



City of Westminster

Licensing Sub-Committee Report

Item No:

Date:

10th August 2017

Classification:

For General Release

Title of Report:

**St Johns Church
Kilburn Lane
London
W10 4AA**

Uniform Reference:

17/07192/LITENP

Report of:

Operational Director for Premises Management

Policy context:

City of Westminster Statement of Licensing Policy

Financial summary:

None

Report Author:

**Jessica Donovan
Licensing Support Officer**

Contact Details:

E-mail: jdonovan@westminster.gov.uk

1. TEMPORARY EVENT NOTICE DETAILS

Proposal:	<u>Permitted Temporary Activities:</u> <ul style="list-style-type: none"> • Sale by Retail of Alcohol <i>(Please see Temporary Event Notice at Appendix A)</i>		
Premises User:	Miss Laura Mcbean	Premises Name and Address:	St Johns Church Kilburn Lane London W10 4AA
Date Temporary Event Notice Received:	29 th June 2017	Period of Event:	<u>17/07192/LITENP</u> 12:00 until 19:00 27.08.2017 12:00 until 19:00 28.08.2017
Ward Name:	Queen's Park	Stress Area:	No
Number of attendees at event (including staff):	499		
Details of Premises Licence:	The premises does not have a Premises Licence.		
Notice of Objection by the Metropolitan Police Service & Environmental Health :	<p>Metropolitan Police Service has given a notice of objection under s.104 (2) of the Licensing Act 2003. The notice of objection is based on the grounds that allowing the premises to be used in accordance with the notice would undermine the Prevention of Crime and Disorder objectives.</p> <p>The Metropolitan Police has stated: ' <i>With reference to the above TEN the Metropolitan Police, as a Responsible Authority, object to this Temporary event notice to prevent crime and disorder and protect children from harm for the following reasons:-</i></p> <ul style="list-style-type: none"> • <i>Insufficient undertakings provided to promote the licensing objectives</i> <p><i>Attached is a statement from Commander Musker regarding Policing for Notting Hill Carnival.'</i></p> <p>(Please See Police Objection Appendix B)</p> <p>Environmental Health has given a notice of objection under s.104 (2) of the Licensing Act 2003. The notice of objection is based on the grounds that allowing the premises to be used in accordance with the notice would undermine the in Public Nuisance and Public Safety objectives.</p> <p>Environmental Health has stated: '<i>The licensable activity will have the likely effect of causing an increase in Public Nuisance in the area and could impact on Public Safety. Insufficient undertakings have been proposed in order to minimise Public Nuisance and protect Public Safety.'</i></p>		

	<p>Environmental Health have requested that the applicant agree to the following modifications:</p> <ul style="list-style-type: none"> • All drinks shall be served in plastic. • A personal licence holder shall be present on site throughout the event. • A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram. • There shall be access to the WC onsite free of charge to those people consuming alcohol from your bar. <p>(Please See Environmental Health Objection Appendix C)</p> <p>Further Information submitted by Environmental Health:</p> <p>The Premises Licence holder must ensure an Event Management Plan is presented to the Westminster Police Licensing Team and Environmental Health Consultation Team for their comments. The Event Management Plan shall include, as a minimum:</p> <ol style="list-style-type: none"> a) Emergency and Evacuation procedures b) Crowd management and stewarding arrangements c) A detailed plan showing site layout and emergency egress points – site plan must be to scale d) Risk Assessments e) A schedule detailing types and locations of emergency equipment f) How the capacity of a maximum 499 including staff will not be breached g) Contacts and details for the day / description of activity h) Timetable for the event - including detailed build schedule / arrival times / set up times / staff arrivals / opening times / derig etc - both days i) Details of insurance - Public Liability min £5million and all contractors <p>(Please See Environmental Health further Information at Appendix C1)</p>
Recommendation:	<p>That the Sub-Committee consider the notice of objection given by Environmental Health and Metropolitan Police and determine whether or not the Licensing Authority should issue a counter notice to the premises user, in accordance with s.105 of the Licensing Act 2003.</p>

Applicants Submissions- please see Appendix D

Additional procedural information – please see Appendix E

If you have any questions about this report, please contact Jessica Donovan at
Jdonovan@westminster.gov.uk

Licensing Authority: Westminster City Council

APPENDIX A

Temporary Event Notice

Please Note: You will need to make a payment of £21.00 before the form submission can be accepted. You will be directed to pay when you submit the form.

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

Personal Details of Premises User (Please read note 1)		
1. Your name		
Title	First name	Last
Miss	Laura	Mcbean
2. Previous names (if relevant)		
		Henry
3. Your date of birth		23/02/1990
4. Your place of birth		Lambeth London
5. National Insurance number		JG487693B
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)		
?14 Camsey House ?St Matthews Road ?Brixton		
		Postcode ?SW2 1SX
7. Other contact details		
Telephone numbers		
Daytime	07961635709	
Mobile (optional)		
Email address	laurammcbean@gmail.com	

Licensing Authority: **Westminster City Council**

Ref:

8. Alternative address for correspondence (Address for correspondence associated with this application, if different to the previous address)14 Camsey House
St Matthews Road
BrixtonPostcode
SW2 1SX**9. Alternative contact details** (if applicable)

Title	Miss	
First name	Laura	
Last name	Mcbean	
Telephone numbers		
Daytime		
Mobile (optional)		
E-Mail address (optional)		

The Premises

Please select the address of the premises where you intend to carry out the licensable activities. If there is no address please select the street record in the address lookup and supply further details of the location (including Ordnance Survey references) (Please read note 2). Search for address

St Johns Church
Kilburn Lane
London

W10 4AA

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.

Premises licence number		
Additional address information		

Do you intend to use the whole of the premises at this address (Please read note 3)
(If no, please give a description and details below)

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

This will be a bar area within the church grounds during Notting Hill Carnival. There will be other stalls present on the site selling food and soft drinks. The bar will be located in a set area within the grounds and will be the only facility on site selling alcohol. It is the equivalent of 2 pitches set out by the organisers. 1 pitch = 3m x 3m.

Please describe the nature of the premises below. (Please read note 4)

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Please describe the nature of the event below. (Please read note 5)

Notting Hill Carnival is an annual event within the Borough. The church grounds offers pitches for individuals to offer a variety of activities suitable for families as well as adults. Food and soft drinks will be on sale on the other pitches. They will also have a sound system on site and security. For the bar area I will have 3 designated SIA licensed guards to ensure the safety of all and show our commitment to upholding the laws of the sale of alcohol. All staff will be 18 and over and trained prior to the event and also briefed at the start of each day to ensure the event runs as smooth as possible. I will be present on site at all times and will have liability insurance in place.

There will be other stalls present on the site selling food and soft drinks. The bar will be located in a set area within the grounds and will be the only facility on site selling alcohol. It is the equivalent of 2 pitches set out by the organisers. 1 pitch = 3m x 3m. There will be more pitches in the enclosure which I will be based that will be selling food - this will encourage customers to eat as well as drink in order to prevent potentially antisocial behaviour.

Pitch 27/28 see attachment

Licensing Authority: **Westminster City Council**

Ref:

The licensable activities

Please state the licensable activities that you intend to carry on at the premises (please mark an "X" next to the licensable activities you intend to carry on - either double click with the mouse, or press the space bar in the relevant field). (Please read note 6)

The sale by retail of alcohol	<input checked="" type="checkbox"/>
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>
The provision of regulated entertainment (Please read note 7)	<input type="checkbox"/>
The provision of late night refreshment	<input type="checkbox"/>
Are you giving a late temporary event notice? (Please read note 8)	<input type="checkbox"/>

Please state the date and times on which you intend to use these premises for licensable activities. (Please read note 9) Please give times in 24 hour clock. eg. 19:00. (Please read note 10) How many days will your event cover?

Start date 27/08/2017 Time 12:00 End date 28/08/2017 Time 19:00

Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)

499

If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both (please mark an "X" next to the appropriate box). (Please read note 12)

On the premises only
Off the premises only
Both ☒

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment. (please read note 13)

N/A

Personal licence holders (please read note 14)

		Yes	No
Do you currently hold a valid personal licence? (please mark an "X" in the box that applies to you)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide the details of your personal licence below.	Issuing licensing authority	London Borough Of Lambeth	
	Licence number	Pers3694	
	Date of issue	28/06/2013	
	Date of expiry	28/06/2023	
	Any further relevant details		

Previous Temporary Event Notices you have given (please read 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? (please mark an "X" in the box that applies to you)

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
b) begins 24 hours or less after the event period proposed in this notice?
(please mark an "X" in the box that applies to you)

Yes No
☐ ☒

Licensing Authority: *Westminster City Council*

Ref:

Associates and business colleagues (*please read 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
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If answering yes, please state the total number of temporary event notices your associate(s) have given for events in the same calendar year

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

a) ends 24 hours or less before; or

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

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

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
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If answering yes, please state the total number of temporary event notices your business colleague(s) have given for events in the same calendar year.

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:

a) ends 24 hours or less before; or

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

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Condition (*please read note 17*)

It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

Declarations (please read note 18)

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 an that a person is liable on conviction for any such offence to an unlimited fine, or to imprisonment for a term not exceeding six months, or to both.

Please tick the box if you agree with the declarations above.

☒

Date

28/06/2017

Name of person signing

Miss Laura McBean

To enable the consultee's to fully assess your notice, we strongly recommend you upload an event management plan or Police 696 form

For events held outside, please upload a plan of the area.

Laura, Mcbean

1KP82XB9HMQ4L

APPENDIX B

Consultee Comments for Licensing Application 17/07192/LITENP

Application Summary

Application Number: 17/07192/LITENP

Address: St Johns Church Kilburn Lane London W10 4AA

Proposal: TEN Personal Licence Holder

Case Officer: Miss Jessica Donovan

Consultee Details

Name: Mr Reaz Guerra

Address: Westminster City Hall 64 Victoria Street, London, City of Westminster SW1E 6QP

Email: rguerra@westminster.gov.uk

On Behalf Of: Metropolitan Police Service For TENs (for Licensing)

Comments

Dear Laura

I have tried calling to discuss however there was no answer.

With reference to the above TEN the Metropolitan Police, as a Responsible Authority, object to this Temporary event notice to prevent crime and disorder and protect children from harm for the following reasons:-

Insufficient undertakings provided to promote the licensing objectives

Attached is a statement from Commander Musker regarding Policing for Notting Hill Carnival.

Please contact me should you have any questions and reply to all on this email.

Kind Regards

Reaz

PC Reaz Guerra 1614CW

Westminster Police Licensing Team

Westminster City Hall

4th Floor, 64 Victoria Street

London SW1E 6QP

Tel - 0207 641 1708

WITNESS STATEMENT

CJ Act 1967, s.9; MC Act 1980, ss.5A(3)(a) and 5B; Criminal Procedure Rules 2005, Rule 27.1

Statement of **Commander David Musker**..... URN:

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Age if under 18 **Over 18**..... (if over 18 insert 'over 18') Occupation: **Police Officer**.....

This statement (consisting of: **3**..... pages each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything in it which I know to be false, or do not believe to be true.

Signature: Date: **5th April 2016**Tick if witness evidence is visually recorded ☐ (supply witness details on rear)

I was appointed a Commander in the Metropolitan Police in July 2014 and have been a police officer since 1989. I have served across London, including postings as the Borough Commander at the London Borough of Wandsworth & Croydon. I have been a public order trained officer since 1990 and a member of the public order cadre since 2006.

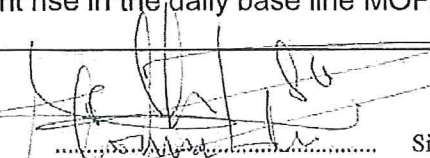
I have commanded many high profile public order events over the years including football matches, demonstrations and ceremonial events. My role at the moment is as the Gold Commander for the Notting Hill Carnival. This means that I have overall responsibility for policing the Notting Hill Carnival and ensuring that London is safe for all visitors and residents in the capital.

The Notting Hill Carnival presents the largest Annual policing Operational challenge in the Capital that the Metropolitan Police service has to deal with.

Notting Hill Carnival takes place annually during the August bank holiday weekend. This event attracts nearly 1 million visitors over the two days. Carnival started approximately 50 years ago. It takes place in the Notting Hill Area and is overseen by the Notting Hill Carnival Trust. The carnival encompasses floats which pass round the route and static sound stages spread throughout the area. There are numerous food stalls and drink stands selling food from all over the world. The area is a residential area which makes it very congested. Carnival is a hugely important part of the history and culture of London and generates significant income for the city.

Carnival attracts significant amounts of anti-social behaviour in the form of urinating and defecating in the doorways and streets of the footprint, and is quite rightly an area of concern for the residents of Notting Hill. They have found themselves adapting to the change of their environment during the carnival weekend by boarding up their homes at considerable cost to themselves or moving out for the duration of the bank holiday weekend.

Analysis of crime trends during Notting Hill Carnival (NHC) has shown that there is a significant rise in the daily base line MOPAC crimes during the period of the carnival. There

Signature: 

Signature witnessed by:

Continuation of Statement of **Commander David Musker**

has also been a significant rise (27%) in crime levels at Carnival 2011 - 2013. (Due to the weather overall crime reduced in 2014 however 620 offences still took place) In 2015 there was an 11% increase in reported crime.

The main crime types committed at Carnival include theft person, drug related offences and violent crime. High numbers of arrests are also indicative of the crime issues at Carnival with 301 arrests in 2013, 231 in 2014 and 407 in 2015. (57 people were arrested for knives or bladed articles in addition to the recovery of knives during weapons sweeps. 106 people were arrested for drug offences)

There was a significant increase in serious violent crime of 15% in 2013 -2014. In 2013 -14 there was an 83% rise in sex offences. This increasing trend has continued with a 120% increase in 2015.

The crime committed is directly related to the presence of Carnival itself and the volume of people attending the area. The crowds are densely packed and many people consume alcohol making it a "soft" victim rich environment.

The Notting Hill Carnival is associated with a number of other events such as such parties and other licensed and unlicensed functions.

Notting Hill Carnival receives world wide television and media coverage. London will be the focus of worldwide attention providing unrivalled opportunities for any individual or organisation seeking publicity. This annual resource demand is set against the backdrop of global austerity and the current International terrorist threat which is assessed as Substantial. A terrorist attack is a strong possibility; crowded places including transport hubs, bars, pubs and nightclubs may feature in the attack plans of terrorist organisations as they afford the potential for mass fatalities and casualties.

Within this context it is necessary for the Metropolitan Police Service (MPS) to maintain its usual activity while tackling the additional opportunities for crime and disorder that are presented by the significant number of visitors to Notting Hill Carnival. To ensure that the MPS is able to maintain the peace, prevent and detect crime and protect life and property during this time we will be deploying up to 7000 officers, per day, to carnival.

It is essential to work together with event organisers, participants and other agencies to deliver this complex operation with minimal disruption to London. This presents a significant challenge to the MPS, whilst maintaining 'business as usual' for Londoners and London business.

Much of the violence, anti social behaviour and disorder is associated with the intoxication of participants. If those who sell alcohol do not do so in a responsible manner commensurate with the licensing objectives then such alcohol fuelled violence will increase. Any additional burden on resources during this time will compromise our ability to achieve these objectives.

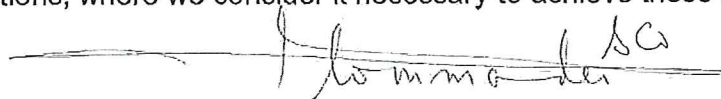
Consequently, it is essential that any application for a new licence, an extension to an existing licence or a Temporary Event Notice (TEN) clearly shows how it promotes the licensing

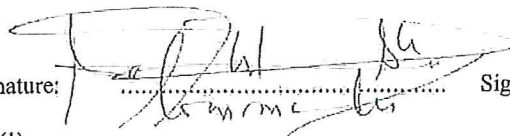
Signature:

Signature witnessed by:

Continuation of Statement of **Commander David Musker**

objectives, particularly those of preventing crime and disorder and promoting public safety. We will carefully scrutinise all applications to ensure this is done and consider the use of conditions, or objections, where we consider it necessary to achieve these objectives.

 SC

Signature: 

Signature witnessed by:

APPENDIX C

CITY OF WESTMINSTER

MEMORANDUM

TO Licensing Officer

REFERENCE 17/07192/LITENP

FROM EH Consultation Team
REFERENCE 17/20918/ECTENO
BEING DEALT WITH BY S Thomas (sthomas4@westminster.gov.uk)
TELEPHONE 020 7641 2788
DATE 4th July 2017

The Licensing Act 2003

RE: St Johns Church, Kilburn Lane, London, W10 4AA

I refer to the Temporary Event Notifications for the above premises.

The following licensable activities have been requested:

1. To provide the Supply of Alcohol on and off the premises, on the 27th August from 12:00 to 19:00 hours on 28th August 2017. The proposed capacity is 499.

I wish to make the following objection:

1. The licensable activity will have the likely effect of causing an increase in Public Nuisance in the area and could impact on Public Safety.

Insufficient undertakings have been proposed in order to minimise Public Nuisance and protect Public Safety. I propose the following:

- All drinks shall be served in plastic.
- A personal licence holder shall be present on site throughout the event.
- A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
- There shall be access to the WC onsite free of charge to those people consuming alcohol from your bar.

Should you wish to discuss the matter further please do not hesitate to contact me.

Sally Thomas
Senior Practitioner
Environmental Health Consultation Team

APPENDIX C1

Donovan, Jessica: WCC

From: Thomas, Sally: WCC
Sent: 11 July 2017 15:15
To: Laura McBean
Cc: TEN's Mailboxes: WCC; Police Tens: WCC; Ehtens: WCC
Subject: RE: 17/07192/LITENP

Hi Laura

Thank you for confirmation.

One other undertaking Environmental Health need is the following:

The Premises Licence holder must ensure an Event Management Plan is presented to the Westminster Police Licensing Team and Environmental Health Consultation Team for their comments. The Event Management Plan shall include, as a minimum:

- a) Emergency and Evacuation procedures
 - b) Crowd management and stewarding arrangements
 - c) A detailed plan showing site layout and emergency egress points – site plan must be to scale
 - d) Risk Assessments
 - e) A schedule detailing types and locations of emergency equipment
 - f) How the capacity of a maximum 499 including staff will not be breached
 - g) Contacts and details for the day / description of activity
 - h) Timetable for the event - including detailed build schedule / arrival times / set up times / staff arrivals / opening times / derig etc - both days
 - i) Details of insurance - Public Liability min £5million and all contractors
- So far as is reasonably practicable the Premises Licence Holder shall ensure that the event is run in accordance with the Event Management Plan.

This may involve linking in with the organiser for the space.

Many thanks
Sally

From: Laura McBean [mailto:laurammcbean@gmail.com]
Sent: 05 July 2017 18:04
To: Thomas, Sally: WCC
Subject: Re: 17/07192/LITENP

Hi Sally,

Yes I will ensure that this is made available.
And in regards to the times that is correct -
12:00-19:00 Sunday 27th August 2017
12:00 - 19:00 Monday 28th August 2017

Kind Regards,

Laura McBean

On 5 Jul 2017, at 15:34, Thomas, Sally: WCC <sthomas4@westminster.gov.uk> wrote:

Hi Laura

Thank you for coming back to me and confirming acceptance of these conditions.

With regard to the WC provisions so long as customers have free access that sounds fine.

Can you confirm that you want the TEN to operate from 12.00-19.00 on Sunday and then the same hours on the Monday and not continuous from 12.00 on Sunday to 19.00 on Monday.

Kind regards
Sally

From: Laura McBean [<mailto:laurammcbean@gmail.com>]
Sent: 04 July 2017 17:07
To: Thomas, Sally: WCC
Subject: Re: 17/07192/LITENP

Hi Sally,

Apologies as the new licensing form was online and had capped the amount of information I could input.

Firstly I don't have a sound system.

In regards to how drinks are served all will be provided in either plastic cups, bottles (water) or cans (beers) - this I complied with last year with no issues.

In regards to the challenge 25 policy I have posters which will be present on the stall, security and also staff who are briefed on this policy which I will be enforcing - I am the license holder and I will be present at all times.

Thirdly in regards to the toilet last year this was something that was brought to my attention when inspected which was also my first year doing carnival so I wasn't aware of how the toilet system worked within this vicinity. However I have spoken to the organiser (Steven) in regards to this I have suggested that anyone who purchases alcohol from my bar is stamped in order to give them free access to the toilets - I am happy to know your thoughts on this.

Finally - as mentioned previously in my commitment to adhering to licensing objective and preventing antisocial behaviour I have changed pitch locations which is in an enclosed area and I am working with a restaurant that will be on my pitch encouraging purchasing of food alongside alcohol.

If you have any further queries please feel free to get in contact with me either via email or on my mobile 07961635709.

Kind Regards,

Laura McBean

On Tue, Jul 4, 2017 at 4:42 PM, Thomas, Sally: WCC <sthomas4@westminster.gov.uk> wrote:

Dear Laura

Please find my objection attached to your TEN.

How do you propose on licensing your sound system?

Kind regards

Sally Thomas

Senior Practitioner

Environmental Health Consultation Team

Public Protection and Licensing

Portland House - 22nd Floor

Bressenden Place

London

SW1E 5RS

Tel: 020 7641 2788

Email: sthomas4@westminster.gov.uk

Website: www.westminster.gov.uk

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<image002.jpg><image003.jpg>

Westminster City Training

Tel: 020 7641 6252

Email: ehtraining@westminster.gov.uk

www.westminster.gov.uk/training-programme

For online bookings <http://ehcb.westminster.gov.uk/>

Join us at the first ever #MyWestminster Day at Paddington Recreation Ground on Sunday 18 June from 11am-3pm. Free food, activities and entertainment for all the family. Find out more at www.westminster.gov.uk/mywestminster

Recognise people who have made life better for others by nominating them for a Community Award. Nominate today at www.westminster.gov.uk/community-awards

Sally

APPENDIX D

From: Laura McBean [mailto:laurammcbean@gmail.com]
Sent: 04 July 2017 17:07
To: Thomas, Sally: WCC
Subject: Re: 17/07192/LITENP

Hi Sally,

Apologies as the new licensing form was online and had capped the amount of information I could input.

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In regards to how drinks are served all will be provided in either plastic cups, bottles (water) or cans (beers) - this I complied with last year with no issues.

In regards to the challenge 25 policy I have posters which will be present on the stall, security and also staff who are briefed on this policy which I will be enforcing - I am the license holder and I will be present at all times.

Thirdly in regards to the toilet last year this was something that was brought to my attention when inspected which was also my first year doing carnival so I wasn't aware of how the toilet system worked within this vicinity. However I have spoken to the organiser (Steven) in regards to this I have suggested that anyone who purchases alcohol from my bar is stamped in order to give them free access to the toilets - I am happy to know your thoughts on this.

Finally - as mentioned previously in my commitment to adhering to licensing objective and preventing antisocial behaviour I have changed pitch locations which is in an enclosed area and I am working with a restaurant that will be on my pitch encouraging purchasing of food alongside alcohol.

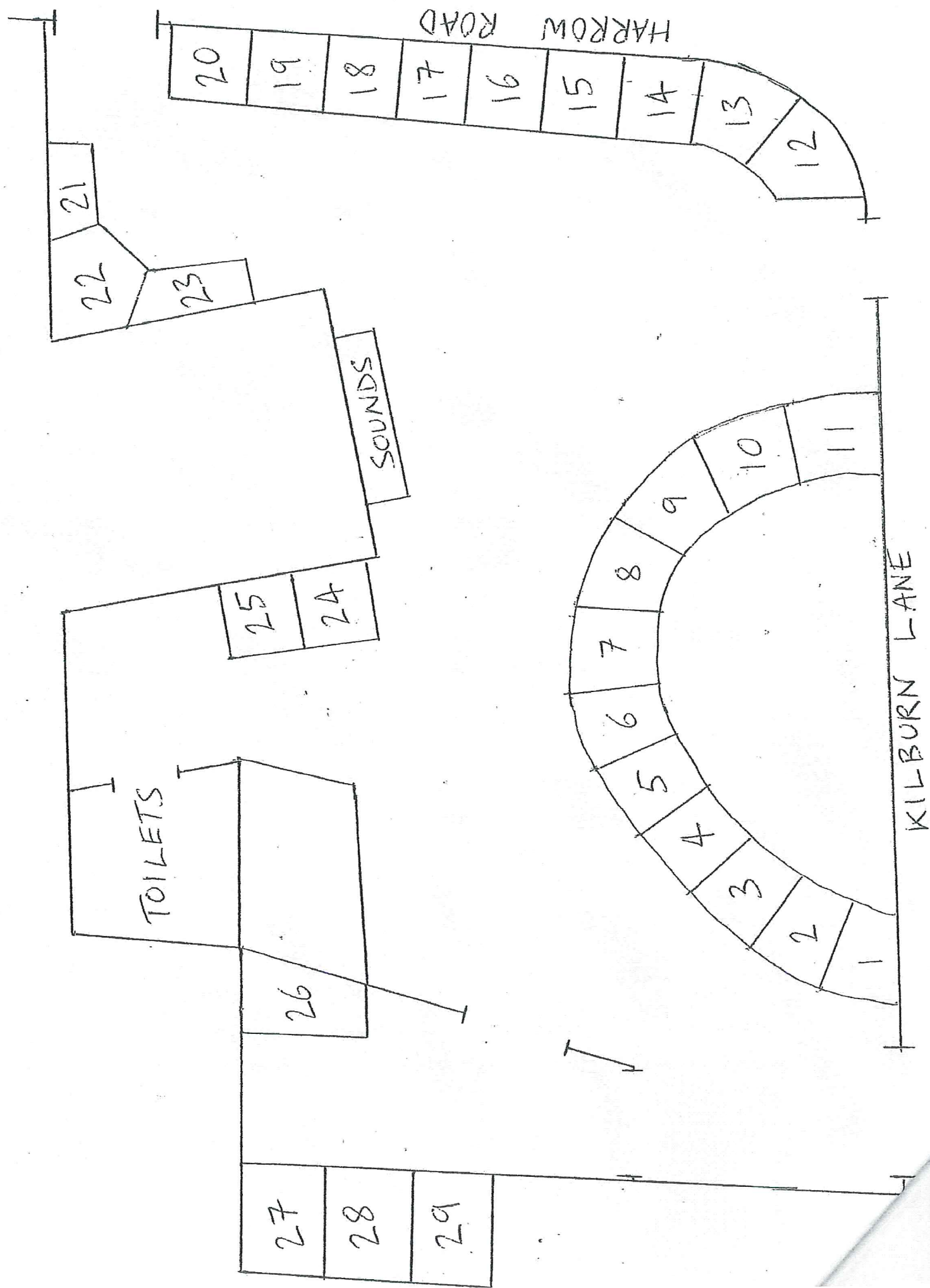
If you have any further queries please feel free to get in contact with me either via email or on my mobile 07961635709.

Kind Regards,

Laura McBean

On Tue, Jul 4, 2017 at 4:42 PM, Thomas, Sally: WCC <sthomas4@westminster.gov.uk> wrote:

Dear Laura



APPENDIX E

ADDITIONAL INFORMATION FOR TEMPORARY EVENT NOTICES

1. TEMPORARY EVENT NOTICE PROCEDURE

- 1.1 Under s.100 (1) of the Licensing Act 2003 certain temporary events, which include licensable activities, are permitted under the Act if they are notified to the Council and the Police/Environmental Health by giving a 'Temporary Event Notice'. The notice must be given by the 'premises user' (usually the event organiser responsible for all aspects of the event).
- 1.2 Permitted temporary events are events that take place in any premises, open space or temporary structure. The event must consist of one or more licensable activities; and the premises must be used over a period of no longer than 168 hours, with no more than 499 people in attendance.
- 1.3 Licensable activities include the sale by retail of alcohol; the provision of regulated entertainment and the provision of late night refreshment (hot food or drink supplied between 11pm and 5am).
- 1.4 The premises user must send two copies of the temporary event notice to the Council, one copy to the environmental health department and one copy to the police leaving at least 10 clear working days before the event is due to begin. The Council must acknowledge receipt of the temporary event notice by the next working day.

2. NOTICE OF OBJECTION BY POLICE/ENVIRONMENTAL HEALTH

- 2.1 If the Police/ Environmental Health are satisfied that the event would undermine one or more of the licensing objectives, they must give a notice of objection stating their reasons as to why an objective would be undermined to the Council and premises user within 3 working days of receipt of the notice.

3. HEARING PROCEDURE FOLLOWING NOTICE OF OBJECTION BY POLICE/ENVIRONMENTAL HEALTH

- 3.1 The Sub-Committee is being asked to consider the notice of objection and hear any oral evidence given by or on behalf of the premises user and the Police/Environmental Health.
- 3.2 The Sub-Committee must consider whether to give a counter notice to the temporary event notice given by the premises user if it considers it necessary for the promotion of the licensing objectives.
- 3.3 The Council must convene a hearing to consider the notice of objection and give at least two day's notice to the premises user and the police.
- 3.4 The Sub-Committee must either reject the notice of objection to allow the event to take place, or issue a counter notice to prevent the event from taking place, or where or, after hearing the objections, allow the notice but attach relevant conditions from the premises licence. Please note not all premises will hold a premises licence.

- 3.5 The Council must, where it decides not to give a counter notice, give the premises user and the Police/Environmental Health a notice of the decision at least 24 hours before the beginning of the event period specified in the temporary event notice.
- 3.6 Where the Council decides to give a counter notice, it must give the premises user the counter notice and the reasons for its decision; and a copy of the counter notice and the reason for its decision to the police, at least 24 hours before the beginning of the event period specified in the temporary event notice.

4. APPEAL

- 4.1 Schedule 5, Part 3 of the Licensing Act 2003 provides a right of appeal to the premises user against the giving of a counter notice, and a right of appeal to the chief officer of Police/Environmental Health where the Council decides not to give a counter notice. Such an appeal must be commenced within 21 days beginning with the day on which the appellant was notified by the Licensing Authority of the decision appealed against.
- 4.2 No appeal may be brought later than five working days before the day on which the event period specified in the temporary event notice begins.

5. POLICY CONSIDERATIONS

- 5.1 The Westminster Statement of Licensing Policy for applications relating to premises and personal licences and temporary event notices made under the Licensing Act 2003 was determined for a three-year period commencing 7 January 2011. This contains no specific policy for Temporary Event Notices but urges longer periods of notice to be given for events which involve the use of the streets or necessitate the special management of traffic and services.