

## 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?

- 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	<input type="text" value="Umbrella Pavilion"/>
Street	<input type="text" value="Kettering Road"/>
District	<input type="text"/>
City or town	<input type="text" value="Northampton"/>
County or administrative area	<input type="text" value="Northamptonshire"/>
Postcode	<input type="text" value="NN14LG"/>
Country	<input type="text" value="United Kingdom"/>

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

## Location Details

Provide further details about the location of the event

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 [\(see also guidance on completing the form, note 3\)](#)

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Our community group, the Umbrella Fair Organisation, occupy the ground floor of the Racecourse pavilion and are converting it into a community hub. We have toilets, kitchen, office, function room and workshops. For this event we will use the garden Tea Lawn where we will erect a stage for acoustic music and the function room, foyer and toilets for general use. Additionally we will use an adjacent unused tennis court for day time family activities.

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

World culture & music festival called Kaya. The event will be a family focused celebration of music and culture from different parts of the world. We are working in partnership with Kaya Promotions to run the event. We will be providing all the equipment, infrastructure, project and site management, they will supply the performers.  
We are following the same format and site plan as our Tea on the Lawn event, where there is a separation between the music and bar area from the family area.  
The garden lawn area will be the music and bar area, the tennis courts will have the family activities; including art & craft stalls, drumming and art workshops and children's games . There will be live music during the day between 12.00 and 23.00 hrs. Our cafe will be open during 10.00 and 20.00 on both days.  
The licensable activities are:  
Live music on a stage situated in the garden of our building - 14.00 to 23.00 hrs on 24/08/19, 12.00 noon to 23.00 hrs on 25/08/19 and 12.00 noon to 22.00 on 26/08/19.  
Recorded music from 23.00 hrs (24/08/19) until 1.00am (25/08/19), in our function room.  
We will also have a bar serving alcohol from 14.00 hrs (24/08/19) until 00.30 hrs (25/08/19), 14.00 hrs until 22.30 hrs (25/08/19) and 14.00 hrs until 21.30hrs on 26/08/19.

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##### 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

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

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

##### 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

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

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

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)

[\(see also guidance on completing the form, note 9\)](#)

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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.

[\(see also guidance on completing the form, note 10\)](#)

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

[\(see also guidance on completing the form, note 11\):](#)

- On the premises only
- Off the premises only
- Both

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#### RELEVANT ENTERTAINMENT [\(See also guidance on completing the form, note 12\)](#)

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

Live music from 14.00 to 23.00 (24/08/19), 12.00 to 23.00 (25/08/19) and 12.00 to 22.00 (26/08/19). This will include a combination of acoustic music and bands. This will take place outside on a stage situated on our garden tea lawn.  
Recorded music from 23.00 (24/08/19) to 1.00 hrs (25/08/19). This will take place inside our building, in our main function room. We will limit the number of people at the event after 23.00 to 100.  
Alcohol sales 14.00 (24/08/19) to 00.30 hrs (25/08/19), 14.00 hrs to 22.30 hrs (25/08/19) and 14.00 until 21.30 hrs (26/08/19). We will call last orders at 00.30 hrs on 25/08/19 and encourage people to leave between 00.30-1.00 hrs, in small numbers/groups.  
We have a challenge 25 policy which we will apply strictly at the event.  
We will ensure that no glass containers leave our premises on to the Racecourse park by putting up 'No glasses beyond this point' notices and have a steward on the gate leading to the park.

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**PERSONAL LICENCE HOLDERS** [\(See also guidance on completing the form, note 13\)](#)

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Do you currently hold a valid personal licence?  Yes  No

Provide the details of your personal licence below.

Issuing licensing authority

Licence number

Date of issue  /  /   
dd mm yyyy

Date of expiry  /  /   
dd mm yyyy

Any further relevant details

**Section 7 of 9**

**PREVIOUS TEMPORARY EVENT NOTICES** [\(See also guidance on completing the form, note 14\)](#)

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 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?

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**ASSOCIATES AND BUSINESS COLLEAGUES** [\(See also guidance on completing the form, note 15\)](#)

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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

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

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**CONDITION** [\(See also guidance on completing the form, note 17\)](#)

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** [\(See also guidance on completing the form, note 18\)](#)

\* The information contained in this form is correct to the best of my knowledge and belief

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\* 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

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