</b>			
Title	<b>(delete as appropriate) Mr Mrs Miss Ms Other (please state)</b>		
Surname			
Forenames			
<b>2. PREVIOUS NAMES</b> (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title	<b>(delete as appropriate) Mr Mrs Miss Ms Other (please state)</b>		
Surname			
Forenames			
<b>3. Your date of birth</b>	Day	Month	Year
<b>4. Your place of birth</b>			
<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)			
<b>Post town</b>	<b>Post code</b>		



<b>7. OTHER CONTACT DETAILS</b>	
TELEPHONE NUMBERS Daytime  Evening (optional)  Mobile (optional)	
FAX NUMBER (optional)	
E-Mail Address (optional)	
<b>8. ALTERNATIVE ADDRESS FOR CORRESPONDENCE (If you complete the details below, we will use this address to correspond with you)</b>	
<b>Post town</b>	<b>Post code</b>
<b>9. ALTERNATIVE CONTACT DETAILS (IF APPLICABLE)</b>	
TELEPHONE NUMBERS Daytime  Evening (optional)  Mobile (optional)	
FAX NUMBER (optional)	
E-Mail Address (optional)	
<b>2. The premises</b>	
<b>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)</b> (Please read note 2)	
<b>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.</b> (Please read note 3)	

<b>Please describe the nature of the premises below. (Please read note 4)</b>
<b>Please describe the nature of the event below. (Please read note 5)</b>

<b>3. The licensable activities</b>
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<b>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)</b>
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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	

<b>Please state the dates on which you intend to use these premises for licensable activities. (Please read note 7)</b>
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<b>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)</b>
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<b>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)</b>	
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<b>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)</b>	<b>On the premises only</b>	
	<b>Off the premises only</b>	
	<b>Both</b>	

<b>4. Personal licence holders</b> (Please read note 11)		
<b>Do you currently hold a valid personal licence? (Please mark an "X" in the box that applies to you)</b>	Yes	No
<b>If "Yes" please provide the details of your personal licence below.</b>		
<b>Issuing licensing authority</b>		
<b>Licence number</b>		
<b>Date of issue</b>		
<b>Date of expiry</b>		
<b>Any further relevant details</b>		

<b>5. Previous temporary event notices you have given</b> (Please read note 12)		
<b>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>	Yes	No
<b>If answering yes, please state the number of temporary event notices you have given for events in that same calendar year</b>		
<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>	Yes	No

<b>6. Associates and business colleagues</b> (Please read note 13)		
<b>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)</b>	Yes	No
<b>If answering yes, please state the total number of temporary event notices your associate(s) have given for events in the same calendar year</b>		
<b>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)</b>	Yes	No
<b>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)</b>	Yes	No
<b>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.</b>		

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? (Please mark an "X" in the box that applies to you)	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	
Send a copy of this notice to the chief officer of police for the area in which the premises are located	
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	
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.	
<b>SIGNATURE</b>	<b>DATE</b>
Name of Person signing	

In the event of you not receiving your acknowledged Temporary Event Notice within the timescale stipulated in the Licensing Act 2003 please contact us.

For completion by the Licensing Authority

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