

08/06/2017

Business - Temporary events notices

Ref No. 830381

Before completing this notice please read the guidance notes at the end of the form.

You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

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

1. Your name

Title	Ms
If other, Please state	
Surname	Metcalfe
Firstname(s)	Hannah

2. Previous names

Title	
If other, Please state	
Surname	
Firstname(s)	

3. Your date of birth

	██████████
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4. Your place of birth

	██████████
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5. National Insurance Number

	██████████
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6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)

Address Line 1	██████████
Address Line 2	██
Town	██████████

Business - Temporary events notices

County	
Post code	████████

Note 1

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed “premises user”. Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user. If you include an e-mail address in section 1(7) or 1(9), the licensing authority may send to this the acknowledgement of receipt of your notice or any notice or counter notice it is required to give under sections 104A, 106A or 107 of the Licensing Act 2003.

7. Other contact details

	Telephone numbers:
Daytime	████████
Evening (optional)	
Mobile (optional)	████████
Fax number (optional)	
E-Mail Address	████████████████████

8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)

Address Line 1	
Address Line 2	
Town	
County	
Post code	

9. Alternative contact details (if applicable)

	Telephone numbers:
Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail Address	

Please 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) (Please read note 2)

Address Line 1	
Address Line 2	
Town	

Business - Temporary events notices

County	
Post code	

Ordnance Survey grid reference

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If there is no recognised Post code, please enter the address for the premises

Address Line 1	Mint Street Park
Address Line 2	off Marshalsea Road
Town	Borough
County	Southwark

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	
Club premises certificate number	

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)

	I am applying for two licences to cover the full area of the park. This licence is for the area from the path across the park from the Quilip Street entrance to the Mint Street entrance, including the Muga area. I have sent a map.
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Please describe the nature of the premises below. (Please read note 4) *

	Mint Street Park is a public park. It has been used three times before for Mint Street Music Festival.
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Please describe the nature of the event below. (Please read note 5)

	Mint Street Music Festival is a free, non-profit family-friendly community festival. The area covered by this TEN will include live music and dance displays on the Mint Street Muga (sports pitch) and food and drink stalls, including three stalls selling alcohol, plus some community group information stalls.
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If the event is situated in a park or in part of a larger premises, please upload the site location plans. Other documents such as risk assessments can also be uploaded here

Document 1	Temporary-Event-Notice-stalls-and-muga.pdf
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Document 2	Event-Plan-Mint-Street-Music-Festival-2017.docx
Document 3	MSMF-RISK-ASSESSMENT-2017.doc
Document 4	
Document 5	

Note 2

For the purposes of the Licensing Act 2003, “premises” means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

If a premises licence or club premises certificate has effect in relation to the premises (or any part of the premises) which you want to use to carry on licensable activities, it is possible that any conditions which apply to the licence or certificate may be imposed on the temporary event notice if certain pre-conditions are met. These pre-conditions are that the police or the local authority exercising environmental health functions object to the notice and the licensing authority decides:

- not to give a counter notice under section 105 of the Licensing Act 2003;
- the conditions apply to the licence or certificate; and
- the imposition of the conditions on the notice would not be inconsistent with the carrying on of the licensable activities under the notice.

Note 3

A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution. In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities are taking place to less than 500.

If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers.

Note 4

A description of the nature of the premises assists the chief officer of police and local authority exercising environmental health functions in deciding if any issues relating to the licensing objectives are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

Note 5

A description of the nature of the event similarly assists the chief officer of police and local authority exercising environmental health functions in making a decision as to whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with a pay bar, the supply of beer at a particular farmers’ market, a discotheque, the performance of a string quartet, a folk group or a rock band.

Please state the licensable activities that you intend to carry on at the premises (please check next to the licensable activities you intend to carry on). (Please read note 6)

	<input type="checkbox"/> The sale by retail of alcohol <input type="checkbox"/> The provision of regulated entertainment
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Please state the dates on which you intend to use these premises for licensable activities. (Please read note 8)

	15/07/17
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Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 9)

	11:00 to 19:30
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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 10)

	499
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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 check next to the appropriate box). (Please read note 11)

	On the premises only
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Note 6

The licensable activities are:

- 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 a club;
- the provision of regulated entertainment; and
- the provision of late night refreshment.

Please refer to Schedules 1 and 2 to the Licensing Act 2003 for fuller details of the definitions and exemptions relating to regulated entertainment and late night refreshment.

Regulated entertainment, subject to specified conditions and exemptions, includes:

- (a) a performance of a play;
- (b) an exhibition of a film;
- (c) an indoor sporting event;
- (d) a boxing or wrestling entertainment;
- (e) a performance of live music;
- (f) any playing of recorded music;
- (g) a performance of dance;
- (h) entertainment of a similar description to that falling within (e), (f) or (g).

Regulated entertainment also includes the provision of "entertainment facilities" for:

- (a) making music;
- (b) dancing; and
- (c) entertainment of a similar description to that falling within (a) or (b).

If you are uncertain whether or not the activities that you propose are licensable, you should contact your licensing authority for further advice.

Note 7 (not including the date that the form is submitted and the date of the Event)

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 5 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (i.e. 50 temporary event notices per year for personal licence holders and 5 temporary event notices for non-personal licence holders).

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead and a counter notice will be issued.

Note 8

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

Note 9

You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities throughout the entire 48 hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

Note 10

No more than 499 may be on the premises for a temporary event at any one time when licensable activities are being carried on. If you intend to have more than 499 attending the event, you should obtain a premises licence for the event. Your licensing authority should be able to advise you. The maximum figure of 499 does not just include the audience, spectators or consumers and includes, for example, staff, organisers, stewards and performers who will be present on the premises.

Note 11

If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there.

If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Do you currently hold a valid personal licence?

	No
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If "Yes" please provide the details of your personal licence below.

Issuing licensing authority	
Licence number	
Date of issue	
Date of expiry	
Any further relevant details	

Note 12

The holder of a valid personal licence issued under the Licensing Act 2003 may give up to 50 temporary event notices in any calendar year subject to the other limitations in the 2003 Act. A proposed premises user who holds such a licence should give the details requested.

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
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If answering yes, please state the number of temporary event notices you have given for events in that same calendar year

	1
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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	No
b) begins 24 hours or less after	No

Note 13

As stated under Note 12, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 5 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1 January to 31 December inclusive in any year. If an event straddles two calendar years, it will count against the limits on temporary event notices (12 for each premises, 21 days for each premises, 50 per personal licence holder and 5 for non-holders) for each year, however, only one notice needs to be given.

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 14 below sets out the definition of an "associate".

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed.

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count as if they had been given by the premises user himself. Note 14 below sets out the definition of an "associate".

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?

	No
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If answering yes, please state the total number of temporary event notices your associate(s) have given for events in the same calendar year

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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	No
b) begins 24 hours or less after	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?

	No
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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.

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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	No
b) begins 24 hours or less after	No

Note 14

An “associate” of the proposed premises user is:

- a. the spouse of that person;
- b. a child, parent, grandchild, grandparent, brother or sister of that person;
- c. an agent or employee of that person; or
- d. the spouse of a person within (b) or (c).

For these purposes, a person living with another as that person’s husband or wife is to be treated as that person’s spouse.

These provisions will be subject to amendment by the Civil Partnerships Act. These amendments are due to take effect from 5th December 2005.

I shall

	If the premises are situated in one or more licensing authority areas, send at least one copy of this notice to each additional licensing authority If the premises are situated in one or more local authority areas, send a copy of this notice to each additional local authority exercising environmental health functions
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Note 15

It is a requirement that you send at least one copy of this notice to the licensing authority at least ten working days (not including the date that the form is submitted and the date of the Event) (or five working days for a late notice) (not including the date that the form is submitted and the date of the Event)before the commencement of the proposed licensable activities.

The authority will give you written acknowledgement of the receipt of the notice. This will be important proof that you gave the notice and when you gave it for the purposes of the Act. Some premises may be situated in two licensing authority areas, for example, where a building or field straddles the local authority boundary.

Where this is the case, at least one copy of the notice must be sent to each of the licensing authorities identified, together with the appropriate fee in each case. In such circumstances, you will receive acknowledgements from all the relevant licensing authorities.

One copy must be sent to each of the chief officer of police and the local authority exercising environmental health functions for the area in which the premises is situated at least ten working days for a standard notice (or five working days for a late notice) before the commencement of the proposed licensable activities. Where the premises are situated in two police areas or environmental health areas, a further copy will need to be sent to the second police force and local authority exercising environmental health functions.

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

I agree to the above statement

	I agree
PaymentDescription	, ,
PaymentAmountInMinorUnits	2100
AuthCode	199392
LicenceReference	LTN-94212-1619
PaymentContactEmail	[REDACTED]

Note 17

It is an offence knowingly or recklessly to make a false statement in, or in connection with, a temporary event notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.

The information you provide will be used fairly and lawfully and Southwark Council will not knowingly do anything which may lead to a breach of the Data Protection Act 1998.

08/06/2017

Business - Temporary events notices

Ref No. 830438

Before completing this notice please read the guidance notes at the end of the form.

You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

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

1. Your name

Title	Ms
If other, Please state	
Surname	Metcalfe
Firstname(s)	Hannah

2. Previous names

Title	
If other, Please state	
Surname	
Firstname(s)	

3. Your date of birth

	██████████
--	------------

4. Your place of birth

	██████████
--	------------

5. National Insurance Number

	██████████
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6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)

Address Line 1	██████████
Address Line 2	██
Town	██████████

Business - Temporary events notices

County	
Post code	████████

Note 1

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed “premises user”. Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user. If you include an e-mail address in section 1(7) or 1(9), the licensing authority may send to this the acknowledgement of receipt of your notice or any notice or counter notice it is required to give under sections 104A, 106A or 107 of the Licensing Act 2003.

7. Other contact details

	Telephone numbers:
Daytime	████████
Evening (optional)	
Mobile (optional)	████████
Fax number (optional)	
E-Mail Address	████████████████████

8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)

Address Line 1	
Address Line 2	
Town	
County	
Post code	

9. Alternative contact details (if applicable)

	Telephone numbers:
Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail Address	

Please 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) (Please read note 2)

Address Line 1	
Address Line 2	
Town	

Business - Temporary events notices

County	
Post code	

Ordnance Survey grid reference

--	--

If there is no recognised Post code, please enter the address for the premises

Address Line 1	Mint Street Park, off Marshalsea Road
Address Line 2	Borough
Town	London
County	

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	
Club premises certificate number	

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)

	I am requesting two TEN licences for Mint Street Music Festival. This one is for the area from the path between Quilip Street and Mint Street to the Marshalsea Road entrance, including the wooden stage area. A map is attached.
--	--

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

	Mint Street Park is a public park. It has been used for Mint Street Music Festival three times before.
--	--

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

	Mint Street Music Festival is a free, family-friendly, non-profit community event. The area for this TEN is the area with the wooden stage where there will be bands performing live music. there will also be an Information Tent where free refreshments (including alcohol) will be served to performers.
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If the event is situated in a park or in part of a larger premises, please upload the site location plans. Other documents such as risk assessments can also be uploaded here

Document 1	event-map-MSMF-2017.jpg
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Document 2	Event-Plan-Mint-Street-Music-Festival-2017.docx
Document 3	MSMF-RISK-ASSESSMENT-2017.doc
Document 4	
Document 5	

Note 2

For the purposes of the Licensing Act 2003, “premises” means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

If a premises licence or club premises certificate has effect in relation to the premises (or any part of the premises) which you want to use to carry on licensable activities, it is possible that any conditions which apply to the licence or certificate may be imposed on the temporary event notice if certain pre-conditions are met. These pre-conditions are that the police or the local authority exercising environmental health functions object to the notice and the licensing authority decides:

- not to give a counter notice under section 105 of the Licensing Act 2003;
- the conditions apply to the licence or certificate; and
- the imposition of the conditions on the notice would not be inconsistent with the carrying on of the licensable activities under the notice.

Note 3

A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution. In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities are taking place to less than 500.

If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers.

Note 4

A description of the nature of the premises assists the chief officer of police and local authority exercising environmental health functions in deciding if any issues relating to the licensing objectives are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

Note 5

A description of the nature of the event similarly assists the chief officer of police and local authority exercising environmental health functions in making a decision as to whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with a pay bar, the supply of beer at a particular farmers’ market, a discotheque, the performance of a string quartet, a folk group or a rock band.

Please state the licensable activities that you intend to carry on at the premises (please check next to the licensable activities you intend to carry on). (Please read note 6)

	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
--	--

Please state the dates on which you intend to use these premises for licensable activities. (Please read note 8)

	15/07/17
--	----------

Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 9)

	11:00 to 19:30
--	----------------

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 10)

	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 check next to the appropriate box). (Please read note 11)

	On the premises only
--	----------------------

Note 6

The licensable activities are:

- 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 a club;
- the provision of regulated entertainment; and
- the provision of late night refreshment.

Please refer to Schedules 1 and 2 to the Licensing Act 2003 for fuller details of the definitions and exemptions relating to regulated entertainment and late night refreshment.

Regulated entertainment, subject to specified conditions and exemptions, includes:

- (a) a performance of a play;
- (b) an exhibition of a film;
- (c) an indoor sporting event;
- (d) a boxing or wrestling entertainment;
- (e) a performance of live music;
- (f) any playing of recorded music;
- (g) a performance of dance;
- (h) entertainment of a similar description to that falling within (e), (f) or (g).

Regulated entertainment also includes the provision of "entertainment facilities" for:

- (a) making music;
- (b) dancing; and
- (c) entertainment of a similar description to that falling within (a) or (b).

If you are uncertain whether or not the activities that you propose are licensable, you should contact your licensing authority for further advice.

Note 7 (not including the date that the form is submitted and the date of the Event)

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 5 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (i.e. 50 temporary event notices per year for personal licence holders and 5 temporary event notices for non-personal licence holders).

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead and a counter notice will be issued.

Note 8

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

Note 9

You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities throughout the entire 48 hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

Note 10

No more than 499 may be on the premises for a temporary event at any one time when licensable activities are being carried on. If you intend to have more than 499 attending the event, you should obtain a premises licence for the event. Your licensing authority should be able to advise you. The maximum figure of 499 does not just include the audience, spectators or consumers and includes, for example, staff, organisers, stewards and performers who will be present on the premises.

Note 11

If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there.

If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Do you currently hold a valid personal licence?

	No
--	----

If "Yes" please provide the details of your personal licence below.

Issuing licensing authority	
Licence number	
Date of issue	
Date of expiry	
Any further relevant details	

Note 12

The holder of a valid personal licence issued under the Licensing Act 2003 may give up to 50 temporary event notices in any calendar year subject to the other limitations in the 2003 Act. A proposed premises user who holds such a licence should give the details requested.

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
--	-----

If answering yes, please state the number of temporary event notices you have given for events in that same calendar year

	1
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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	No
b) begins 24 hours or less after	No

Note 13

As stated under Note 12, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 5 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1 January to 31 December inclusive in any year. If an event straddles two calendar years, it will count against the limits on temporary event notices (12 for each premises, 21 days for each premises, 50 per personal licence holder and 5 for non-holders) for each year, however, only one notice needs to be given.

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 14 below sets out the definition of an "associate".

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed.

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count as if they had been given by the premises user himself. Note 14 below sets out the definition of an "associate".

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?

	No
--	----

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	No
b) begins 24 hours or less after	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?

	No
--	----

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	No
b) begins 24 hours or less after	No

Note 14

An “associate” of the proposed premises user is:

- a. the spouse of that person;
- b. a child, parent, grandchild, grandparent, brother or sister of that person;
- c. an agent or employee of that person; or
- d. the spouse of a person within (b) or (c).

For these purposes, a person living with another as that person’s husband or wife is to be treated as that person’s spouse.

These provisions will be subject to amendment by the Civil Partnerships Act. These amendments are due to take effect from 5th December 2005.

I shall

	If the premises are situated in one or more licensing authority areas, send at least one copy of this notice to each additional licensing authority If the premises are situated in one or more police areas, send a copy of this notice to each additional chief officer of police If the premises are situated in one or more local authority areas, send a copy of this notice to each additional local authority exercising environmental health functions
--	--

Note 15

It is a requirement that you send at least one copy of this notice to the licensing authority at least ten working days (not including the date that the form is submitted and the date of the Event) (or five working days for a late notice) (not including the date that the form is submitted and the date of the Event)before the commencement of the proposed licensable activities.

The authority will give you written acknowledgement of the receipt of the notice. This will be important proof that you gave the notice and when you gave it for the purposes of the Act. Some premises may be situated in two licensing authority areas, for example, where a building or field straddles the local authority boundary.

Where this is the case, at least one copy of the notice must be sent to each of the licensing authorities identified, together with the appropriate fee in each case. In such circumstances, you will receive acknowledgements from all the relevant licensing authorities.

One copy must be sent to each of the chief officer of police and the local authority exercising environmental health functions for the area in which the premises is situated at least ten working days for a standard notice (or five working days for a late notice) before the commencement of the proposed licensable activities. Where the premises are situated in two police areas or environmental health areas, a further copy will need to be sent to the second police force and local authority exercising environmental health functions.

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

I agree to the above statement

	I agree
PaymentDescription	, ,
PaymentAmountInMinorUnits	2100
AuthCode	115605
LicenceReference	LTN-94212-1620
PaymentContactEmail	mintstreetmusicfestival@gmail.com

Note 17

It is an offence knowingly or recklessly to make a false statement in, or in connection with, a temporary event notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.

The information you provide will be used fairly and lawfully and Southwark Council will not knowingly do anything which may lead to a breach of the Data Protection Act 1998.



TEN area 2 (orange border)

- Bin
- Cocktail Taxi
- Sponsors/community gazebos
- 'Stars' stage
- Alcohol control zone
- Food stalls
- Lost Rivers Brewery stall
- Wine stall (t.b.c.)
- Generators (marked 'G')
- Bin

Portaloos by the Quilp Street park entrance.

Market/ Stars area
Orange hi-vis x2

Quilip/Marshalsea/Mint
Black hi-vis x2

TEN area 1 (pink border)

- Fire extinguisher
- Information tent
- First Aid tent & lost child point

Organisers:
Yellow/ blue hi-vis x2
Survey volunteers:
Yellow/ green hi-vis x2

Adventure Stage area
Blue Hi-Vis x4

Waste disposal collection point
Bin 'B'

- Children's craft stall
- Adventure Playground bouncy castle
- Fire extinguisher
- Play & Dance stage, PA - powered by cable from building 14

- Bin
- Generator
- Sound-tech desk
- Cable across path, covered
- Performers' kit storage
- Main Stage & PA (under gazebo)

**MINT STREET
• MUSIC •
FESTIVAL**

Event Name	Mint Street Music Festival
Event Location	Mint Street Park
Event Date	15 July 2017
Organisation	Mint Street Music Festival Team
Document last updated	29/03/17

Contents

1. Event Description
2. Aim and Objectives
3. Evacuation Procedures
4. Severe Weather and Event Cancellation
5. First Aid
6. Fire Precautions and Equipment
7. Communications
8. Waste Management
9. Toilets
10. Lighting
11. Lost Children Policy
12. Insurance
13. Emergency Contact

Appendix 1: Event Schedule

Appendix 2: Stewarding and Security

Appendix 3: Roles and Responsibilities

Appendix 4: Key Contacts

Appendix 5: Risk Assessments

Appendix 6: Licensing Conditions

Appendix 7: Site Map

1. Event Description

Mint Street Music Festival will be a free music festival in the park. The festival will showcase the talents of local bands, musicians, choirs and children performing music of varied genres. Taking place from 11.00am to 7.30pm, the festival will be child-friendly and will include opportunities for children to participate in dancing, singing and instrument making workshops. Local community groups will be invited to participate and to help publicise the festival. An audience of local people will be invited, with care taken to include diverse communities and those with accessibility requirements.

The festival has applied for support and funding from Southwark Council Neighbourhood Fund, Peabody and will be applying to United St Saviours and other funders.

2. Aim and Objectives

- Bring the community together to celebrate their local musical talents and get more people involved in music making
- Give opportunities for people to participate in a range of musical activities
- Make a positive difference in key areas of community development, skills development, employability and health and wellbeing.
- Improve lives by empowering individuals and strengthening the community.

3. Evacuation Procedures

In event of an emergency Stewards designated to each area of the park will be informed and will be briefed to evacuate the audience in via the nearest exit to their section of the park. The four areas of the park are:

- 1) The Mint Street Adventure Playground Sports Pitch and children's play area
- 2) The area from the outdoor gym area to Quilip Street
- 3) From Quilip Street to (and including the Marshalsea Road entrance
- 4) From the Marshalsea Road entrance to the Mint Street entrance (including the main stage).

Area 1 will use the Southwark Bridge Road exit, Area 2 will use

the Quilip Street exit, Area 3 will use the Marshalsea Road exit, Area 4 will use the Mint Street exit.

5) After evacuation, the assembly point is on Marshalsea Road, on the pavement across the road from Mint Street Park, between Ayres Street and Borough High Street.

4. Severe Weather and Event Cancellation

The stage will be covered and event crew will be briefed on keeping electrical equipment covered and safe in event of rain. In event of severe weather the Event Manager will take a decision on whether to cancel the event.

5. First Aid

First Aiders will be on site at all times with appropriate first aid kits. In the event of serious injury they will be briefed to call 999 for an ambulance and inform other event crew in accordance with the communication plan. Emergency vehicle access will be kept clear.

6. Fire Precautions and Equipment

London Fire Brigade will be consulted and will ensure that CO2 and water fire extinguishers are available at appropriate stations on site. We will have a designated Fire Marshal and who will be briefed about use of the fire safety equipment. Staff and volunteers will be briefed to call 999 in the event of a fire and to evacuate audience from the area via the designated exits. We will ensure that road access at Mint Street is kept clear for emergency vehicles during the event.

7. Communications

Staff and volunteers will be briefed on the communication strategy at a meeting prior to the event (date tbc). A sheet with mobile phone numbers of all staff and crew and numbers for external agencies (such as police) will be available and all festival crew members will be given a sheet with the organisational structure and relevant contacts at the start of the event. We will ensure that all key members of the crew have a mobile phone that is charged, kept switched on and on vibrate if in a noisy area of the park. The Event Manager and Volunteer Manager will be on site at all times as key contacts.

8. Waste Management

A number of bins are situated in the park and we will ensure that extra bin bags are provided at these areas during the day if bins

become full. Volunteers will be given litter picking sticks to help clean up on the day and Better Bankside Cleaning Team will be notified to visit the site when the event is over. A team from The Challenge youth group have volunteered to promote and sort items for recycling.

9. Toilets

The Lord Clyde pub will be asked to make their toilets available during the festival. Portaloos will be available near the Quilip Street exit to the park.

10. Lighting

As the event is taking place during daylight hours additional lighting should not be needed and the park will be cleared before dark.

11. Lost Children Policy

There will a clearly advertised point for information on lost children at the information stall at the back of the park (see site map).

If a lost child is found and reported to one of the event staff a message should be communicated to all event staff as per the communication plan. Two staff will then remain with the child at this point for a period of 10 minutes to allow for a possible quick reunification.

If after 10 minutes there has been no reunification then the child should be taken to the Information gazebo where a DBS checked member of staff will have been briefed to look after lost children. Staff will try to ascertain a description of the child's guardian, their name, mobile number if known and a description.

The child and the parent/s guardian should not be reunited until a match has been established. To this if a parent comes to the lost children's point claiming they have a lost child they must provide a signature and identification along with a description of their child, this could include age, clothing, hair colour, height etc. If there is any reluctance from the child to go with the adult then the police will be informed.

All incidents need be logged, ensuring all details are recorded.

12. Electrical safety

The generator will be operated by Furkan Chouhury.

13. Insurance

The event will be covered by Public Liability Insurance cover to a maximum of £5 million. Documentation will be provided to Southwark Council prior to the event.

14. Emergency Contact

Event Manager: Hannah Metcalfe – [REDACTED]

Mint Stage Manager: Rebecca Dilg – [REDACTED]

Adventure Stage Manager: Apple Peipei, [REDACTED]

Appendix 1: Event Schedule

	Main stage (all tbc)	Adventure Playground Muga	Acoustic busking pitch
11.00			
11.10			
11.20			
11.30		Capoeira – tbc.	
11.40			
11.50			
12.00	Welcome		
12.10	Blackfriars Nightingales 12:10-12:45	tbc	Acoustic performers, names tbc.
12.20			
12.30			
12.40	12:30 - 1:00 Diddi Dance		
12.50	Vienna Ditto tbc 12:55-1:15		
1.00			
1.10			
1.20		1:10 - 1:30 tbc	
1.30	Lady P tbc 1:30 - 2:05		
1.40			
1.50		1:35 - 2:00 Gennie Joy	
2.00			
2.10	Band of Holy Joy Tbc 2:15 - 2:35		
2.20		2:10 - 2:30 tbc	
2.30			
2.40			
2.50	Tbc 2:45 - 3:20	2:40 - 3:00 tbc	
3.00			
3.10			
3.20		3:10 - 3:40 Pioneer Dance	
3.30			
3.40	Tbc 3:30 - 3:45		
3.50		3:50 - 4:10 Boppin' Bunnies	
4.00			
4.10	Johnny Freyre & Kalima Project 4:00 - 4:40		
4.20		tbc	
4.30			

4.40			
4.50	4:50 - 5:25	4:50 - 5:20 tbc	
5.00			
5.10			
5.20			
5.30		tbc	
5.40			
5.50	Tbc	tbc	
6.00			
6.10			
6.20			
6.30	Tbc	tbc	
6.40			
6.50			
7.00	TBC	tbc	
7.10			
7.20			End
7.30	End		

Appendix 2: Stewarding and Security

Two security guards will be provided by Gallowglass Security Partners LLP. In addition two Community Wardens from Better Bankside will visit the site at intervals and the local police have been made aware of the event. Teams of Stewards will patrol the park, dividing the park in to four areas: The Mint Street Adventure Playground Sports Pitch and children’s play area, the area from the outdoor gym to Quilip Street, from Quilip Street to the Marshalsea Road entrance and from the Marshalsea Road entrance to the Mint Street entrance (including the main stage). Stewards will be briefed prior to the event and familiarised with the Risk assessment. They will liaise with the Community Wardens and will call 999 in the event of an emergency.

Appendix 3: Roles and Responsibilities

Name	Role	Responsibility	Contact (Mobile and email)
Hannah Metcalfe	Event Manager	Overall responsibility	[REDACTED]
Furkan Chouhury	Technician, Mint Stage	Oversee PA on the main stage	[REDACTED]

			██████████
Daniel Blackburn	Technician, Adventure stage	Oversee PA for the Adventure stage	██████████
Rebecca Dilg	Stage/Area Manager, Mint Stage	Management of volunteers	██████████
tbc	First Aid	Trained First Aider	Probably from First Aid Cover Ltd
Luke Metcalfe	Fire Marshall	Oversee fire safety and use of fire safety equipment	██████████
Richard Ferriday (tbc)	Lost children supervisor	Look after lost children whose parents are not immediately located	██████████
Giles Turnbull	Security	Event security	Gallowglas Security, ██████████
Apple Peipei	Stage/Area Manager, Adventure Stage	Management of volunteers	██████████

Appendix 4: Key Contacts

Emergency services: 999

Better Bankside Cleaning Team: ██████████

Southwark Council's Warden Control Room: ██████████

Appendix 5: Risk Assessments

See accompanying document MINT ST MUSIC FEST RISK ASSESSMENT.doc

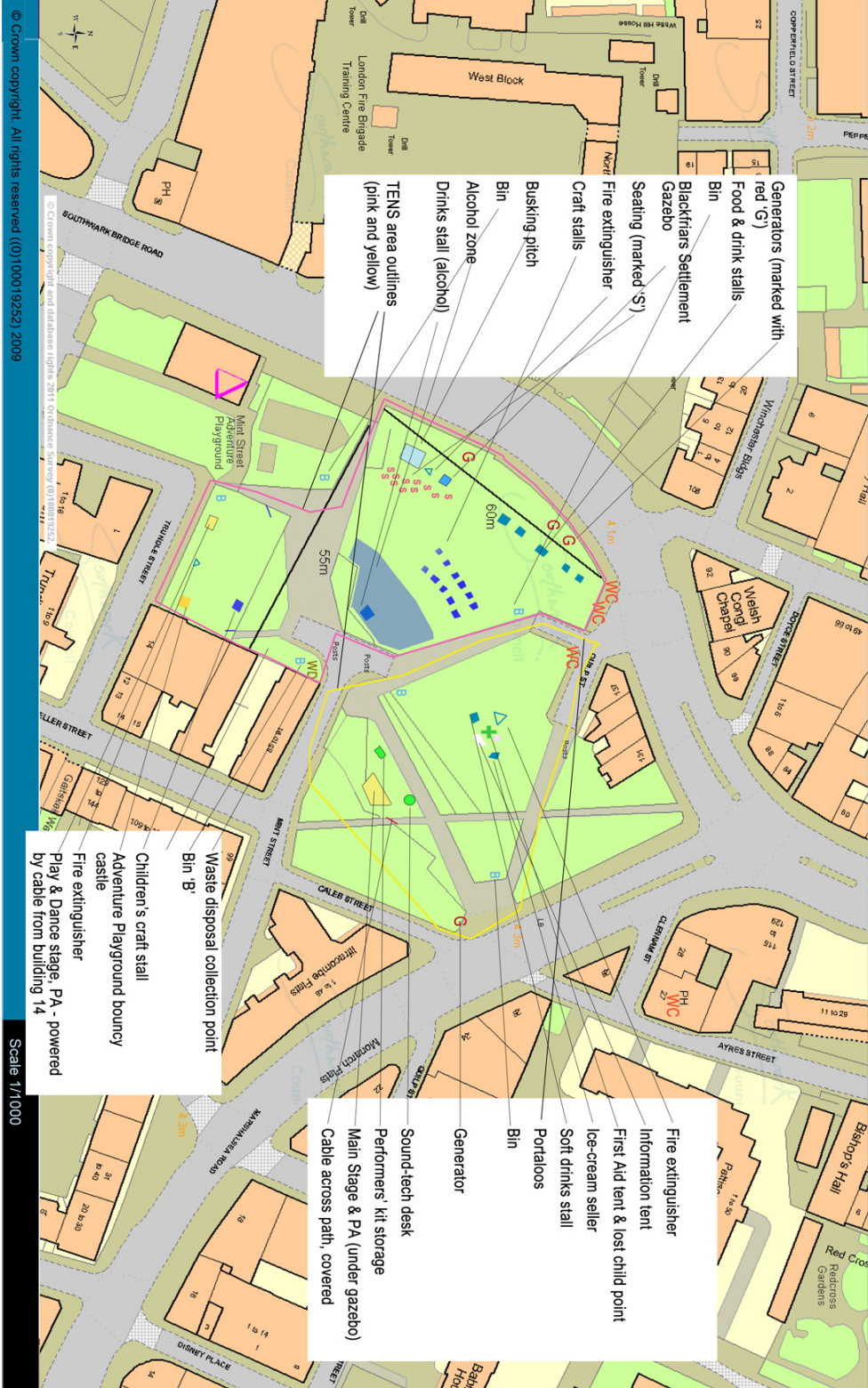
Appendix 6: Licensing Conditions

Details to be added.

Appendix 7: Site Map

Mint Street Park

Date 28/5/2015



Generators (marked with red 'G')

Food & drink stalls

Bin

Blackfriars Settlement Gazebo

Seating (marked 'S')

Fire extinguisher

Craft stalls

Busking pitch

Bin

Alcohol zone

Drinks stall (alcohol)

TENS area outlines (pink and yellow)

Children's craft stall

Adventure Playground bouncy castle

Fire extinguisher

Play & Dance stage, PA - powered by cable from building 14

Waste disposal collection point

Bin 'B'

Fire extinguisher

Information tent

First Aid tent & lost child point

Ice-cream seller

Soft drinks stall

Portaloos

Bin

Generator

Sound-tech desk

Performers' kit storage

Main Stage & PA (under gazebo)

Cable across path, covered

MINT STREET MUSIC FESTIVAL RISK ASSESSMENT

Date of event : 18/07/15		Date of Risk Assessment: 09/04/17	
Time of event for staff from 8am to 9.30pm. Time of event for public: 11am to 7:30pm		Prepared by: Hannah Metcalfe	
Responsible Parties: Hannah Metcalfe – Event Manager Furkan Chouhury – Technician/Stage Manager, main stage Daniel Blackburn - Technician/Stage Manager, Adventure stage Luke Metcalfe – Fire Marshall Rebecca Dilg – Stage/Area Manager First Aid – First Aid Cover Ltd 2 security wardens provided by Better Bankside	Activity: 1 day Music Event with bands, dancers and musicians performing live on the stage at Mint Street Park and music/dance performances on the sports pitch of Mint Street Adventure Playground.	Equipment: Kipor 5 kv Super Silent Diesel Generator Yamaha Stage PAS 500 Sound Stage	Work Area: Mint Street Park Southwark London SE1 1QP

Hazards & Risks	Control Measures	Calculation of Risk		
		People at Risk	Worst Outcome	Risk Factor
Set up and breakdown of PA Equipment Staff may suffer serious injury and back pain from carrying heavy equipment. Public could be harmed if they trip over objects during set up and breakdown	Area to be marshalled by staff and persons present will give due warning to general public to keep clear while PA equipment is installed and packed away. Equipment to be handled by trained event staff and performers only with no access or risk to the public. Event Manager will ensure that all event staff are trained to follow the correct procedure for lifting equipment and all other aspects of health and safety.	crew performers	Serious injury	Low
Hazards & Risks	Control Measures	Calculation of Risk		

		People at Risk	Worst Outcome	Risk Factor
<p>Trips, Slips & Falls</p> <p>Staff, musicians & public may suffer serious, possibly fatal, injuries if they fall or trip, or suffer injuries such as sprains and fractures if they slip on spillages, trip over objects etc.</p>	<p>Musicians and events staff will be briefed on the dangers of trip hazards and all cables will be fully secured at all times. The general public will not be able to access the stage area.</p> <p>The musicians will be told to take extra care when accessing the stage.</p> <p>The stage is a permanent low fixed platform and is regularly inspected and tested for safety.</p> <p>The Stage Managers will ensure that no liquids are allowed near the stage and equipment</p> <p>Electrical cables will be managed & secured so as not to pose a trip hazard</p>	crew performers	Serious injury	low
<p>Electric Shock</p> <p>Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.</p>	<p>Trained Technicians only will be using the electrical equipment and members of the public will have no access to the generator and PA equipment.</p> <p>Electrical installation and all equipment inspected by a competent person according to a planned inspection programme, and maintained as necessary.</p> <p>Staff trained to spot and report any defective plugs, discoloured sockets, damaged cable and on/off switches and to take defective equipment out of use.</p> <p>Staff will know how to safely turn the electricity off in an emergency.</p> <p>Electrical equipment PAT (12 monthly) Visual checks on condition of cables and connectors. RCD protected.</p>	crew performers	fatality	low
<p>Fire</p> <p>Staff and public may suffer serious, possibly fatal, injuries from smoke inhalation, burns, structural collapse.</p>	<p>Fire extinguishers (dry powder) provided- minimum 13A rating. Luke Metcalfe is the Fire Marshall and responsible for making assessments of any fire and directing staff, performers and the public accordingly. He will assess any outbreak of fire and will call the emergency services if deemed necessary.</p> <p>There will be constant checks to ensure all control measures in fire risk assessment are in place.</p>	crew performers public	fatality	low
<p>Minor injuries / First Aid</p> <p>Staff, musicians and public may suffer from illness or accidents.</p>	<p>Our first aiders will be in attendance in designated areas at all times and will attend to any injury or accident. They will assess the seriousness and call emergency services if deemed necessary. First Aiders will wear hi-visibility jackets.</p>	crew performers public	minor	low

Persons at Risk	Potential Worst Outcome	Estimation of residual Risk		
<p>Security</p> <p>Staff and the public risk serious injury, if assaulted. Personal items could be stolen.</p>	<p>We will have 2 professional security guards. Local police will be notified and invited to attend the event.</p> <p>Security staff are trained to spot potential trouble makers, defuse tense situations etc.</p> <p>Security staff are watchful and vigilant and will minimize the risk of theft.</p>	crew performers public	minor	low
<p>Identification of Personnel & PPE</p> <p>Staff need to be visible to public and musicians</p>	<p>Hannah Metcalfe, the Event Manager, will be on site at all times to monitor risks and ensure that the correct safety procedure is carried out at all times.</p> <p>First Aid Cover Ltd will provide the on-site the Registered First Aider.</p> <p>They will all be carrying ID at all times. Stage Managers, First Aiders & Wardens will be wearing High Vis jackets.</p>	crew	minor	low
<p>Noise</p> <p>Staff may suffer permanent or temporary hearing damage from loud music</p>	<p>Noise levels will be monitored by Stage Managers and kept within safe levels. Staff trained in noise risks and the protective measures needed. Staff considered to be particularly at risk identified and provided with ear plugs.</p>	crew performers public	minor	low
<p>Weather</p> <p>Heavy rain could make equipment and stage areas unsafe</p> <p>Hot weather raises the risk of sunburn and heatstroke</p>	<p>Installation and performances will be stopped if conditions are extreme and not suitable for the safety of the performers, crew and public.</p> <p>First Aiders and stewards will be notified to look out for those at risk. Stewards will be able to direct festival goers to the drinking fountain and to find shade.</p>	crew performers	Serious	Low

Taking photographs	Designated volunteers to ask adults permission to take any photos of children and use in publicity material. Parents to sign permission form.	Public	minor	Low
Abuse or allegation of abuse of children	No staff/volunteers to be in secluded area alone with children.	Public	Serious	Low

Persons at Risk		Potential Worst Outcome		Estimation of residual Risk	
Crew	Event staff	Fatality	Accident resulting in death from injuries sustained	Medium	If imminent danger exists the work activity should be stopped immediately
Public	Members of the public, visitors, guests	Serious	Major injury, damage to health, serious property damage or fire	Low	Hazards will be controlled and minor injury unlikely
Performers	Performers other users of the stage	Minor	Minor Injury, minor property damage	Low	Hazards will be controlled and minor injury unlikely

Comments:

I can confirm that these risks have been assessed by us and we agree that they are acceptable.

We are able to confirm that the set up and breakdown will be done in accordance with the above Risk Assessment.

Risk Assessment written by

Approved by line manager:

Hannah Metcalfe

RECORD OF RECEIPT

I, the undersigned, hereby certify that I have received information relating to the attached risk assessment, that I understand the contents thereof, and will comply with and use the control measures as stated. I will raise any issues relating to the assessment with my line manager.

Name	Signature	Date	Comments
