

\* 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 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.

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 >](#)