

Meeting	Licensing Committee
Portfolio Area	Communities, Community Safety and Equalities
Date	20 th January 2026

APPLICATIONS FOR FIVE TEMPORARY EVENT NOTICES AT STEVENAGE WINTER WONDERLAND, CAR PARK, STEVENAGE LEISURE PARK, KINGSWAY, STEVENAGE, SG1 2UA.

Authors	Mary O'Sullivan Ext. 2724
Lead Officers	Julie Dwan Ext. 2493
Contact Officer	Mary O'Sullivan Ext. 2724

1 PURPOSE

To determine five Temporary Event Notices applied for by Mr Manning, the organiser of Winter Wonderland, 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

- 2.1 That the Committee reviews the evidence submitted within the representation submitted by the responsible authorities and applicant (and/or representatives) and determines what action should be taken in respect of the temporary event notice.
- 2.2 That the Committee considers all evidence submitted within the representation, as well that provided by the applicant and/or their representatives, in order to determine the appropriate course of action in relation to this application. Following its assessment, the Committee may decide to:
- allow the licensable activities to proceed as set out in the notice.
 - to impose one or more of the existing Premises Licence conditions on the Temporary event Notice (TEN), insofar as those conditions are not inconsistent with the proposed events; or
 - conclude that the events would undermine the licensing objectives and therefore should not take place, in which case a counter notice may be issued. **A copy of the current Premises Licence and Plan are at attached at Appendix 1**

3 SUMMARY OF APPLICATION

- 3.1 This report relates to five Temporary Event Notices (TENs) submitted by Mr Scott Manning the Designated Premises Supervisor for the Stevenage Winter Wonderland event, all were duly processed by the licensing authority on 7th January 2026. The first of these notices pertains to a proposed event described as a Winter Wonderland, which is situated in the car park of the Leisure Park, Stevenage, to take place between Friday 23rd January until Sunday 25th January 2026, applying for the authorisation for the sale of alcohol on the premises between 10:00hrs and 22:00hrs. This would extend the licensable activities attached to the premises licence which are operational only between 22nd November and 10th January in any calendar year. This event is intended to accommodate a maximum of 499 persons. The applicant has also included with his application an E Mail indicating their intention to operate in accordance with the full list of Conditions from Annex 1 and 2 of the existing premises licence. **A full copy of the TEN is attached at Appendix 3**
- 3.2 The second Temporary Event Notice (TEN) has been submitted for an identical event described as Stevenage Winter Wonderland, scheduled to take place from Friday 30th January until Sunday 1st February 2026. The application seeks the authorisation for the same licensable activity as all five notices: the sale of alcohol on the premises between the hours of 10am and 10pm on each of the proposed days. **A copy of the TEN is attached at Appendix 4**

- 3.3 The third Temporary Event Notice (TEN) has been submitted for an event to take place between Friday 6th February 2026 and Sunday 8th February 2026. The proposed event, described as Stevenage Winter Wonderland, seeks to provide the sale of alcohol for consumption on the premises between 10:00hrs and 22:00hrs. A copy of this **TEN is attached at Appendix 5**
- 3.4 The fourth Temporary Event Notice (TEN) has been submitted for the premises describes the identical event as “Stevenage Winter Wonderland” applying to take place between Friday 13th February and Sunday 15th February 2026 and to provide for the sale of alcohol between 10am and 10pm on each of these days. A copy of this **TEN is attached at Appendix 6**
- 3.5 The fifth identical Temporary Event Notice (TEN) has been submitted for an event scheduled to take place between Tuesday 17th February and Sunday 22nd February 2026 seeking to provide alcohol for consumption on the premises between 10am and 10pm on each day. This does not exceed the maximum total of 165 hours that one event notice can cover. A copy of this **TEN is attached at Appendix 7**

4 BACKGROUND INFORMATION

- 4.1 Stevenage Winter Wonderland is situated in the North East of the car park within the privately owned Stevenage Leisure Park. It offers various food stalls, fairground rides and an ice rink as well as a bar area with entry upon payment, advertised as a family oriented event. **A Location Map is attached at Appendix 2.**
- 4.2 The event was first granted a premises licence on 14th December 2024 before a minor variation to the premises licence approved the repositioning of the bar area which was granted on 22nd October 2025. A copy of the premise licence and plan are attached at **Appendix 1**

5 RESPONSIBLE AUTHORITIES

- 5.1 An objection was received from environmental health for all five TENs for failing to promote the licensing objective of Public Safety. A copy of each objection is attached at **Appendices 8-12**
- 5.2 In summary environmental health’s core concern is that the premises licence conditions are not in force after 10th January 2026 and granting the TEN would not provide public safety safeguards provided under the Premises licence as conditions cannot be applied other than by the licensing authority.
- 5.3 The event has previously operated under the premises licence with oversight by the Safety Advisory Group (SAG) process and that there have been no complaints arising from the operation of the event during this or the previous operating periods.
- 5.4 No objections were received from Police in respect of this TEN application.

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 event being prevented or delayed, this can lead to significant financial losses. The event organiser may have already made commitments for staffing and marketing. 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 Local authorities can only object to a TEN on specific, legally defined grounds, as outlined in the Licensing Act 2003. The grounds for objection are limited to:
 - **Public Safety:** The event may pose a risk to the safety of attendees, staff, or the general public.
- 6.2.2 A local authority must demonstrate that it has a reasonable belief that one or more of these criteria will be violated if the event proceeds as applied for. The council's objection must be evidence-based, not simply subjective or arbitrary. If the objection is not based on these legal grounds, it could be legally challenged.
- 6.2.3 The Licensing Act 2003 states that only the licensing authority can impose conditions to a TEN from the existing conditions on the premises licence or club premises certificate at the venue. The licensing authority can only do so:
 - if the police or Environmental Health have objected to the TEN;
 - if that objection has not been withdrawn;
 - if there is a licence or certificate in relation to at least a part of the premises in respect of which the TEN is given;
 - and if the licensing authority considers it appropriate for the promotion of the licensing objectives to impose one or more conditions from the existing premises licence. The conditions must be notified to the premises user on the form prescribed by regulations.
- 6.2.5 Should the Committee decide that the event should not go ahead, a counter notice must be issued.
- 6.2.6 The committee must under Section 106A (3) notify the premises user and provide a notice to each relevant party.

- 6.2.7 An applicant has the right to appeal the decision of the Licensing Committee should they issue a counter notice in response to an objection from police or environmental health.

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 \(November 2025\) \(accessible version\) - GOV.UK](#) (Section 7)

BD3 <https://www.stevenage.gov.uk/documents/licensing/statement-of-licensing-policy-2025-2030.pdf>

8 APPENDICES

- 1 Premises Licence and Plan
- 2 Location Map
- 3 Temporary Event Notice for 23rd – 25th January 2026
- 4 Temporary Event Notice for 30th January – 1st February 2026
- 5 Temporary Event Notice for 6th – 8th February 2026
- 6 Temporary Event Notice for 13th – 15th February 2026
- 7 Temporary Event Notice for 17th – 22nd February 2026
8. Environmental Health Representation for TEN 23rd -25th January 2026
- 9 Environmental Health Representation for TEN 30th Jan – 1st Feb 2026
- 10 Environmental Health Representation for TEN 6th Feb – 8th Feb 2026
- 11 Environmental Health Representation for TEN 13th Feb – 15th Feb 2026
- 12 Environmental Health Representation for TEN 17th Feb – 22nd Feb 2026
- 13 Agents E mail Offering to Apply Conditions to TENs 09.01.26