

HARINGEY COUNCIL
LICENSING
RECEIVED

15 DEC 2014

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 <i>Please read note 1</i> | | | |
| TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state) | | | |
| Surname | March | | |
| Forenames | Ross | | |
| 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 | | | |
| Your date of birth | Day | Mth | Yr |
| Your place of birth | | | |
| National Insurance Number | | | |
| YOUR CURRENT ADDRESS: (We will use this address to correspond with you unless you complete the separate correspondence box below). | | | |
| | | | |
| | | | |
| Post town | | Post code : | |
| TELEPHONE NUMBERS: | | | |
| Daytime | | | |
| Evening (optional) | | | |
| Mobile (optional) | | | |
| FAX NUMBER (optional) | | | |
| E-Mail Address (optional) | | | |

ALTERNATIVE ADDRESS FOR CORRESPONDENCE (if you complete the detail below, we will use this address to correspond with you)

| | |
|--|--|
| | |
|--|--|

| | |
|-----------|-----------|
| Post town | Post code |
|-----------|-----------|

TELEPHONE NUMBERS:

| | |
|--------------------|--|
| Daytime | |
| Evening (optional) | |
| Mobile (optional) | |

FAX NUMBER (optional)

E-Mail Address (optional)

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 the Ordnance Survey references.
Please read note 2

27-31 Garmin Road, N17 0YU

If you intend to use only part of the premises at this address or intend restricting 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*

Single storey industrial unit

Please describe the nature of the event below. *Please read note 5*

New Year's Eve event for up to a maximum attendance of 499 people in with music, DJs and dancing. People will be able to buy drinks from bar, also tea, coffee, cakes and light refreshments will be available. Our personal license holder will display challenge 25 posters. SIA security at ratio of 1 to 100 people with 1 extra supervisor. A health and safety officer and qualified medic will also be present.

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). Please read note 6

| | |
|--|-------------------------------------|
| The sale by retail of alcohol | <input checked="" type="checkbox"/> |
| 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 | <input checked="" type="checkbox"/> |
| The provision of late night refreshment | <input checked="" type="checkbox"/> |

Please state the dates on which you intend to use these premises for licensable activities. Please read note 7

31/12/14 - 01/01/15

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

22.00 - 11.00

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, organizers or performers. Please read note 9

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 10

| | |
|-----------------------|-------------------------------------|
| On the premises only | <input checked="" type="checkbox"/> |
| 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 |
| <input checked="" type="checkbox"/> | |

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

| | |
|-----------------------------|------------------|
| Issuing licensing authority | Name: [REDACTED] |
| Licence number | Camden Council |
| Date of issue | [REDACTED] |
| Date of expiry | 11/01/2013 |
| Any further details | 09/01/2023 |

| 5. Previous temporary event notices you have given <i>Please read note 12</i> | | |
|--|-----|---------|
| 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 <i>Please read note 13</i> | | |
|--|-----|---------|
| 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 x |
| If answering yes, please state the total number of temporary event notices your business colleague(s) has 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? (Please mark an "X" in the box that applies to you) | Yes | No x |

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; | x |
| If the premises are situated in one or more police areas, send a copy of this notice to each additional chief officer of police; | x |
| Make or enclose payment of the fee for the application | x |
| Sign the declaration in Section 9 below | x |

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



DATE

12/12/2014

Name of Person signing
Ross March

For completion by the Licensing Authority

10. Acknowledgement *Please read note 17*

I acknowledge receipt of this temporary event notice.

On behalf of the Licensing Authority

DATE

SIGNATURE

Name of Officer Signing

PROMOTION EVENT RISK ASSESSMENT - FORM 696

Guidance for Artistes and Promoters

(Users should ensure that this guidance sheet is handed or sent to all persons disclosing their personal details)

The Promotion Event Risk Assessment Form 696 is designed to allow the management of licensed premises, promoters of music events, event security and the police to work in partnership to identify and minimise any risk of serious violent crime happening at a proposed event. Should areas of concern be identified the police intention is to work together to create a Risk Management Plan that enables the event to proceed with minimum risk.

The use of this form is voluntary. However, we note that the completion of this form may be a condition on some premises' licences. This means the completion of this form is mandatory for those premises.

The management of the licensed premises or the promoter considers that the proposed event requires a Promotion Event Risk Assessment Form 696 to be completed and it is for this purpose that your personal details are required.

The information provided will be cross-referenced with our systems and data sources to assist with the risk assessment.

The information is processed in accordance with our policing purpose as defined by the Code of Practice for the Management of Police Information (MoPI) as follows:

- Protecting life and property;
- Preserving order;
- Preventing the commission of offences;
- Bringing offenders to justice;
- Any duty or responsibility arising from common or statute law

If you or your client has any concerns or queries regarding the above processing please contact the Metropolitan Police Service Data Protection Officer (details provided below).

Data Controller Details: Sir Bernard Hogan - Howe Commissioner for the Metropolis
Information Commissioner's Office Data Controller Registration Number: Z4888193

Data Protection Officer Details: Meriayne Davies, Public Access Office, PO Box 57192, London, SW6 1SF
 (Tel: 020 7161 3500)

For a copy of the Metropolitan Police Service's Fair Processing Notice please refer to the following link or contact the Data Protection Officer (details above):

<http://www.met.police.uk/foi/pdfs/otherinformation/corporate/paofairprocessingstatement.pdf>

Guidance for submission

Please submit the completed form via e-mail to the Promoters Desk and copy in the local borough police licensing unit at least 14 days in advance of your event. This is to ensure that there is sufficient time to implement any risk management plan if needed. The Promoters Desk will carry out an intelligence assessment and provide you with feedback either directly or through the local borough police licensing unit no less than 7 days before your event. If you have not received feedback within this time please contact the Promoters Desk directly on 020 7321 7760

METROPOLITAN
POLICE

Form 696

TOTAL POLICING

PROMOTION EVENT RISK ASSESSMENT FORM 696

The use of this form is voluntary. However, we note that the completion of this form may be a condition on some premises' licences. This means the completion of this form is mandatory for those premises.

Please complete this section to enable Clubs and Vice Unit to monitor the use of this Form.

Is completing Form 696 for Promoted Events a condition on the premises licence?

Yes x No ☐

PLEASE NOTE - The use of this form is not intended for a live music event. If you are using this form for a live music event please give your reasons why in the box.

When to complete Form 696

Our recommended guidance to music event organisers, management of licensed premises or event promoter on when to complete Form 696 is where you hold an event that is -

- promoted / advertised to the public at any time before the event, and
- predominantly features DJs or MCs performing to a recorded backing track, and
- runs anytime between the hours of 10pm and 4am, and
- is in a nightclub or a large public house.

The recommended guidance does not restrict the use of the form solely to any specific event. Event managers and promoters may, if they wish, use it for events not strictly covered by the guidance. The Metropolitan Police Service will aim to give appropriate support and advice to ensure a safe event.

PLEASE COMPLETE ALL SECTIONS.

| | | | |
|--------------------------------|----------------------------|--------------------|------------|
| Name of Premises | 27-31 Garmin Road, N17 0YU | | |
| Maximum Capacity of Premises | 499 | | |
| Full Address | 27-31 Garmin Road, N17 0YU | | |
| Telephone Number | [REDACTED] | Email Address | [REDACTED] |
| Designated Premises Supervisor | Ross March | | |
| Contact Telephone Numbers | Landline: [REDACTED] | Mobile: [REDACTED] | |

PROMOTER'S DETAILS

| | | | |
|---|----------------------|--------------------|--|
| Promoter's Full Name (Include BHAB Qualification Number) | Ross March | | |
| Date of Birth (dd/mm/yyyy) | [REDACTED] | | |
| Address | [REDACTED] | | |
| Contact Telephone Numbers | Landline: [REDACTED] | Mobile: [REDACTED] | |
| Email Address | [REDACTED] | | |

PROMOTION / EVENT DETAILS

| | | | |
|---------------------------------------|---|--|-----------------------------------|
| Promotion / Event Name | Elixir of Life - New Year's Celebration | | |
| Event Date (dd/mm/yyyy) | 31/12/14 | | |
| Start Time (HH:mm) | 23.00 | Finishing Time (HH:mm) | 10.00 |
| Expected numbers attending event? | 499 | Is this a regular event at this venue? | Yes <input type="checkbox"/> No x |
| Is the event...? (Check relevant box) | Private <input type="checkbox"/> Public x | Will tickets be sold on the door? | Yes x No <input type="checkbox"/> |