

# Public Document Pack



## LICENSING COMMITTEE

**Date: Tuesday, 12 May 2026**  
**Time: 11.00am,**  
**Location: Council Chamber**  
**Contact: committees@stevenage.gov.uk**

Members: Councillors: Lin Martin-Haugh (Chair), Peter Clark, Coleen DeFreitas and Lynda Guy

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### AGENDA

#### **PART 1**

**1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

**2. MINUTES OF THE PREVIOUS MEETING**

To approve as a correct record of the minutes of the previous meeting held on 20 January 2026.

3 – 6

**3. LICENSING HEARINGS - PROCEDURES**

To note the procedure for the hearing of licensing applications and reviews.

7 – 8

**4. CONSIDERATION OF FOUR TEMPORARY EVENT NOTICES AT THE ROYAL OAK PUB, STEVENAGE SG1 3RA**

To determine four Temporary Event Notices applied for by the Tenant of The Royal Oak PH, 24 Walkern Road, Stevenage.

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**5. URGENT PART I BUSINESS**

To consider any Part I business accepted by the Chair as urgent.

**6. EXCLUSION OF PUBLIC AND PRESS**

To consider the following motions –

1. That under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as described in paragraphs 1 – 7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to Information) (Variation) Order 2006.

2. That Members consider the reasons for the following reports being in Part II and determine whether or not maintaining the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

**7. URGENT PART II BUSINESS**

To consider any Part II business accepted by the Chair as urgent.

## STEVENAGE BOROUGH COUNCIL

### LICENSING COMMITTEE MINUTES

Date: Tuesday, 20 January 2026

Time: 10.00am

Place: Council Chamber

**Present:** Councillors: Lin Martin-Haugh (Chair) Peter Clark, Coleen De Freitas, Alistair Gordon and Lynda Guy

**Start / End Time:** Start Time: 10.00am  
End Time: 10.17am

#### 1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillors Lloyd Briscoe, Robin Parker, Ellie Plater, Tom Plater, Ceara Roopchand, Carolina Veres and Tom Wren.

#### 2 MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that the Minutes of the meeting of the Licensing Committee held on 22 December 2025 be agreed as a correct record and signed by the Chair.

#### 3 LICENSING HEARINGS - PROCEDURES

It was **RESOLVED** that the Terms of Reference be noted.

#### 4 CONSIDERATION OF FIVE TEMPORARY EVENT NOTICES AT STEVENAGE WINTER WONDERLAND, CAR PARK, STEVENAGE LEISURE PARK, KINGSWAY, STEVENAGE, SG1 2UA

The Committee considered five objections to Temporary Event Notices (TENs) at the Stevenage Winter Wonderland at Stevenage Leisure Park, Kingsway, Stevenage.

The Council's Licencing Officer introduced the report outlining the five TENs submitted by the Designated Premises Supervisor (DPS).

Members were advised that the event operated under a premises licence which authorised licensable activities between 22 November to 10 January annually, which included the sale of alcohol from 10:00am to 10:00pm.

The applicant sought to extend the operation beyond this period, covering four weekends in late January and early February. It also included dates in the February half term. These included:

- 1) 23<sup>rd</sup> January to 25<sup>th</sup> January 2026
- 2) 30<sup>th</sup> January to 1<sup>st</sup> February 2026

- 3) 6<sup>th</sup> February to 8<sup>th</sup> February 2026
- 4) 13<sup>th</sup> February to 15<sup>th</sup> February 2026
- 5) 17<sup>th</sup> February to 22<sup>nd</sup> February 2026

The Chair then invited Environmental Health to present their case.

The Commercial Environmental Health Manager addressed the Committee and confirmed that the objection was on the basis that the TENs submitted would undermine the Licensing Objectives. If the event was to proceed in the absence of the conditions, there would be limited enforceable control for the event.

Members noted that conditions attached to the existing premises licence do not automatically apply to TENs, and that only the Licensing Authority may attach conditions where a valid objection had been made.

The Chair invited the Committee to ask questions to the Commercial Environmental Health Manager. There were none.

There being no representation from the Premises the Committees consideration was limited to the TENs and communication from the licensing agent.

The Chair invited all parties to sum up.

The Licensing Officer confirmed that the Committee was responsible for reaching a decision on the application, including whether the event should proceed, whether it should proceed subject to conditions, or be refused through the issue of a counter notice.

Environmental Health declined to provide a summary.

It was **RESOLVED** to permit the TENs to proceed, subject to all of the Premises Licence conditions with the exception of conditions 1, 2 and 3 in Annex 3 of the Premises Licence Conditions.

## **REASON FOR DECISION**

The Committee considered all written and oral representations, the Licensing Objectives, the Council's Licensing Policy and statutory guidance.

The Committee considered the applications from Environmental Health and noted that they had no compliance concerns for the Premises, and did not consider the event should be prevented from proceeding.

The Committee understood that the concerns raised in the objection were made to ensure that for the extended period, the promotion of the Licensing Objectives were achieved.

The Committee acknowledged that by imposing the Premises License Conditions, this would be an appropriate way to promote the Licensing Objectives.

5 **URGENT PART I BUSINESS**

There was no Urgent Part I Business.

6 **EXCLUSION OF PUBLIC AND PRESS**

It was **RESOLVED**:

1. That under Section 100A of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as described in Paragraphs 1 – 7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to Information) (Variation) Order 2006.

2. That the reasons for the following reports being in Part II were accepted, and that the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

7 **URGENT PART II BUSINESS**

There was no Urgent Part II Business.

**CHAIR**

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## STEVENAGE BOROUGH COUNCIL

### LICENSING COMMITTEE

#### HEARING OF LICENCE APPLICATIONS – PROCEDURE

The Committee will apply the following procedure when considering Liquor Licence applications and Review applications to ensure adherence to the rules of natural justice.

1. The Chair will introduce himself/herself and invite the other Committee Members, the Licensing Officer(s), Legal Advisor, Committee Administrator, Responsible Authority representatives, interested parties and the Premises Licence Holder and any representative to introduce themselves.
2. The Licensing Officer will outline the reason for the hearing and report on the facts of the case. Members of the Committee, the Responsible Authority representatives, those who had submitted representations, and Premises Licence Holder (and/or representative) may ask questions of the Licensing Officer.
3. The Responsible Authority representatives may then state their case, calling any witnesses.
4. With the Chair's permission, Members of the Committee and the Premises Licence Holder (and/or representative) may then ask questions of the Responsible Authority representatives.
5. Those who have submitted representations may then state their case, calling any witnesses.
6. With the Chair's permission, Members of the Committee and the Premises Licence Holder (and/or representative) may then ask questions of those who have submitted representations.
7. The Premises Licence Holder (and/or representative) will state their case, calling any witnesses they wish.
8. With the Chair's permission, Members of the Committee, Responsible Authority Representatives and those who have submitted representations may then ask questions of the Premises Licence Holder (and/or representative).
9. The Responsible Authority representatives are then invited to sum up.
10. Those who have submitted representations are then invited to sum up.
11. The Premises Licence Holder (and/or representative) is then invited to sum up.
12. The Committee will retire to consider the matter and make its decision.
13. At the conclusion of its deliberations, the Committee will EITHER return to the meeting to deliver its decision OR inform all parties of its decision in writing as soon as possible after the meeting. In either event, reasons will be given for the Committee's decision.

**NOTES:**

- (1) EACH PARTY WILL BE AFFORDED A REASONABLE AMOUNT OF TIME TO PRESENT THEIR CASE.**
- (2) ALL PARTIES MAY ASK FOR CLARIFICATION OF ANY POINT AT ANY TIME IN THE PROCEEDINGS.**
- (3) THE COMMITTEE ADMINISTRATOR AND COUNCIL'S SOLICITOR WILL BE PRESENT THROUGHOUT THE MEETING AND MAY ASK QUESTIONS AT ANY TIME TO ASSIST THE COMMITTEE.**

Part 1 – Release to Press



Agenda item:

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**Meeting**                      Licensing Committee

**Portfolio Area**            Communities, Community Safety and Equalities

**Date**                            12<sup>th</sup> May 2026

**FOUR APPLICATIONS FOR TEMPORARY EVENT NOTICES AT THE ROYAL OAK PUB, STEVENAGE SG1 3RA.**

**Authors**                      Alison Perrymann | Ext. 2724

**Lead Officers**                Julie Dwan | Ext. 2493

**Contact Officer**            Alison Perrymann | Ext. 2724

**1            PURPOSE**

To determine four Temporary Event Notices applied for by the Tenant of The Royal Oak PH, 24 Walkern Road, Stevenage.

- 1.1        In reaching its decision, the Committee must have regard to its obligation to promote the four licensing objectives:
- The prevention of crime and disorder
  - Public safety
  - The prevention of public nuisance
  - The protection of children from harm

Matters which do not relate to the four licensing objectives must be disregarded.

## 2 RECOMMENDATIONS

That the Committee considers all evidence submitted within the representations, as well as that provided by the applicant and/or their representatives, in order to determine the appropriate course of action in relation to this application.

- 2.2 Following its assessment, the Committee may choose to impose conditions which already apply to the existing Premises Licence., grant the TEN, so that the event can proceed without change of conditions, or issue a counter notice to prevent the event going ahead. **A copy of the current Premises Licence and Plan are attached at Appendix 1**

## 3 SUMMARY OF APPLICATION

- 3.1 Four Temporary Event Notices (TENs) submitted by Mr. Paul Gould, tenant of The Royal Oak PH, located at 24 Walkern Road, Stevenage, was duly processed by the licensing authority on 28<sup>th</sup> April 2026.
- 3.2 The first of these notices pertains to a proposed event described as a "DJ in main bar of the premises and to extend their licensing hours to 01:00," The event is scheduled to start at 23:00hrs on Friday, 22<sup>nd</sup> May 2026, until 01:00 on Saturday, 23<sup>rd</sup> May 2026. This specific event is intended to accommodate a maximum of 120 persons and incorporates the licensable activities including the sale of alcohol for consumption both on and off the premises., the provision of regulated entertainment, and late-night refreshments. A full copy of the TEN **is attached at Appendix 2**
- 3.3 A second Temporary Event Notice (TEN) has been submitted for a proposed event described as a "DJ in main bar of the premises and to extend the licensing hours to 00:00," scheduled to take place from 23:00 hrs on Sunday 24<sup>th</sup> May 2026, until 00:00 hrs on Monday 25<sup>th</sup> May 2026. This application seeks authorisation for the same licensable activities as the first notice: the sale of alcohol for consumption both on and off the premises, the provision of regulated entertainment, and the provision of late-night refreshments. The maximum number of persons expected to be on the premises for this specific event is stated as 120. A complete copy of the TEN applications **is attached at Appendix 3**
- 3.4 The third Temporary Event Notice (TEN) application submitted for the premises outlines a "DJ in the main bar of the premises and to extend the licensing hours to 01:00". The event is scheduled from 23:00hrs on Saturday 1<sup>st</sup> August 2026, concluding at 01:00 hrs on Sunday 2<sup>nd</sup> August 2026. The applicant proposes a maximum capacity of 120 attendees. The intended licensable activities for this specific event mirror those applied for in the previous notices, encompassing the sale of alcohol (for consumption both on and off the premises), the provision of regulated entertainment, and the provision of late-night refreshments. A copy of the TEN application **is attached at Appendix 4**

- 3.5 A fourth Temporary Event Notice (TEN) has been submitted for an event scheduled to take place on Saturday 8<sup>th</sup> August 2026, starting at 23:00 hrs and ending at 01:00 hrs on Sunday 9<sup>th</sup> August 2026. The proposed event, described as a "DJ in the main bar of the premises and to extend the licensing hours to 01:00,". The applicant proposed a maximum capacity of 120 persons. The licensable activities sought under this notice include the sale of alcohol for consumption both on and off the premises, the provision of regulated entertainment, and the supply of late-night refreshments. A copy of this TEN application **is attached at Appendix 5**
- 3.6 The applicant has also included with each application a full list of Conditions from Annex 2 and 3 of the existing premises licence which they wish to adopt for all four events. Condition 1 and 2 of Annex 3 would not be required due to the hours applied for in the context of these applications.

#### **4 BACKGROUND INFORMATION**

- 4.1 The Royal Oak PH was built in 1866 and situated in Walkern Road, Stevenage, **Location Map attached at Appendix 6.**
- 4.2 A Minor Variation to the Premises Licence was granted, on 17 November 2025. The variation was approved following an application submitted by the previous licence holder, Mc Mullen & Sons, to voluntarily add and amend specific conditions to the premises licence. These changes were proposed in alignment with the licensing objective of preventing public nuisance, a result of proactive engagement with both the Licensing Authority and Environmental Health authorities. This variation was formally granted under delegated authority on 17 November 2025.
- 4.3 On 22nd December 2025 the licensing committee determined a previous TEN submitted by the same applicant, for 31<sup>st</sup> December 2025 between 19:00hrs and 01:00hrs.
- 4.4 The Committee resolved to permit the event to proceed subject to the imposition of all the Premises Licence Conditions except paragraphs 1 and 2 from annex 3. It was considered that paragraph 1 would be inconsistent with the event proceeding and that paragraph 2 was irrelevant in the circumstances of the event.
- 4.5 In permitting the event to proceed the Committee was clear that any non-compliance and/or complaints against the Premises would certainly count against it and would likely be relevant to the Committee's consideration of any future applications. No complaints were received in relation to this event.
- 4.6 The Royal Oak Public House has been subject to complaints of noise nuisance with complaints being received every year for the past 15 years. Premises Licence conditions have been found to be breached on a number of occasions and have been witnessed by the Licensing Authority and Environmental Health, particularly in regard to the use of the noise limiter. However, compliance inspections and visits to the venue in 2026 have illustrated compliance with the revised premises licence.

## **5 RESPONSIBLE AUTHORITIES**

- 5.1 Objection was received from environmental health for all four TENs under the licensing objective of prevention of public nuisance. A copy of each objection is **Attached at Appendix 7 -10**.
- 5.2 In summary environmental health's core concern is that granting the TEN would disapply the existing public nuisance safeguards contained within the operating schedule of the existing Premises licence.
- 5.3 Environmental Health have provided a report as evidence in support of their objection to each of the four applications which is **attached at Appendix 11**.
- 5.4 No objections were received from Police in respect of all four TEN applications.

## **6 IMPLICATIONS**

### **6.1 Financial Implications**

- 6.1.1 Whilst the application for a TEN itself has a relatively low fee (£21 per notice), the process of responding to an objection can lead to increased costs to the Council, e.g. administration and legal costs.
- 6.1.2 If the objection results in the events being prevented or delayed, this can lead to significant financial losses. The event organiser may have already made commitments for staffing, equipment rental/booking of entertainment, marketing, and ticket sales. Depending on the type of event, the cancellation could result in lost revenue and potentially damage the reputation of the organiser

### **6.2 Legal Implications**

- 6.2.1 The Committee is advised that paragraphs 7.27, 7.32-7.39 of Section 182 Guidance for the Licensing Act 2003 refers to objections to a TEN and is the decision of the Licensing authority alone.
- 6.2.2 The committee under Section 106A Licensing Act 2003, must consider if it wishes to apply conditions to the standard TEN's.
- 6.2.3 The committee must under Section 106A (3) notify the premises user and provide a notice to each relevant party.

### **6.3 Policy Implications**

There are no policy implications.

### **6.4 Equalities and Diversity Implications**

6.4.1 Any decision by the Committee is based on evidence before it at the meeting; there are no equalities and diversity implications.

## **7 BACKGROUND DOCUMENTS**

**BD1** [Licensing Act 2003](#) Section 100 - 106

**BD2** [Revised guidance issued under section 182 of the Licensing Act 2003 \(February 2026\) \(accessible version\) - GOV.UK](#) (Section 7)

**BD3** [Statement of Licensing Policy 2025-2030](#)

## **8 APPENDICES**

- 1 Premises Licence and Plan
- 2 Temporary Event Notice for 22<sup>nd</sup> May 2026
- 3 Temporary Event Notice for 24<sup>th</sup> May 2026
- 4 Temporary Event Notice for 1<sup>st</sup> August 2026
- 5 Temporary Event Notice for 8<sup>th</sup> August 2026
- 6 Royal Oak Location Map
- 7 Environmental Health Representation Form- TEN 22<sup>nd</sup> May 2026
- 8 Environmental Health Representation Form – TEN 24<sup>th</sup> May 2026
- 9 Environmental Health Representation Form – TEN 1<sup>st</sup> August 2026
- 10 Environmental Health Representation Form – TEN 8<sup>th</sup> August 2026
- 11 Environmental Health Representation Evidence Report

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LICENSING ACT 2003  
**PREMISES LICENCE**

**SBCL0076**

LICENSING AUTHORITY



**Daneshill House  
Danestrete  
Stevenage  
Herts  
SG1 1HN**

Royal Oak PH  
24 Walkern Road  
Stevenage  
Herts  
SG1 3RA  
Telephone Number:

**Where the Licence is time limited the dates: Not applicable**

Licensable Activities authorised by the licence:

- B - Exhibition of Films
- C - Indoor Sporting Events
- E - Performance of Live Music
- F - Playing Recorded Music
- G - Performance of Dance
- H - Anything Similar falling within E,F or G
- I - Late Night Refreshment
- J - Sale of Alcohol

The times the licence authorises the carrying out of licensable activities:

**B - Exhibition of Films (Indoors)**

	<b>From:</b>	<b>To:</b>
Sunday-Thursday	10:00	00:00
Friday-Saturday	10:00	01:00

**C - Indoor Sporting Events**

	<b>From:</b>	<b>To:</b>
Sunday-Thursday	10:00	00:00
Friday-Saturday	10:00	01:00

<b>E - Performance of Live Music (Indoors)</b>			
	<b>From:</b>	<b>To:</b>	
Sunday-Thursday	10:00	23:00	
Friday-Saturday	10:00	00:00	
<b>F - Playing Recorded Music (Indoors)</b>			
	<b>From:</b>	<b>To:</b>	
Sunday-Thursday	10:00	23:00	
Friday-Saturday	10:00	00:00	
<b>G - Performance of Dance (Indoors)</b>			
	<b>From:</b>	<b>To:</b>	
Sunday-Thursday	10:00	23:00	
Friday-Saturday	10:00	00:00	
<b>H - Anything Similar falling within E,F or G (Indoors)</b>			
	<b>From:</b>	<b>To:</b>	
Sunday-Thursday	10:00	23:00	
Friday-Saturday	10:00	00:00	
<b>I - Late Night Refreshment (Indoors)</b>			
	<b>From:</b>	<b>To:</b>	
Sunday-Thursday	23:00	00:00	
Friday-Saturday	23:00	01:00	
New Years Eve	23:00	05:00	
New Years Day	23:00	00:00	To 01:00 If On Friday Or Saturday
<b>J - Sale of Alcohol (Alcohol is supplied for consumption both on and off the Premises)</b>			
	<b>From:</b>	<b>To:</b>	
Sunday-Thursday	10:00	23:30	
Friday-Saturday	10:00	00:30	
New Years Eve	10:00	00:00	
New Years Day	00:01	23:30	To 00:30 If On Friday Or Saturday
<b>The opening hours of the premises: From: To:</b>			
Monday - Sunday	10:00	23:00	
Sunday-Thursday	10:00	00:00	
Friday-Saturday	10:00	01:00	
New Years Eve	10:00	00:00	
New Years Day	00:01	00:00	
New Years Eve	10.00	00.00	
New Years Day (NYD)	00.01	00.00	to 01:00 if on Friday or Saturday
Patio/Outside seating area (See Annex 2 Condition 10)			

Where the licence authorises supplies of alcohol whether these are on and /or off supplies:

Alcohol is supplied for consumption both on and off the Premises

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence:

Punch Taverns Limited  
Jubilee House, Second Avenue, Burton Upon Trent, Staffordshire, DE14 2WF

Registered number of holder, for example company number, charity number (where applicable)

Punch Taverns Limited

03752645

Name address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol:

Paul Gould  
The Peartree  
Valley Way  
Stevenage  
SG2 9DG

07947719919

Personal Licence number and issuing authority of Personal Licence held by Designated Premises Supervisor (where the premises authorises for the supply of alcohol):

Personal Licence Number: 176/05/0499/PERS  
Licensing Authority: Horsham

## **ANNEX 1 – MANDATORY CONDITIONS**

1. No supply of alcohol may be made under the premises licence –
  - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
  - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.  
  
(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
  - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
    - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
  - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
  - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
  - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
  - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.  
  
(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.  
  
(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
  - (a) a holographic mark, or
  - (b) an ultraviolet feature.
6. The responsible person must ensure that—
  - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
    - (i) beer or cider: ½ pint;
    - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml;

- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

7. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of this condition -

(a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b) "permitted price" is the price found by applying the formula –

$$P = D + (D \times V)$$

where -

- (i) P is the permitted price,
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence -  
(i) the holder of the premises licence,  
(ii) the designated premises supervisor (if any) in respect of such a licence, or  
(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

8. Where the permitted price would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

9. (1) Sub-paragraph (2) applies where the permitted price on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

10. Exhibition of Films –

The admission of children under 18 to any film exhibition must be restricted in accordance with any recommendation made by the film classification body specified in Section 4. Video Recordings Act 1984 unless the licensing authority notifies the holder of his premises licence that recommendations made by the licensing authority must be followed instead.

## **ANNEX 2 – CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE**

1) When the licensed premises are being used for the purpose of public dancing, music and other public entertainment of the like kind:

a) the maximum number of persons to be allowed at any one time in the premises shall not exceed 130 persons;

b) During Public Entertainments, both the front entrance and car park elevation entrance inner lobby door, shall remain closed but unlocked and usable as a fire escape.

c) During Public Entertainments, both the external exit/entrance doors to the front entrance and car park elevation entrances, shall be allowed to return to the fully closed position when not being used.

- d) The rear fire escape route, (via the female toilets) doors shall be maintained in a closed position but not locked and shall not be held back or fastened in an open position.
- e) Noise or vibration shall not emanate from the premises so as to cause a public nuisance.
- f) All musical equipment used at events where there is amplified, recorded and live music shall be routed through the sound limiter device and only via the four dedicated and clearly marked stage power sockets. The sound limiter device shall be set to a level which will not cause a public noise nuisance to the noise sensitive receptors.
- g) The maximum internal sound pressure level permitted by the sound limiter device must be agreed with Stevenage Borough Council's Environmental Health Officers and set with their supervision by the operating tenant/manager.
- h) The setting of the sound limiter device must be followed by a sound limiter calibration certificate which must demonstrate the calibration methodology and agreed total music sound pressure along with maximum sound pressure at low frequencies in the range between 63Hz and 250Hz.
- i) The sound limiter device calibration certificate must be approved by the Licensing Authority and the sound limiter device must operate according to the approved certificate at all times.
- j) the operational panel of the noise limiter device shall be secured to the satisfaction of the Environmental Health Officer or Licensing Officer of Stevenage Borough Council. The keys or the password securing the access to the sound limiter device's operational panel must only be held or known by a responsible person nominated by the licensee and shall not be accessed by any other person. The limiter shall not be altered without prior agreement of the Licensing Authority.
- k) The noise limiter control sockets must be clearly visible from the adjacent bar area and not be obstructed in any way.
- l) The window acoustic infills shall be installed to the flat window nearest to the stage and also the bay window nearest to the stage at all times during events involving amplified, live and recorded music as outlined in the acoustic certificate dated 5th February 2024.
- m) During Public Entertainment the management of the premises shall ensure that the windows in the lounge bar area and the windows in the toilets accessible via the stage area remain closed, ventilation is to be provided via the extract ventilation system.
- n) Where patrons congregate outside after 21:00hrs, a member of staff shall be situated outside until the area is empty of patrons and maintain order and control noise at all times.
- 2) Disruptive customers, known drug users/dealers entering the premises will be refused service and will be asked to leave.
- 3) There will be no serving of drunks.
- 4) The premises will always have a range of soft drinks on sale.
- 5) The premises licence holder will ensure all bar staff are trained in relation to the legislation relating to the sale of alcohol to drunken persons.
- 6) The pub will be a member of local Pubwatch scheme.
- 7) The DPS or his/her deputies will ensure that tables are cleared of glassware regularly and will monitor customers to ensure glasses/bottles are not taken from the premises.
- 8) No music shall be played in or transmitted to any outside area.
- 9) Children under 18 years will not be allowed into the premises after 22:00hrs.
- 10) Except for patrons leaving the premises temporarily to smoke, the external areas shall close at 22:00hrs. Patrons leaving the premises temporarily to smoke after 22:00hrs shall not be permitted to take drinks outside with them, and shall only be permitted to smoke in the 'Seating Area' or 'Smoking Area' on plan 543\_L02 C. Adequate notices shall be displayed in appropriate locations to ensure that this information is brought to the attention of patrons.
- 11) Notices shall be prominently displayed at any area used for smoking, requesting patrons to respect the needs of local residents and use the area quietly.
- 12) No collections of waste or recycling materials (including bottles) from the premises shall take place between 23.00 and 07.00 hours on the following day.

### ANNEX 3 – CONDITIONS ATTACHED AFTER A HEARING

1) Between Sundays and Thursdays (inclusive) the following hours shall apply:

- live and recorded music to cease at 23.00 hours
- supply of alcohol to cease at 23.30 hours
- premises to close at midnight

2) Fridays and Saturdays the following hours shall apply:

- live and recorded music to cease at midnight
- supply of alcohol to cease at 00.30 hours
- premises to close at 01.00 hours

3) The Designated Premises Supervisor shall post notices at all exits reminding customers to respect the neighbours and leave the premises promptly and quietly.

4) The Designated Premises Supervisor shall encourage patrons to leave the car park within 15 minutes of closing time.

5) The patio/outside seating area will be closed to customers at 22.00 hours every night.

6) Records of any complaints, incidents and meetings in relation to the four licensing objectives made by local residents/neighbours shall be kept by the applicant for a period of 6 years, and shall be made available at all times for inspection by Licensing Officers.

### ANNEX 4 – AUTHORISED PLANS

One Plan attached:

DWG No: 543\_L02 Revision: C  
Dated: August 2023



**Alex Robinson**  
Director, Planning & Regulation

**Date: 20th March 2026**

**PREMISES LICENCE  
SUMMARY**



**Daneshill House  
Danestrete  
Stevenage  
Herts  
SG1 1HN**

Royal Oak PH  
24 Walkern Road  
Stevenage  
Herts  
SG1 3RA

Telephone Number:

Where the Licence is time limited the dates: **Not applicable**

Licensable Activities authorised by the licence:

- B - Exhibition of Films
- C - Indoor Sporting Events
- E - Performance of Live Music
- F - Playing Recorded Music
- G - Performance of Dance
- H - Anything Similar falling within E,F or G
- I - Late Night Refreshment
- J - Sale of Alcohol

The times the licence authorises the carrying out of licensable activities:

**B - Exhibition of Films (Indoors)**

	From:	To:
Sunday-Thursday	10:00	00:00
Friday-Saturday	10:00	01:00

**C - Indoor Sporting Events**

	From:	To:
Sunday-Thursday	10:00	00:00
Friday-Saturday	10:00	01:00

<b>E - Performance of Live Music (Indoors)</b>			
	<b>From:</b>	<b>To:</b>	
Sunday-Thursday	10:00	23:00	
Friday-Saturday	10:00	00:00	
<b>F - Playing Recorded Music (Indoors)</b>			
	<b>From:</b>	<b>To:</b>	
Sunday-Thursday	10:00	23:00	
Friday-Saturday	10:00	00:00	
<b>G - Performance of Dance (Indoors)</b>			
	<b>From:</b>	<b>To:</b>	
Sunday-Thursday	10:00	23:00	
Friday-Saturday	10:00	00:00	
<b>H - Anything Similar falling within E,F or G (Indoors)</b>			
	<b>From:</b>	<b>To:</b>	
Sunday-Thursday	10:00	23:00	
Friday-Saturday	10:00	00:00	
<b>I - Late Night Refreshment (Indoors)</b>			
	<b>From:</b>	<b>To:</b>	
Sunday-Thursday	23:00	00:00	
Friday-Saturday	23:00	01:00	
New Years Eve	23:00	05:00	
New Years Day	23:00	00:00	To 01:00 If On Friday Or Saturday
<b>J - Sale of Alcohol (Alcohol is supplied for consumption both on and off the Premises)</b>			
	<b>From:</b>	<b>To:</b>	
Sunday-Thursday	10:00	23:30	
Friday-Saturday	10:00	00:30	
New Years Eve	10:00	00:00	
New Years Day	00:01	23:30	To 00:30 If On Friday Or Saturday
<b>The opening hours of the premises:</b>	<b>From:</b>	<b>To:</b>	
Monday - Sunday	10:00	23:00	
Sunday-Thursday	10:00	00:00	
Friday-Saturday	10:00	01:00	
New Years Eve	10:00	00:00	
New Years Day	00:01	00:00	
New Years Eve	10.00	00.00	
New Years Day (NYD)	00.01	00.00	to 01:00 if on Friday or Saturday
Patio/Outside seating area (See Annex 2 Condition 10)			

Where the licence authorises supplies of alcohol whether these are on and/or off supplies:

Alcohol is supplied for consumption both on and off the Premises

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence:

Punch Taverns Limited  
Jubilee House, Second Avenue, Burton Upon Trent, Staffordshire, DE14 2WF

Registered number of holder, for example company number, charity number (where applicable)

Punch Taverns Limited

03752845

Name of designated premises supervisor where the premises licence authorises the supply of alcohol:

Paul Gould

State whether access to the premises by children is restricted or prohibited:

Restricted by virtue of the Licensing Act 2003



**Alex Robinson**  
Director, Planning & Regulation

**Date: 20th March 2026**



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\* required information

**Section 1 of 9**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  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 behalf of the applicant?

- Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one 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.

**Applicant Business**

Is your business registered in the UK with Companies House?  Yes  No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name  If your business is registered, use its registered name.

VAT number   Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**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

National Insurance number

This box need not be completed if you are an 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

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.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

### Additional Contact Details

Are the contact details the same as (or similar to) those given in section one?

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.

- Yes  No

E-mail

Telephone number

Other telephone number

### Section 3 of 9

#### THE PREMISES

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

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). [\(See also guidance on completing the form, note 2\)](#)

\* Does the premises have an address?

- Yes  No

#### Address

Is the address the same as (or 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 required. Select "No" to enter a completely new set of details.

- Yes  No

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

\* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

- Neither  Premises licence  Club premises certificate

\* Premises licence number

#### Location Details

\* Provide further details about the location of the event

*Continued from previous page...*

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below ([see also guidance on completing the form, note 3](#))

Describe the nature of the premises below ([see also guidance on completing the form, note 4](#))

PUBLIC HOUSE

Describe the nature of the event below ([see also guidance on completing the form, note 5](#))

DJ in main bar of the premises and to extend our licensing hours to 01:00  
All licensing conditions outlined within the premises license will be adopted for this event including the following;  
Annex 2)

1) When the licenses premises are being used for the purpose of public dancing, music and other public entertainment of the like kind:

- a) The maximum number of persons to be allowed at any one time shall not exceed 130 persons;
- b) During public entertainments, both the front entrance and car park elevation entrance inner lobby door, shall remain closed but unlocked and usable as a fire escape.
- c) During public entertainments, both external exit/entrance doors to the front entrance and car park elevation entrances, shall be allowed to return to the fully closed position when not being used.
- d) The rear fire escape route (via the female toilets) doors shall be maintained in a closed position but not locked and shall not be held back or fastened in an open position.
- e) Noise or vibration shall not emanate from the premises so as to cause a public nuisance.
- f) All musical equipment used at events where there is amplified, recorded and live music shall be routed through the sound limiter device and only via the four dedicated and clearly marked stage power sockets. The sound limiter device shall be set to a level which will not cause a public nuisance to the noise sensitive receptors.
- g) The maximum internal sound pressure level by the sound limiter device must be agreed with Stevenage Borough Council's Environmental Health Officers and set with their supervision by the operating tenant/manager.
- h) The setting of the sound limiter device must be followed by a sound limiter calibration certificate which must demonstrate the calibration methodology and agreed total music sound pressure along with maximum sound pressure at low frequencies in the range between 63Hz and 250Hz
- i) The sound limiter device calibration certificate must be approved by the Licensing Authority and the sound limiter device must operate according to the approved certificate at all times.
- j) the operational panel of the noise limiter device shall be secured to the satisfaction of the Environmental Health Officer or Licensing Officer of Stevenage Borough Council. The keys or the password securing access to the sound limiter device's operational panel must only be held or known by a responsible person nominated by the licensee and shall not be accessed by any other person. The limiter shall not be altered without prior agreement of the Licensing Authority.
- k) The noise limiter control sockets must be clearly visible from the adjacent bar area and not be obstructed in any way.
- l) The window acoustic infills shall be installed to the flat window nearest to the stage and also the bay window nearest to the stage at all times during events involving amplified, live and recorded music as outlined in the acoustic certificate dated 5th February 2024
- m) During Public Entertainment the management of the premises shall ensure that the windows in the lounge bar area and the windows in the toilets accessible via the stage area remain closed. ventilation is to be provided via the extract ventilation system.
- n) Where patrons congregate outside after 21:00hrs, a member of staff shall be situated outside until the area is empty of patrons and maintain order and control noise at all times.

2) Disruptive customers, known drug users/dealers entering the premises will be refused service and will be asked to leave.  
3) There will be no serving of drunks.  
4) The premises will always have a range of soft drinks on sale.

*Continued from previous page...*

- 5) The premises license holder will ensure all bar staff are trained in relation to the legislation relating to the sale of alcohol to drunken persons
- 6) The pub will be a member of local Pubwatch scheme
- 7) The DPS or his/her deputies will ensure that tables are cleared of glassware regularly and will monitor customers to ensure glasses/bottles are not taken from the premises.
- 8) no music shall be played in or transmitted to any outside area.
- 9) Children under 18 will not be allowed into the premises after 22:00hrs.
- 10) Except for patrons leaving the premises temporarily to smoke, the external areas shall close at 22:00hrs. Patrons leaving the premises temporarily to smoke after 22:00hrs will not be permitted to take drinks outside with them, and shall only be permitted to smoke in the 'Seating Area' or 'Smoking Area' on plan 543\_L02 C. Adequate notices shall be displayed in appropriate locations to ensure that this information is brought to the attention of patrons.
- 11) Notices shall be prominently displayed at any area used for smoking, requesting patrons to respect the needs of local residents and use the area quietly.
- 12) No collections of waste or recycling materials (including bottles) from the premises shall take place between 23:00 and 07:00 hours on the following day.

#### ANNEX3

- 1) Between Sundays and Thursdays (inclusive) the following hours shall apply:

Live and recorded music to cease at 23:00hrs

Supply of alcohol to cease at 23:30 hours

Premises to close at midnight

- 2) Fridays and Saturdays the following hours shall apply:

Live and recorded music to cease at midnight

Supply of alcohol to cease at 00:30 hours

Premises to close at 01:00 hours

- 3) The designated premises supervisor shall post notices at all exits reminding customers to respect the neighbours and leave the premises promptly and quietly.

- 4) The Designated premises supervisor shall encourage patrons to leave the car park within 15 minutes of closing time

- 5) The patio/outside seating area will be closed to customers at 22:00 hours every night

- 6) Records of any complaints, incidents and meetings in relation to the four licensing objectives made by local residents/neighbours shall be kept by the applicant for a period of 6 years, and shall be made available at all times for inspection by Licensing Officers.

## Section 4 of 9

### LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises

[\(see also guidance on completing the form, note 6\):](#)

- 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
- The giving of a late temporary event notice

[\(See also guidance on completing the form, note 7\).](#)

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

[\(See also guidance on completing the form, note 8\).](#)

### Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

## Page 31

State the dates on which you intend to use these premises for licensable activities

Continued from previous page...

(see also guidance on completing the form, note 9)

Event start date  /  /   
dd mm yyyy

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

Event end date  /  /   
dd mm yyyy

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

(see also guidance on 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, including any staff, organisers or performers

Note that the maximum number of people cannot exceed 499.

(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
- Off 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

### Section 6 of 9

#### PERSONAL LICENCE HOLDERS (See also guidance on completing the form, note 14)

Do you currently hold a valid personal licence?  Yes  No

Provide the details of your personal licence below.

*Continued from previous page...* Issuing licensing authority

Licence number

Date of issue

/  /   
dd mm yyyy

Any further relevant details

### 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 calendar year as the event for which you are now giving this temporary event notice?

Yes  No

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

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  Yes  No
- b) Begins 24 hours or less after the event period proposed in this notice?

### Section 8 of 9

#### ASSOCIATES AND BUSINESS COLLEAGUES [\(See also guidance on completing the form, note 16\)](#)

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?

Yes  No

*Continued from previous page...*

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?
- 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?

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?
- Yes  No

## Section 9 of 9

### 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 [\(See also guidance on completing the form, note 19\)](#)

- \* 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

Ticking this box indicates you have read and understood the above declaration

**Continued from previous page...**

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     
dd mm yyyy

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/stevenage/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

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](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [Next >](#)

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\* required information

**Section 1 of 9**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  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 behalf of the applicant?

- Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

A sole trader is a business owned by one 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.

**Applicant Business**

Is your business registered in the UK with Companies House?  Yes  No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

VAT number

Legal status

If your business is registered, use its registered name.

Put "none" if you are not registered for VAT.

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**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

National Insurance number

This box need not be completed if you are an 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

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.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

### Additional Contact Details

Are the contact details the same as (or similar to) those given in section one?

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.

- Yes  No

E-mail

Telephone number

Other telephone number

### Section 3 of 9

#### THE PREMISES

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

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). [\(See also guidance on completing the form, note 2\)](#)

\* Does the premises have an address?

- Yes  No

#### Address

Is the address the same as (or 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 required. Select "No" to enter a completely new set of details.

- Yes  No

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

\* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

- Neither  Premises licence  Club premises certificate

\* Premises licence number

#### Location Details

\* Provide further details about the location of the event

*Continued from previous page...*

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below ([see also guidance on completing the form, note 3](#))

Describe the nature of the premises below ([see also guidance on completing the form, note 4](#))

PUBLIC HOUSE

Describe the nature of the event below ([see also guidance on completing the form, note 5](#))

DJ in main bar of the premises and to extend our licensing hours to 00:00

All licensing conditions outlined within the premises license will be adopted for this event including the following; Annex 2)

1) When the licenses premises are being used for the purpose of public dancing, music and other public entertainment of the like kind:

- a) The maximum number of persons to be allowed at any one time shall not exceed 130 persons;
- b) During public entertainments, both the front entrance and car park elevation entrance inner lobby door, shall remain closed but unlocked and usable as a fire escape.
- c) During public entertainments, both external exit/entrance doors to the front entrance and car park elevation entrances, shall be allowed to return to the fully closed position when not being used.
- d) The rear fire escape route (via the female toilets) doors shall be maintained in a closed position but not locked and shall not be held back or fastened in an open position.
- e) Noise or vibration shall not emanate from the premises so as to cause a public nuisance.
- f) All musical equipment used at events where there is amplified, recorded and live music shall be routed through the sound limiter device and only via the four dedicated and clearly marked stage power sockets. The sound limiter device shall be set to a level which will not cause a public nuisance to the noise sensitive receptors.
- g) The maximum internal sound pressure level by the sound limiter device must be agreed with Stevenage Borough Council's Environmental Health Officers and set with their supervision by the operating tenant/manager.
- h) The setting of the sound limiter device must be followed by a sound limiter calibration certificate which must demonstrate the calibration methodology and agreed total music sound pressure along with maximum sound pressure at low frequencies in the range between 63Hz and 250Hz
- i) The sound limiter device calibration certificate must be approved by the Licensing Authority and the sound limiter device must operate according to the approved certificate at all times.
- j) the operational panel of the noise limiter device shall be secured to the satisfaction of the Environmental Health Officer or Licensing Officer of Stevenage Borough Council. The keys or the password securing access to the sound limiter device's operational panel must only be held or known by a responsible person nominated by the licensee and shall not be accessed by any other person. The limiter shall not be altered without prior agreement of the Licensing Authority.
- k) The noise limiter control sockets must be clearly visible from the adjacent bar area and not be obstructed in any way.
- l) The window acoustic infills shall be installed to the flat window nearest to the stage and also the bay window nearest to the stage at all times during events involving amplified, live and recorded music as outlined in the acoustic certificate dated 5th February 2024
- m) During Public Entertainment the management of the premises shall ensure that the windows in the lounge bar area and the windows in the toilets accessible via the stage area remain closed. ventilation is to be provided via the extract ventilation system.
- n) Where patrons congregate outside after 21:00hrs, a member of staff shall be situated outside until the area is empty of patrons and maintain order and control noise at all times.

2) Disruptive customers, known drug users/dealers entering the premises will be refused service and will be asked to leave.

3) There will be no serving of drunks.

4) The premises will always have a range of soft drinks on sale.

*Continued from previous page...*

- 5) The premises license holder will ensure all bar staff are trained in relation to the legislation relating to the sale of alcohol to drunken persons
- 6) The pub will be a member of local Pubwatch scheme
- 7) The DPS or his/her deputies will ensure that tables are cleared of glassware regularly and will monitor customers to ensure glasses/bottles are not taken from the premises.
- 8) no music shall be played in or transmitted to any outside area.
- 9) Children under 18 will not be allowed into the premises after 22:00hrs.
- 10) Except for patrons leaving the premises temporarily to smoke, the external areas shall close at 22:00hrs. Patrons leaving the premises temporarily to smoke after 22:00hrs will not be permitted to take drinks outside with them, and shall only be permitted to smoke in the 'Seating Area' or 'Smoking Area' on plan 543\_L02 C. Adequate notices shall be displayed in appropriate locations to ensure that this information is brought to the attention of patrons.
- 11) Notices shall be prominently displayed at any area used for smoking, requesting patrons to respect the needs of local residents and use the area quietly.
- 12) No collections of waste or recycling materials (including bottles) from the premises shall take place between 23:00 and 07:00 hours on the following day.

#### ANNEX3

- 1) Between Sundays and Thursdays (inclusive) the following hours shall apply:

Live and recorded music to cease at 23:00hrs

Supply of alcohol to cease at 23:30 hours

Premises to close at midnight

- 2) Fridays and Saturdays the following hours shall apply:

Live and recorded music to cease at midnight

Supply of alcohol to cease at 00:30 hours

Premises to close at 01:00 hours

- 3) The designated premises supervisor shall post notices at all exits reminding customers to respect the neighbours and leave the premises promptly and quietly.

- 4) The Designated premises supervisor shall encourage patrons to leave the car park within 15 minutes of closing time

- 5) The patio/outside seating area will be closed to customers at 22:00 hours every night

- 6) Records of any complaints, incidents and meetings in relation to the four licensing objectives made by local residents/neighbours shall be kept by the applicant for a period of 6 years, and shall be made available at all times for inspection by Licensing Officers.

## Section 4 of 9

### LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises

[\(see also guidance on completing the form, note 6\):](#)

- 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
- The giving of a late temporary event notice

[\(See also guidance on completing the form, note 7\).](#)

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

[\(See also guidance on completing the form, note 8\).](#)

### Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

## Page 41

State the dates on which you intend to use these premises for licensable activities

Continued from previous page...

(see also guidance on completing the form, note 9)

Event start date  /  /   
dd mm yyyy

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

Event end date  /  /   
dd mm yyyy

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

(see also guidance on 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, including any staff, organisers or performers

Note that the maximum number of people cannot exceed 499.

(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
- Off 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

**Section 6 of 9**

**PERSONAL LICENCE HOLDERS** (See also guidance on completing the form, note 14)

Do you currently hold a valid personal licence?  Yes  No

Provide the details of your personal licence below.

Continued from previous page... Issuing licensing authority

Licence number

Date of issue  /  /   
dd mm yyyy

Any further relevant details

**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 calendar year as the event for which you are now giving this temporary event notice?

Yes  No

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

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  Yes  No

b) Begins 24 hours or less after the event period proposed in this notice?

**Section 8 of 9**

**ASSOCIATES AND BUSINESS COLLEAGUES** [\(See also guidance on completing the form, note 16\)](#)

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?

Yes  No

*Continued from previous page...*

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?
- 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?

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?
- Yes  No

## Section 9 of 9

### 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 [\(See also guidance on completing the form, note 19\)](#)

- \* 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

Ticking this box indicates you have read and understood the above declaration

**Continued from previous page...**

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     
dd mm yyyy

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/stevenage/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

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](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [Next >](#)

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\* required information

**Section 1 of 9**

You can save the form at any time 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

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 behalf of the applicant?

- Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

- Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one 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.

**Applicant Business**

Is your business registered in the UK with Companies House?

- Yes  No

Note: completing the Applicant Business section is optional in this form.

Registration number

16371028

Business name

Valley Way Pub Company

If your business is registered, use its registered name.

VAT number

GB NONE

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**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

National Insurance number

This box need not be completed if you are an 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

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.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

### Additional Contact Details

Are the contact details the same as (or similar to) those given in section one?

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.

- Yes  No

E-mail

Telephone number

Other telephone number

### Section 3 of 9

#### THE PREMISES

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

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). [\(See also guidance on completing the form, note 2\)](#)

\* Does the premises have an address?

- Yes  No

#### Address

Is the address the same as (or 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 required. Select "No" to enter a completely new set of details.

- Yes  No

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

\* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

- Neither  Premises licence  Club premises certificate

\* Premises licence number

#### Location Details

\* Provide further details about the location of the event

*Continued from previous page...*

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below ([see also guidance on completing the form, note 3](#))

Describe the nature of the premises below ([see also guidance on completing the form, note 4](#))

PUBLIC HOUSE

Describe the nature of the event below ([see also guidance on completing the form, note 5](#))

DJ in main bar of the premises and to extend our licensing hours to 01:00

All licensing conditions outlined within the premises license will be adopted for this event including the following; Annex 2)

1) When the licenses premises are being used for the purpose of public dancing, music and other public entertainment of the like kind:

- a) The maximum number of persons to be allowed at any one time shall not exceed 130 persons;
- b) During public entertainments, both the front entrance and car park elevation entrance inner lobby door, shall remain closed but unlocked and usable as a fire escape.
- c) During public entertainments, both external exit/entrance doors to the front entrance and car park elevation entrances, shall be allowed to return to the fully closed position when not being used.
- d) The rear fire escape route (via the female toilets) doors shall be maintained in a closed position but not locked and shall not be held back or fastened in an open position.
- e) Noise or vibration shall not emanate from the premises so as to cause a public nuisance.
- f) All musical equipment used at events where there is amplified, recorded and live music shall be routed through the sound limiter device and only via the four dedicated and clearly marked stage power sockets. The sound limiter device shall be set to a level which will not cause a public nuisance to the noise sensitive receptors.
- g) The maximum internal sound pressure level by the sound limiter device must be agreed with Stevenage Borough Council's Environmental Health Officers and set with their supervision by the operating tenant/manager.
- h) The setting of the sound limiter device must be followed by a sound limiter calibration certificate which must demonstrate the calibration methodology and agreed total music sound pressure along with maximum sound pressure at low frequencies in the range between 63Hz and 250Hz
- i) The sound limiter device calibration certificate must be approved by the Licensing Authority and the sound limiter device must operate according to the approved certificate at all times.
- j) the operational panel of the noise limiter device shall be secured to the satisfaction of the Environmental Health Officer or Licensing Officer of Stevenage Borough Council. The keys or the password securing access to the sound limiter device's operational panel must only be held or known by a responsible person nominated by the licensee and shall not be accessed by any other person. The limiter shall not be altered without prior agreement of the Licensing Authority.
- k) The noise limiter control sockets must be clearly visible from the adjacent bar area and not be obstructed in any way.
- l) The window acoustic infills shall be installed to the flat window nearest to the stage and also the bay window nearest to the stage at all times during events involving amplified, live and recorded music as outlined in the acoustic certificate dated 5th February 2024
- m) During Public Entertainment the management of the premises shall ensure that the windows in the lounge bar area and the windows in the toilets accessible via the stage area remain closed. ventilation is to be provided via the extract ventilation system.
- n) Where patrons congregate outside after 21:00hrs, a member of staff shall be situated outside until the area is empty of patrons and maintain order and control noise at all times.

2) Disruptive customers, known drug users/dealers entering the premises will be refused service and will be asked to leave.

3) There will be no serving of drunks.

4) The premises will always have a range of soft drinks on sale.

*Continued from previous page...*

- 5) The premises license holder will ensure all bar staff are trained in relation to the legislation relating to the sale of alcohol to drunken persons
- 6) The pub will be a member of local Pubwatch scheme
- 7) The DPS or his/her deputies will ensure that tables are cleared of glassware regularly and will monitor customers to ensure glasses/bottles are not taken from the premises.
- 8) no music shall be played in or transmitted to any outside area.
- 9) Children under 18 will not be allowed into the premises after 22:00hrs.
- 10) Except for patrons leaving the premises temporarily to smoke, the external areas shall close at 22:00hrs. Patrons leaving the premises temporarily to smoke after 22:00hrs will not be permitted to take drinks outside with them, and shall only be permitted to smoke in the 'Seating Area' or 'Smoking Area' on plan 543\_L02 C. Adequate notices shall be displayed in appropriate locations to ensure that this information is brought to the attention of patrons.
- 11) Notices shall be prominently displayed at any area used for smoking, requesting patrons to respect the needs of local residents and use the area quietly.
- 12) No collections of waste or recycling materials (including bottles) from the premises shall take place between 23:00 and 07:00 hours on the following day.

#### ANNEX3

- 1) Between Sundays and Thursdays (inclusive) the following hours shall apply:

Live and recorded music to cease at 23:00hrs

Supply of alcohol to cease at 23:30 hours

Premises to close at midnight

- 2) Fridays and Saturdays the following hours shall apply:

Live and recorded music to cease at midnight

Supply of alcohol to cease at 00:30 hours

Premises to close at 01:00 hours

- 3) The designated premises supervisor shall post notices at all exits reminding customers to respect the neighbours and leave the premises promptly and quietly.

- 4) The Designated premises supervisor shall encourage patrons to leave the car park within 15 minutes of closing time

- 5) The patio/outside seating area will be closed to customers at 22:00 hours every night

- 6) Records of any complaints, incidents and meetings in relation to the four licensing objectives made by local residents/neighbours shall be kept by the applicant for a period of 6 years, and shall be made available at all times for inspection by Licensing Officers.

## Section 4 of 9

### LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises

[\(see also guidance on completing the form, note 6\):](#)

- 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
- The giving of a late temporary event notice

[\(See also guidance on completing the form, note 7\).](#)

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

[\(See also guidance on completing the form, note 8\).](#)

### Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

## Page 51

State the dates on which you intend to use these premises for licensable activities

Continued from previous page...

(see also guidance on completing the form, note 9)

Event start date  /  /   
dd mm yyyy

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

Event end date  /  /   
dd mm yyyy

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

(see also guidance on 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, including any staff, organisers or performers

Note that the maximum number of people cannot exceed 499.

(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
- Off 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

**Section 6 of 9**

**PERSONAL LICENCE HOLDERS** (See also guidance on completing the form, note 14)

Do you currently hold a valid personal licence?  Yes  No

Provide the details of your personal licence below.

*Continued from previous page...* Issuing licensing authority

	<input type="text"/>
Licence number	<input type="text"/>
Date of issue	<input type="text"/> / <input type="text"/> / <input type="text"/> dd mm yyyy
Any further relevant details	<input type="text"/>

**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 calendar year as the event for which you are now giving this temporary event notice?

Yes  No

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

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  Yes  No

b) Begins 24 hours or less after the event period proposed in this notice?

**Section 8 of 9**

**ASSOCIATES AND BUSINESS COLLEAGUES** [\(See also guidance on completing the form, note 16\)](#)

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?

Yes  No

*Continued from previous page...*

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?
- 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?

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?
- Yes  No

## Section 9 of 9

### 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 [\(See also guidance on completing the form, note 19\)](#)

- \* 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

Ticking this box indicates you have read and understood the above declaration

**Continued from previous page...**

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     
dd mm yyyy

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/stevenage/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

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](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [Next >](#)

This page is intentionally left blank

\* required information

**Section 1 of 9**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  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 behalf of the applicant?

- Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

A sole trader is a business owned by one 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.

**Applicant Business**

Is your business registered in the UK with Companies House?  Yes  No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

VAT number

Legal status

If your business is registered, use its registered name.

Put "none" if you are not registered for VAT.

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**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

National Insurance number

This box need not be completed if you are an 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

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.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

### Additional Contact Details

Are the contact details the same as (or similar to) those given in section one?

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.

- Yes  No

E-mail

Telephone number

Other telephone number

### Section 3 of 9

#### THE PREMISES

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

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). [\(See also guidance on completing the form, note 2\)](#)

\* Does the premises have an address?

- Yes  No

#### Address

Is the address the same as (or 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 required. Select "No" to enter a completely new set of details.

- Yes  No

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

\* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

- Neither  Premises licence  Club premises certificate

\* Premises licence number

#### Location Details

\* Provide further details about the location of the event

*Continued from previous page...*

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below ([see also guidance on completing the form, note 3](#))

Describe the nature of the premises below ([see also guidance on completing the form, note 4](#))

PUBLIC HOUSE

Describe the nature of the event below ([see also guidance on completing the form, note 5](#))

DJ in main bar of the premises and to extend our licensing hours to 01:00

All licensing conditions outlined within the premises license will be adopted for this event including the following; Annex 2)

1) When the licenses premises are being used for the purpose of public dancing, music and other public entertainment of the like kind:

- a) The maximum number of persons to be allowed at any one time shall not exceed 130 persons;
- b) During public entertainments, both the front entrance and car park elevation entrance inner lobby door, shall remain closed but unlocked and usable as a fire escape.
- c) During public entertainments, both external exit/entrance doors to the front entrance and car park elevation entrances, shall be allowed to return to the fully closed position when not being used.
- d) The rear fire escape route (via the female toilets) doors shall be maintained in a closed position but not locked and shall not be held back or fastened in an open position.
- e) Noise or vibration shall not emanate from the premises so as to cause a public nuisance.
- f) All musical equipment used at events where there is amplified, recorded and live music shall be routed through the sound limiter device and only via the four dedicated and clearly marked stage power sockets. The sound limiter device shall be set to a level which will not cause a public nuisance to the noise sensitive receptors.
- g) The maximum internal sound pressure level by the sound limiter device must be agreed with Stevenage Borough Council's Environmental Health Officers and set with their supervision by the operating tenant/manager.
- h) The setting of the sound limiter device must be followed by a sound limiter calibration certificate which must demonstrate the calibration methodology and agreed total music sound pressure along with maximum sound pressure at low frequencies in the range between 63Hz and 250Hz
- i) The sound limiter device calibration certificate must be approved by the Licensing Authority and the sound limiter device must operate according to the approved certificate at all times.
- j) the operational panel of the noise limiter device shall be secured to the satisfaction of the Environmental Health Officer or Licensing Officer of Stevenage Borough Council. The keys or the password securing access to the sound limiter device's operational panel must only be held or known by a responsible person nominated by the licensee and shall not be accessed by any other person. The limiter shall not be altered without prior agreement of the Licensing Authority.
- k) The noise limiter control sockets must be clearly visible from the adjacent bar area and not be obstructed in any way.
- l) The window acoustic infills shall be installed to the flat window nearest to the stage and also the bay window nearest to the stage at all times during events involving amplified, live and recorded music as outlined in the acoustic certificate dated 5th February 2024
- m) During Public Entertainment the management of the premises shall ensure that the windows in the lounge bar area and the windows in the toilets accessible via the stage area remain closed. ventilation is to be provided via the extract ventilation system.
- n) Where patrons congregate outside after 21:00hrs, a member of staff shall be situated outside until the area is empty of patrons and maintain order and control noise at all times.

2) Disruptive customers, known drug users/dealers entering the premises will be refused service and will be asked to leave.

3) There will be no serving of drunks.

4) The premises will always have a range of soft drinks for sale.

*Continued from previous page...*

- 5) The premises license holder will ensure all bar staff are trained in relation to the legislation relating to the sale of alcohol to drunken persons
- 6) The pub will be a member of local Pubwatch scheme
- 7) The DPS or his/her deputies will ensure that tables are cleared of glassware regularly and will monitor customers to ensure glasses/bottles are not taken from the premises.
- 8) no music shall be played in or transmitted to any outside area.
- 9) Children under 18 will not be allowed into the premises after 22:00hrs.
- 10) Except for patrons leaving the premises temporarily to smoke, the external areas shall close at 22:00hrs. Patrons leaving the premises temporarily to smoke after 22:00hrs will not be permitted to take drinks outside with them, and shall only be permitted to smoke in the 'Seating Area' or 'Smoking Area' on plan 543\_L02 C. Adequate notices shall be displayed in appropriate locations to ensure that this information is brought to the attention of patrons.
- 11) Notices shall be prominently displayed at any area used for smoking, requesting patrons to respect the needs of local residents and use the area quietly.
- 12) No collections of waste or recycling materials (including bottles) from the premises shall take place between 23:00 and 07:00 hours on the following day.

#### ANNEX3

- 1) Between Sundays and Thursdays (inclusive) the following hours shall apply:  
Live and recorded music to cease at 23:00hrs  
Supply of alcohol to cease at 23:30 hours  
Premises to close at midnight
- 2) Fridays and Saturdays the following hours shall apply:  
Live and recorded music to cease at midnight  
Supply of alcohol to cease at 00:30 hours  
Premises to close at 01:00 hours
- 3) The designated premises supervisor shall post notices at all exits reminding customers to respect the neighbours and leave the premises promptly and quietly.
- 4) The Designated premises supervisor shall encourage patrons to leave the car park within 15 minutes of closing time
- 5) The patio/outside seating area will be closed to customers at 22:00 hours every night
- 6) Records of any complaints, incidents and meetings in relation to the four licensing objectives made by local residents/ neighbours shall be kept by the applicant for a period of 6 years, and shall be made available at all times for inspection by Licensing Officers.

### Section 4 of 9

#### LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises

[\(see also guidance on completing the form, note 6\):](#)

- 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
- The giving of a late temporary event notice

[\(See also guidance on completing the form, note 7\).](#)

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

[\(See also guidance on completing the form, note 8\).](#)

#### Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

### Page 61

State the dates on which you intend to use these premises for licensable activities

Continued from previous page...

(see also guidance on completing the form, note 9)

Event start date  /  /   
dd mm yyyy

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

Event end date  /  /   
dd mm yyyy

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

(see also guidance on 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, including any staff, organisers or performers

Note that the maximum number of people cannot exceed 499.

(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
- Off 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

**Section 6 of 9**

**PERSONAL LICENCE HOLDERS** (See also guidance on completing the form, note 14)

Do you currently hold a valid personal licence?  Yes  No

Provide the details of your personal licence below.

Continued from previous page... Issuing licensing authority

Licence number

Date of issue

/  /

dd mm yyyy

Any further relevant details

### 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 calendar year as the event for which you are now giving this temporary event notice?

Yes  No

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

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  Yes  No
- b) Begins 24 hours or less after the event period proposed in this notice?

### Section 8 of 9

#### ASSOCIATES AND BUSINESS COLLEAGUES [\(See also guidance on completing the form, note 16\)](#)

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?

Yes  No

*Continued from previous page...*

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?
- 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?

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?
- Yes  No

## Section 9 of 9

### 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 [\(See also guidance on completing the form, note 19\)](#)

- \* 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

Ticking this box indicates you have read and understood the above declaration

**Continued from previous page...**

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  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/stevenage/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

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](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [Next >](#)

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Licensing Act 2003

**OBJECTION NOTICE FROM RESPONSIBLE AUTHORITIES**  
**Stevenage Borough Council LICENSING AUTHORITY**

**Section 104 Licensing Act 2003 (as amended)**

**Responsible Authority: Environmental Health**

**Relevant person:**

<b>Your Name</b>	[REDACTED]
<b>Job Title</b>	Environmental Health Officer
<b>Postal address</b>	Stevenage Borough Council Daneshill House Danestrete Stevenage Herts, SG1 1HN
<b>Email Address</b>	[REDACTED]
<b>Contact telephone number</b>	[REDACTED]

<b>Name of the premises you are making an objection about</b>	The Royal Oak PH
<b>Address of the premises you are making an objection about</b>	24 Walkern Road Stevenage Hertfordshire SG1 3RA
<b>Date and time of proposed event</b>	22 <sup>nd</sup> May 2026 23:00 – 01:00 23 <sup>rd</sup> May 2026
<b>Applicant</b>	Valley Way Pub Company
<b>Date TEN Received</b>	28 <sup>th</sup> April 2026


Environmental Health, being a nominated Responsible Authority under the Licensing Act 2003, wish to make an objection to this Temporary Event Notice (TEN) pursuant of Section 104 of the Licensing Act 2003.

Our objection(s) are made in consideration to the below licensing objectives, as we believe the proposed event will undermine the cited objective(s):

**Licensing Objections**

<b><i>Which of the four licensing Objectives does your representation relate to?</i></b>	<b><i>Yes Or No</i></b>	<b><i>Nature of objection Please use continuation sheet as required</i></b>
<b>To prevent crime and disorder</b>	No	N/A
<b>Public safety</b>	Yes	The proposed event is to take place at a venue that is already subject to regulatory control via a Premises Licence (reference SBCL0076). However, the controls set out in the Operating Schedule to this licence won't automatically apply to the proposed event and therefore there is a significant risk that it will undermine the public safety licensing objective, with particular regard to fire safety.
<b>To prevent public nuisance</b>	Yes	The proposed event (which includes regulated entertainment) is to take place at a venue that is already subject to regulatory control via a Premises Licence (reference SBCL0076). However, the controls set out in the Operating Schedule to this licence relating to the prevention of public nuisance licensing objective won't automatically apply and therefore there is a significant risk that the event will undermine the objective.
<b>To protect children from harm</b>	No	N/A

Should you require clarification on any matter being made, please contact the named officer to discuss further.

Signed: 

Date: 30<sup>th</sup> April 2026

This form must be returned to Licensing Team at Stevenage Borough Council within the statutory period (3 working days).

The objector must also serve copies on the applicant and the police.



**Licensing Act 2003**

**OBJECTION NOTICE FROM RESPONSIBLE AUTHORITIES  
Stevenage Borough Council LICENSING AUTHORITY**

**Section 104 Licensing Act 2003 (as amended)**

**Responsible Authority: Environmental Health**

**Relevant person:**

<b>Your Name</b>	[REDACTED]
<b>Job Title</b>	Environmental Health Officer
<b>Postal address</b>	Stevenage Borough Council Daneshill House Danestrete Stevenage Herts, SG1 1HN
<b>Email Address</b>	[REDACTED]
<b>Contact telephone number</b>	[REDACTED]

<b>Name of the premises you are making an objection about</b>	The Royal Oak PH
<b>Address of the premises you are making an objection about</b>	24 Walkern Road Stevenage Hertfordshire SG1 3RA
<b>Date and time of proposed event</b>	24 <sup>th</sup> May 2026 23:00 – 00:00 25 <sup>th</sup> May 2026
<b>Applicant</b>	Valley Way Pub Company
<b>Date TEN Received</b>	28 <sup>th</sup> April 2026

Environmental Health, being a nominated Responsible Authority under the Licensing Act 2003, wish to make an objection to this Temporary Event Notice (TEN) pursuant of Section 104 of the Licensing Act 2003.

Our objection(s) are made in consideration to the below licensing objectives, as we believe the proposed event will undermine the cited objective(s):

**Licensing Objections**

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<b>Public safety</b>	Yes	The proposed event is to take place at a venue that is already subject to regulatory control via a Premises Licence (reference SBCL0076). However, the controls set out in the Operating Schedule to this licence won't automatically apply to the proposed event and therefore there is a significant risk that it will undermine the public safety licensing objective, with particular regard to fire safety.
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<b>To protect children from harm</b>	No	N/A

Should you require clarification on any matter being made, please contact the named officer to discuss further.

Signed: 

Date: 30<sup>th</sup> April 2026

This form must be returned to Licensing Team at Stevenage Borough Council within the statutory period (3 working days).

The objector must also serve copies on the applicant and the police.



Licensing Act 2003

**OBJECTION NOTICE FROM RESPONSIBLE AUTHORITIES**  
**Stevenage Borough Council LICENSING AUTHORITY**

**Section 104 Licensing Act 2003 (as amended)**

**Responsible Authority: Environmental Health**

**Relevant person:**

<b>Your Name</b>	[REDACTED]
<b>Job Title</b>	Environmental Health Officer
<b>Postal address</b>	Stevenage Borough Council Daneshill House Danestrete Stevenage Herts, SG1 1HN
<b>Email Address</b>	[REDACTED]
<b>Contact telephone number</b>	[REDACTED]

<b>Name of the premises you are making an objection about</b>	The Royal Oak PH
<b>Address of the premises you are making an objection about</b>	24 Walkern Road Stevenage Hertfordshire SG1 3RA
<b>Date and time of proposed event</b>	1 <sup>st</sup> August 2026 23:00 – 01:00 2 <sup>nd</sup> August 2026
<b>Applicant</b>	Valley Way Pub Company
<b>Date TEN Received</b>	28 <sup>th</sup> April 2026

Environmental Health, being a nominated Responsible Authority under the Licensing Act 2003, wish to make an objection to this Temporary Event Notice (TEN) pursuant of Section 104 of the Licensing Act 2003.

Our objection(s) are made in consideration to the below licensing objectives, as we believe the proposed event will undermine the cited objective(s):

**Licensing Objections**

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<b>To prevent crime and disorder</b>	No	N/A
<b>Public safety</b>	Yes	The proposed event is to take place at a venue that is already subject to regulatory control via a Premises Licence (reference SBCL0076). However, the controls set out in the Operating Schedule to this licence won't automatically apply to the proposed event and therefore there is a significant risk that it will undermine the public safety licensing objective, with particular regard to fire safety.
<b>To prevent public nuisance</b>	Yes	The proposed event (which includes regulated entertainment) is to take place at a venue that is already subject to regulatory control via a Premises Licence (reference SBCL0076). However, the controls set out in the Operating Schedule to this licence relating to the prevention of public nuisance licensing objective won't automatically apply and therefore there is a significant risk that the event will undermine the objective.
<b>To protect children from harm</b>	No	N/A

Should you require clarification on any matter being made, please contact the named officer to discuss further.

Signed: 

Date: 30<sup>th</sup> April 2026

This form must be returned to Licensing Team at Stevenage Borough Council within the statutory period (3 working days).

The objector must also serve copies on the applicant and the police.



Licensing Act 2003

**OBJECTION NOTICE FROM RESPONSIBLE AUTHORITIES**  
**Stevenage Borough Council LICENSING AUTHORITY**

**Section 104 Licensing Act 2003 (as amended)**

**Responsible Authority: Environmental Health**

**Relevant person:**

<b>Your Name</b>	[REDACTED]
<b>Job Title</b>	Environmental Health Officer
<b>Postal address</b>	Stevenage Borough Council Daneshill House Danestrete Stevenage Herts, SG1 1HN
<b>Email Address</b>	[REDACTED]
<b>Contact telephone number</b>	[REDACTED]

<b>Name of the premises you are making an objection about</b>	The Royal Oak PH
<b>Address of the premises you are making an objection about</b>	24 Walkern Road Stevenage Hertfordshire SG1 3RA
<b>Date and time of proposed event</b>	8 <sup>th</sup> August 2026 23:00 – 01:00 9 <sup>th</sup> August 2026
<b>Applicant</b>	Valley Way Pub Company
<b>Date TEN Received</b>	28 <sup>th</sup> April 2026

Environmental Health, being a nominated Responsible Authority under the Licensing Act 2003, wish to make an objection to this Temporary Event Notice (TEN) pursuant of Section 104 of the Licensing Act 2003.

Our objection(s) are made in consideration to the below licensing objectives, as we believe the proposed event will undermine the cited objective(s):

**Licensing Objections**

<b><i>Which of the four licensing Objectives does your representation relate to?</i></b>	<b><i>Yes Or No</i></b>	<b><i>Nature of objection Please use continuation sheet as required</i></b>
<b>To prevent crime and disorder</b>	No	N/A
<b>Public safety</b>	Yes	The proposed event is to take place at a venue that is already subject to regulatory control via a Premises Licence (reference SBCL0076). However, the controls set out in the Operating Schedule to this licence won't automatically apply to the proposed event and therefore there is a significant risk that it will undermine the public safety licensing objective, with particular regard to fire safety.
<b>To prevent public nuisance</b>	Yes	The proposed event (which includes regulated entertainment) is to take place at a venue that is already subject to regulatory control via a Premises Licence (reference SBCL0076). However, the controls set out in the Operating Schedule to this licence relating to the prevention of public nuisance licensing objective won't automatically apply and therefore there is a significant risk that the event will undermine the objective.
<b>To protect children from harm</b>	No	N/A

Should you require clarification on any matter being made, please contact the named officer to discuss further.

Signed: 

Date: 30<sup>th</sup> April 2026

This form must be returned to Licensing Team at Stevenage Borough Council within the statutory period (3 working days).

The objector must also serve copies on the applicant and the police.



**THE ROYAL OAK PUBLIC HOUSE  
24 WALKERN ROAD  
STEVENAGE**

**TEMPORARY EVENT NOTICES  
FOR**

**22ND MAY 2026 23:00 – 01:00 23RD MAY 2026  
24TH MAY 2026 23:00 – 00:00 25TH MAY 2026  
1ST AUGUST 2026 23:00 – 01:00 2ND AUGUST 2026  
8TH AUGUST 2026 23:00 – 01:00 9TH AUGUST 2026**

**SECTION 104 NOTICE EVIDENCE REPORT  
BY THE  
RESPONSIBLE AUTHORITY  
FOR POLLUTION CONTROL  
&  
HEALTH & SAFETY**

**5<sup>TH</sup> MAY 2026**

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2. Key elements of investigation into noise emanating from premises
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## Executive Summary

This document provides an evidence base and rationale for the Section 104 Notice given in connection with a Temporary Event Notices (TENs) received by the Stevenage Borough Council Licensing Authority on 28th April 2026 as regards The Royal Oak PH.

The Royal Oak PH has a long regulatory history concerning noise from a number of activities undertaken at the venue and in connection with it. During the course of 2025, and so far in 2026, complaints from nearby residents have been received by the Council in connection with noise from entertainment, patrons, and to a lesser degree early morning waste collections. The investigation prompted by these complaints upheld the first two and resulted in extensive discussions with the Premises Licence holder during the summer and autumn 2025; this resulted in a revised Premises Licence which strengthened controls regarding entertainment, patron, and waste collection noise.

Six Temporary Event Notices were submitted as regards events scheduled for December 2025 – five resulted in counter notices with one, relating to New Years Eve, was permitted on second consideration by the Licensing Authority, subject to the imposition of a number of conditions.

The events described in the TENs for May and August 2026 are likely, if unrestrained by mitigations measures, result in a significant weakening of the regulation of the venue as regards the Licensing Act 2003 and would likely expose local residents to excessive noise disturbance and its customers to elevated health & safety risks.

The TEN notifier, and also Designated Premises Supervisor for the venue, Mr [REDACTED] has suggested that these risks can be adequately managed by the application of relevant conditions associated with the Premises Licence for the venue. Should the Licensing Committee be in agreement with this approach I would advise it to apply all Operating Schedule conditions proposed save for ANNEX 3 (1) and (2) which I believe would be irrational in the context of some of the events proposed.

Alternatively, If the Committee believes that a Counter Notice is warranted in respect of these TENs the venue may still operate, albeit for slightly less hours, as permitted by its current Premises Licence.

## 1. Introduction and Background

1.1 The author of this objection is [REDACTED] an *Authorised Person* of the Council as defined by Section 69(2)(d) of the Licensing Act 2003: '*...an officer of a local authority, in whose area the premises are situated, who is authorised by that authority for the purpose of exercising one or more of its statutory functions in relation to minimising or preventing the risk of pollution of the environment or of harm to human health.*'

1.2 This objection is made in pursuant to Section 104 of the Licensing Act 2003 by the Council acting as a *Responsible Authority* as defined by:

Section 69(4)(e) of the Act: '*... the local authority by which statutory functions are exercisable in any area in which the premises are situated in relation to minimising or preventing the risk of pollution of the environment or of harm to human health.*'

And

Section 69(4)(c) of the Act: '*...the enforcing authority within the meaning given by section 18 of the Health and Safety at Work etc. Act 1974 (c. 37) for any area in which the premises are situated.*'

1.3 I formally served four Section 104 notices on 30<sup>th</sup> April 2026 in respect of the Temporary Event Notices (TEN) received by the Licensing Authority on 28<sup>th</sup> April 2026 having regard to the *prevention of public nuisance* licensing objective as set out in Section 4(2)(c) of the Licensing Act 2003 and the public safety objective contained within Section 4(2)(b).

1.4 I am a Chartered Environmental Health Practitioner and have performed pollution control regulatory duties for local authorities since 1992. I hold a BSc. (Hons) in Environmental Health and a Post Graduate Diploma in Acoustics and Noise Control. I was a guest lecturer at Kings College London (KCL) between 2004 and 2012 where I taught acoustics and noise control on its undergraduate and post-graduate degree programmes. I am a corporate member of both the Chartered Institute of Environmental Health and the Institute of Acoustics. I also provide advice on risk management matters to the Chief Constable and Police and Crime Commissioner of Hertfordshire.

## 1.5 Description of premises

The Royal Oak public house is a detached building situated off Walkern Road in north-east Stevenage (please see plans overpage). It is understood that the main structure of the pub was erected around 1899 with subsequent alternations taking place, such as



Royal Oak, 1932

regards the northeastern façade. There are no development control applications or decisions recorded on the Council’s public access system for the site.

### 1.5.1 Location plan

The satellite image below shows the location of The Royal Oak PH (see red pin) in the context of other development in area



### 1.5.2 Land boundaries

The red line on the plan, below, shows the demise of land parcel (Title reference HD416261) on which The Royal Oak PH is situated (source: HM Land Registry, 2025)



### 1.5.3 Spatial arrangement of the premises

The Geographic Information System (GIS) plan, below, sets out distances between The Royal Oak PH and nearby dwelling houses:



### 1.5.3 Photographs of the premises

The images below and over page were captured this year and illustrate the positioning of the Royal Oak PH in the context of other buildings in its vicinity.



(1) The Royal Oak PH taken from Walkern Road facing east



(2) The Royal Oak PH taken from Walkern Road facing west



(3) Dwellings off Walkern Road as taken from front of The Royal Oak PH



(4) Alleyway to west of  
The Royal Oak PH as  
taken from Walker Road



(5) The Royal Oak car  
park facing northeast



(6) The northeast elevation of The Royal Oak PH and beer garden / smoking area (far end)



(7) Beer garden and dwelling (far side of car park) as taken from The Royal Oak PH



(8) The windows on northeast elevation of The Royal Oak PH



(9) Dance floor / elevated performer area within The Royal Oak PH



(10) Noise limiter serving dancefloor/performer area of the main bar within The Royal Oak PH

### 1.6 Noise complaint history of The Royal Oak PH

The Council maintains computer records of all complaints made to it concerning noise and other nuisances since around the year 2000. Table 1, below, summarises the complaints received in connection this premises up to the date of this report:

Date	EH Reference
17/10/2007	07/04642/NOIPUB
12/02/2008	08/00544/NOIMUS
14/10/2008	08/03984/ZCOMPS
15/10/2008	08/04000/LPRCPT
04/07/2011	11/01959/NOIMUS
03/10/2011	11/02702/LCBCPT
20/10/2011	11/02873/NOIMUS
10/04/2012	12/00879/NOIMUS
26/06/2012	12/01769/NOIMUS
20/08/2012	12/02373/NOIMUS
04/09/2012	12/02534/NOIMUS
04/04/2013	13/00850/NOIMUS
06/06/2013	13/01529/NOIMUS
19/07/2013	13/02494/NOIMUS
13/01/2014	14/00086/NOIMUS
10/02/2014	14/00387/NOIMUS
26/08/2014	14/02726/NOIMUS
05/05/2015	15/01242/NOIMUS
08/06/2015	15/01562/NOIMUS
06/06/2016	16/01399/NOIMUS
23/11/2016	16/03170/NOIOTH*
06/12/2016	16/03282/NOIMUS
19/12/2016	16/03403/NOIMUS
18/04/2017	17/00888/NOIOTH

With the exception of those cases marked with an asterisk (\*), all the complaints made reference to evening entertainment noise and noise from patrons associated with The Royal Oak PH.

In totality, the Council has received 62 separate complaints from 21 complainants in connection with 15 dwellings in two roads in the vicinity of The Royal Oak PH.

\* these complaints related to noise from early morning waste collections

^ this case relates to complaints concerning entertainment noise, patron noise, and early morning waste collections

18/04/2017	17/00890/NOIOTH
18/04/2017	18/00965/NOIMUS
02/06/2017	17/01351/NOIOTH*
21/07/2017	17/01923/NOIVEH*
09/10/2017	17/02595/NOIMUS
04/04/2018	18/00820/NOIMUS
15/05/2018	18/01182/NOIMUS
29/07/2019	19/01621/NOIMUS
17/09/2019	19/02044/NOIMUS
11/10/2019	19/02263/NOIMUS
21/01/2020	20/00167/NOIMUS
28/09/2020	20/02251/LIGHTC
17/05/2021	12/01263/NOIMUS
02/08/2021	21/01907/NOIMUS
19/08/2021	21/02066/NOIPEO
05/11/2021	21/02692/NOIOTH
15/11/2021	21/02763/NOIMUS
24/02/2022	22/00419/YOURS
17/05/2022	22/01020/NOIMUS
06/12/2022	22/02421/NOIMUS
21/02/2023	23/00332/NOIMUS
12/04/2023	23/00645/NOIMUS
09/08/2023	23/01582/NOIMUS
10/10/2023	23/02032/NOIMUS
27/11/2023	23/02344/NOIMUS
27/11/2023	23/02345/NOIMUS
27/11/2023	23/02341/NOIMUS
03/01/2024	24/00012/NOIMUS
29/01/2024	24/00197/NOIMUS
07/06/2024	24/01093/NOIMUS
01/07/2024	24/01277/NOIMUS
23/09/2024	24/01862/NOIMUS
03/01/2025 – 27/11/2025	25/00014/NOIMUS^
28/1/2026	26/00132/OTHER
2/2/2026	26/00148/NOIMUS
7/4/2026	26/00541/NOIMUS

## 1.7 Current licensing arrangements for The Royal Oak PH

- 1.7.1 The venue is subject to a Premises Licence (reference SBCL0076) - which was last amended in November 2025 – and is set out elsewhere within the report to the Licensing Committee.

## 1.8 Definition of public nuisance

This objection relates to the *prevention of public nuisance* licensing objective as set out in Section 4(2)(c) of the Licensing Act 2003. Whilst public nuisance is given a statutory meaning in many pieces of legislation, it is however not narrowly defined in the Licensing Act 2003 and retains its broad common law meaning (Secretary of State, Section 182 guidance November 2025). Nevertheless, it has been defined as follows:

*'.....if the effect of the act or omission is to endanger the life, health, property or comfort of the public, or to obstruct the public in the exercise or enjoyment of rights common to all Her Majesty's subjects.'*

P J Richardson (ed), Archbold: Criminal Pleading, Evidence and Practice (2015)

*'It typically consists either of an environmental nuisance, such as carrying on works producing excessive noise or smells, or of offensive or dangerous behaviour in public, such as noisy parties ....'*

The Law Commission, Law Com No 358 (2015)

In this case I have been guided by the Attorney-General v PYA Quarries 1957 judgement and, in particular, the comments of Lord Denning in that case on the scope of the interference:

*"I prefer to look to the reason of the thing and to say that a public nuisance is a nuisance which is so widespread in its range or so indiscriminate in its effect that it would not be reasonable to expect one person to take proceedings on his own responsibility to put a stop to it, but that it should be taken on the responsibility of the community at large."*

In terms of the material impact of the interference the Secretary of State has advised:

*'It is important to remember that the prevention of public nuisance could therefore include low level nuisance, perhaps affecting a few people living locally, as well as major disturbance affecting the whole community. It may also include in appropriate circumstances the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises.'*

Paragraph 2.19 s.182 guidance June 2014

Common law nuisance was recently considered by the Supreme Court in 2023: *Fearn and others (Appellants) v Board of Trustees of the Tate Gallery (Respondent)* UKSC/2020/0056. The court held that the Court of Appeal was wrong to suggest in its earlier judgement that it was reasonable to expect those subject to the nuisance to take any measure to preserve their own amenity.

## 2. Regulatory approach

### 2.1 Regulatory risk assessment

The current *Environmental Health & Licensing General Enforcement Policy* sets out the key principles that officers should follow when undertaking their investigative and enforcement duties. In particular, it makes reference to The Legislative and Regulatory Reform Act 2006, Part 2, and the Principles of Good Regulation which emphasise the importance of targeting regulatory resources based on risk.

Council's *Statement of Licensing Policy 2025-2030*, in paragraph 6.13.14, also prescribes the assessment of compliance risk (in the context of the prevention of public nuisance licensing objective):

*The proximity of entertainment venues to residential and other premises is an issue requiring detailed assessment in order to minimise the potential for nuisances to people living, working or sleeping the vicinity of the premises.*

As part of its preparation for the publication of its guidance on noise management in connection with entertainment venues the Institute of Acoustics (IOA) proposed a basic risk assessment model to inform regulatory interventions. The model is based on a risk trading process as summarised below:

Criteria	Risk Rating
<b>Number of Events</b>	
• <30 per year and no more than 1 event per week	0
• > 30 and < 51 events per year and no more than 2 per week	3
• Weekly, or more frequently	6
<b>Time of Event</b>	
• Up to 21:00 hrs	0
• Up to 23:00 hrs	3
• After 23:00 hrs	6
<b>Noise Sensitive Receptors</b>	
• None in <u>close proximity</u>	0
• One, or more, in <u>close proximity</u> (e.g. up to 50 metres)	3
• Structurally adjoining	6
<b>Venue Sound Insulation performance</b>	
• Purpose built - robust sound insulation	0
• Average – not purpose built but with moderate sound insulation	3
• Poor – weak sound insulation	6
<b>Confidence in Management</b>	
• High – well-prepared NMP, no or very few noise complaints	0
• Moderate - informal controls in place, few complaints	3
• Low - no controls, poor compliance history, history of complaints	6
<b>TOTAL</b>	
<b>RISK RATING</b>	
<b>LOW</b>	<10
<b>MEDIUM</b>	10-20
<b>HIGH</b>	20+

[www.templegroup.co.uk](http://www.templegroup.co.uk)

Paragraphs 1.5.1 to 1.5.3 of this report illustrate the location of The Royal Oak PH in terms of its proximity to residential properties. Essentially, it is surrounded on all sides by dwellings, one of which is less than 5m distant. Therefore, the provision contained within paragraph 6.13.14. of the Council’s licensing policy is relevant.

A review of complaint records held by the Environmental Health & Licensing Service, the music and other entertainment provisions of the current Premises Licence for The Royal Oak PH, the TENs submitted in April 2026, and an assessment of the venue’s structure were used to inform an initial risk assessment based on the IOA model:

<b>Criteria</b>	<b>Score</b>
Number of events	3
Time of events	6
Noise sensitive receptors	3
Venue sound insulation performance	3
Confidence in management	6
<b>Total</b>	<b>21</b>

This illustrates that The Royal Oak PH is a **High Risk** premises in the context of the Licensing Act 2003 prevention of public nuisance licensing objective.

## **2.2 Changes to the venue’s Premises Licence as a consequence of a minor variation application granted on 17/11/2025**

After extensive discussions with the Premises Licence holder and their legal representatives the following conditions were added, via a minor variation application, to the Royal Oak’s Operating Schedule:

Entertainment noise:

- *During Public Entertainments, both the front entrance and car park elevation entrance inner lobby door, shall remain closed but unlocked and usable as a fire escape.*
- *During Public Entertainments, both the external exit/entrance doors to the front entrance and car park elevation entrances, shall be allowed to return to the fully closed position when not being used.*
- *The rear fire escape route, (via the female toilets) doors shall be maintained in a closed position but not locked and shall not be held back or fastened in an open position.*
- *Noise or vibration shall not emanate from the premises so as to cause a public nuisance.*
- *All musical equipment used at events where there is amplified, recorded and live music shall be routed through the sound limiter device and only via the four dedicated and clearly marked stage power sockets. The sound limiter device shall be set to a level which will not cause a public noise nuisance to the noise sensitive receptors.*
- *The maximum internal sound pressure level permitted by the sound limiter device must be agreed with the EH officers and set with their supervision by the operating tenant/manager.*

- *The setting of the sound limiter device must be followed by a sound limiter calibration certificate which must demonstrate the calibration methodology and agreed total music sound pressure along with maximum sound pressure at low frequencies in the range between 63Hz to 250 Hz.*
- *The sound limiter device calibration certificate must be approved by the Licensing Authority and the sound limiter device must operate according to the approved certificate at all times.*
- *The operational panel of the noise limiter device shall be secured to the satisfaction of the EH officer or Licensing Officer of SBC. The keys or the password securing the access to the sound limiter device's operational panel must only be held or known by a responsible person nominated by the Licensee and shall not be accessed by any other person. The limiter shall not be altered without prior agreement of the Licensing Authority.*
- *The noise limiter control sockets must be clearly visible from the adjacent bar area and not be obstructed in anyway.*
- *The window acoustic infills shall be installed to the flat window nearest to the stage and also the bay window nearest to the stage at all times during events involving amplified, live and recorded music as outlined in the acoustic certificate dated 05/02/2024.*
- *During Public Entertainments the management of the premises shall ensure that the windows in the lounge bar area and the windows in the toilets accessible via the stage area remain closed, ventilation is to be provided via the extract ventilation system.*

#### Patron noise:

- No music shall be played in or transmitted to any outside area
- Except for patrons leaving the premises temporarily to smoke, the external areas marked 'Seating Area' and 'Smoking Area' on plan reference 543\_L02 C shall close at 22:00. Patrons leaving the premises temporarily to smoke after 22:00 shall not be permitted to take drinks outside with them and shall only be permitted to smoke in the 'Seating Area' or 'Smoking Area' on plan reference 543\_L02 C.
- Adequate notices shall be displayed in appropriate locations to ensure that this information is brought to the attention of patrons.
- Notices shall be prominently displayed at any area used for smoking, requesting patrons to respect the needs to local residents and use the area quietly.

#### Early morning waste collection noise

- No collections of waste or recycling materials (including bottles) from the premises shall take place between 23.00 and 07.00 hours on the following day.

### **3. Conclusion and Recommendations**

#### **3.1 Review of the evidence base and its relationship with the Licensing Objectives**

The key conclusions of the noise complaint investigations to date are set out below:

- The venue is a high-risk premises as regards the liberation of noise and in order to prevent public nuisance(s) careful management of the main noise sources – a) musical entertainment, b) patrons whilst outside at night, and c) early morning waste collections – is necessary.
- The then Premises Licence holder, McMullen & Sons Ltd., in the summer of 2025 accepted that the Premises Licence Operating Schedule, at that time, did not contain adequate controls as regards the prevention of public nuisance licensing objective and therefore elected to submit a minor variation application to introduce additional mitigation measures (see above). These controls, if implemented, would promote the relevant licensing objective in the opinion of the Responsible Authority and therefore it did not object to these changes.
- No changes relating to public safety Operating Schedule controls were proposed.
- The compliance record of the venue is poor as regards the Licensing Act 2003 and Part III (statutory nuisance provisions) of the Environmental Protection Act 1990 – complaints concerning noise have been received every year for the past 15 years. Premises Licence Operating Schedule conditions have been breached on multiple occasions, as witnessed by either the Licensing Authority and/or a Responsible Authority, particularly as regards the use of the noise limiter (i.e. its circumvention or non-use). However, compliance inspections and visits to the venue in 2026 have generally illustrated compliance with the revised Premises Licence.

#### **3.2 Temporary Event Notices (TENs) – 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>, and 31<sup>st</sup> December 2025**

Five TENs were submitted to the Licensing Authority on 26<sup>th</sup> November 2025 for the following dates/times:

- 1) 12<sup>th</sup> December 2025 19:00 – 01:00 13<sup>th</sup> December 2025
- 2) 19<sup>th</sup> December 2025 19:00 – 01:00 20<sup>th</sup> December 2025
- 3) 26<sup>th</sup> December 19:00 – 01:00 27<sup>th</sup> December 2025
- 4) 31<sup>st</sup> December 2025 19:00 – 01:00 1<sup>st</sup> January 2026

These were considered at a public hearing of the Licensing Committee on 9<sup>th</sup> of December 2025 where it decided that Counter Notices should be served in respect of all of the aforementioned TENs. The Committee's reasoning was clearly set out in Paragraphs 32 – 50 of a Decision Notice issued on the 10<sup>th</sup> of December 2025

### **3.3 Temporary Event Notice (TEN) – 31st December 2025 (submitted 11<sup>th</sup> December 2025)**

This TEN was submitted *after* the Licensing Committee had considered a similar TEN as regards 31<sup>st</sup> December 2025/1<sup>st</sup> January 2026. It relates to the following licensable activity: later into the night than previously notified.

- The sale by retail of alcohol
- The provision of regulated entertainment
- The provision of late-night refreshment

The proposed event is to finish later into the night than the event notified earlier.

This event was considered at a public hearing of the Licensing Committee on 22<sup>nd</sup> of December 2025 where it decided that it may proceed but subject to a number of conditions attached from the Premises Licence Operating Schedule.

### **3.4 Temporary Event Notices (TENs) – 2 events in May 2026 and 2 events in August 2026 (submitted 28<sup>th</sup> April 2026)**

The latest TENs cite the location of the events as being the “MAIN BAR OF THE PREMISES & SPORTS BAR” of the Royal Oak PH however it is clarified that the regulated entertainment element is only to take place in the main bar. NB: there is only one noise limiter at the venue and that is located in the bar illustrated in Photograph 10 contained with paragraph 1.5.3 of this report.

Again, this notification was submitted by Valley Way Pub Company – this company is not the Premises Licence holder as regards the Royal Oak PH. The notification was submitted, on behalf of this company, by [REDACTED] (the current DPS for the Royal Oak PH).

As I understand it, the Operating Schedule conditions attached to SBCL0076 will not automatically apply to these TENs. Therefore, the controls necessary to safeguard local residents from public nuisance(s) will not exist at a time when they are likely to be most needed, i.e. late at night. Also, conditions relating to public safety, such as the capacity limit set out in condition ANNEX 2 (1.)(a), will not apply either unless the Licensing Authority resolves to impose them.

In light of the complaint history of the premises and the importance of the recently amended Premises Licence Operating Schedule conditions concerning the management of noise, I consider that the event proposed in the above TEN without any of the mitigation measures set out in Premises Licence SBCL0076 would clearly have the potential to undermine the prevention of public nuisance licensing objective. Also, having no enforceable condition on maximum patron numbers, *et al*, would undermine the public safety licensing in my opinion. Accordingly, pursuant of Section 104 of the Licensing Act 2003, I submitted notices to the Licensing Authority on 28<sup>th</sup> April 2026 requesting that this matter be considered by the Licensing Committee.

The notifier has clearly indicated that they see that the conditions attached to the Premises Licence are a means of controlling the nuisance and safety risks identified above. NB: The proposed strictions as regards ANNEX 3 (1) and (2) appear to contradict the licensable hours sought in some of these TENs.

### 3.5 Recommendations to the Licensing Committee

The determination of this case is clearly and rightly a matter for the Licensing Committee. I have nonetheless set out my advice and supporting rationale as they may be of some value to the Committee in its deliberations.

As I understand it, the decision making of the Licensing Authority in these circumstances is set out in Sections 105 and 106A of the Licensing Act 2003; namely it may determine that:

- The event may proceed without any change or condition; or
- The event may proceed but subject to some, or all, of the conditions which already exist in respect of the prevailing Premises Licence for that venue; or
- Neither of the above options is appropriate and issue a counter notice stating that the event proposed in the TEN shall not proceed (if it is only authorised by that TEN).

This Responsible Authority does not recommend that the events proceed as set out in the respective TEN as:

Allowing the events to take place without conditions to control noise from the venue would leave the local community vulnerable to nuisance levels of noise particularly after 11pm (when national/international noise guidance, such as BS8233 and recommendations of World Health Organisation state that people should be able to have uninterrupted sleep after that time). Moreover, many of these conditions were recently brought forward by the Premises Licence holder in recognition of their necessity.

The lack of a control on patron numbers at the premises is inappropriate given the views of the Responsible Authority associated with fire safety matters.

However, the imposition of the Operating Schedule conditions relating to noise control at the venue, as currently contained within the Premises Licence for the Royal Oak PH, would offer *some* protection to local residents. These are:

- |                  |              |
|------------------|--------------|
| Annex 2 (1.) (b) | Annex 3 (3.) |
| Annex 2 (1.) (c) | Annex 3 (4.) |
| Annex 2 (1.) (e) | Annex 3 (5.) |
| Annex 2 (1.) (f) |              |
| Annex 2 (1.) (g) |              |
| Annex 2 (1.) (h) |              |

Annex 2 (1.) (i)  
Annex 2 (1.) (j)  
Annex 2 (1.) (l)  
Annex 2 (1.) (m)  
Annex 2 (1.) (n)  
Annex 2 (8.)  
Annex 2 (10.)  
Annex 2 (11.)  
Annex 2 (12.)

It should be noted that the conditions relating to live/recorded music reflect that this entertainment would cease at midnight and so the extended duration proposed in these TENs before the Committee would materially escalate the risk of noise disturbance(s).

The Council's *Statement of Licensing Policy 2025 – 2030* contains the following provision which is of particular relevance in this case:

*6.10.5 The Licensing Authority will deal with the issue of licensing hours having due regard to the individual merits of each application. However, consideration will be given to imposing stricter conditions in respect of noise control where premises are situated in mainly residential areas and representations have been made to the Licensing Authority.*

The imposition of conditions ANNEX 2 (1.)(a) and 2 (1.)(d) of the current Operating Schedule as regards patron numbers and fire escape routes would be reasonable solution as regards public safety licensing objective.