



**Barking and Dagenham
Temporary Event Notice
Licensing Act 2003**

For help contact
licensing@lbbd.gov.uk
Telephone: 020 8215 3007

* required information

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You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant? Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Yes No

Applicant Details

* First name

* Family name * E-mail

Main telephone number Include country code.

Other telephone number

Indicate here if you

would prefer not to be contacted by telephone Are you:

- Applying as a business or organisation, including as a sole trader A sole trader is a business owned by one person without any special legal structure.
- Applying as an individual Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in Yes No Note: completing the Applicant Business the UK with Companies section is optional in this form.

House?

Registration number

Business name registered name.

VAT number Put "none" if you are not registered for VAT.

Legal status

If your business is registered, use its

Continued from previous page...

Your position in the business

director

United Kingdom

The country where the headquarters of
your

Home country business is located.

Registered Address

Address registered with Companies House.

Building number or name

scrattons community association limited

Street

morrison road

District

City or town

barking

County or administrative area

Postcode

ig110ua

Country

United Kingdom

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APPLICATION DETAILS ([See also guidance on completing the form, general notes and note 1](#))

Have you had any previous or maiden names?

Yes No

* Your date of birthApplicant

/ /
dd mm yyyy

must be 18 years of age or older

This box need not be completed if you are an

National Insurance

number individual not liable to pay UK

national insurance. Place of birth

Correspondence Address

Is the address the same as (or similar to) the address given in section one? If "Yes" is selected you can re-use the details from

Yes No

required. Select "No" to enter a completely new set of details.

scrattons community association limited

morrison road

barking

ig110ua

United Kingdom

section one, or amend them as

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

Additional Contact Details

Are the contact details the same as (or similar to) those given in section one? If "Yes" is selected you can re-use the details from

- Yes No required. Select "No" to enter a completely new set of details.

section one, or amend them as

E-mail

Telephone number

Other telephone number

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THE PREMISES

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

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). [\(See also guidance on completing the form, note 2\)](#) * Does the premises have an address?

Yes No

Address

Is the address the same as (or similar to) the address given in section one? If "Yes" is selected you can re-use the details from

Yes No required. Select "No" to enter a completely new set of details.

scrattons community association limited
morrison road
barking
ig110ua
United Kingdom

section one, or amend them as

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

Neither Premises licence Club premises certificate

* Club premises certificate number

Location Details

* Provide further details about the location of the event

hall and bar.

Continued from previous page...

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below ([see also guidance on completing the form, note 3](#))

Describe the nature of the premises below ([see also guidance on completing the form, note 4](#))

members bar and community hall

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

members childs 1st birthday party and family gathering.

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LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises ([see also guidance on completing the form, note 6](#)):

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of regulated entertainment ([See also guidance on completing the form, note 7](#)).
The provision of late night refreshment
- The giving of a late temporary event notice
- working days but no earlier than 9 working days before the event.

Late notices can be given no later than 5

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

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

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

Event start date

/ /

dd mm yyyy

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

Event end date

/ /

dd mm yyyy

Continued from previous page...

State the times during the event period that you propose to carry on licensable activities

(give times in 24 hour clock)

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

16.00hrs - 24.00 hrs

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 cannot exceed 499. activities,

120

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

Note that the maximum number of people intend to carry on licensable including any staff, organisers or performers [\(see also guidance on](#)

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both [\(see also guidance on completing the form, note 12\)](#):

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

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RELEVANT ENTERTAINMENT [\(See also guidance on completing the form, note 13\)](#)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

children entertainer and disco

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PERSONAL LICENCE HOLDERS [\(See also guidance on completing the form, note 14\)](#)

Do you currently hold a valid Yes No personal licence?

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PREVIOUS TEMPORARY EVENT NOTICES [\(See also guidance on completing the form, note 15\)](#)

Have you previously given a temporary event notice in respect of any premises for events falling in the same Yes No calendar year as the event for which you are now giving this temporary event notice?

Continued from previous page...

State the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year

4

Have you already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or Yes No
- b) Begins 24 hours or less after the event period proposed in this notice?

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ASSOCIATES AND BUSINESS COLLEAGUES

[\(See also guidance on completing the form, note 16\)](#)

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

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 Yes No

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

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

Continued from previous page...

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 Yes No period:

a) Ends 24 hours or less before; or

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

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

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

This formality requires a fixed fee of £21

DECLARATION ([See also guidance on completing the form, note 19](#))

* (liable on summary conviction for such an offence to a fine of any amount; and) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is

(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary

* conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six (6) months, or to both.

* (liable on conviction for such an offence to a fine up to level 5 on the standard scale; and) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is

(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 The

* London Borough of Barking and Dagenham is committed to protecting your privacy when you use our services. This privacy notice explains how we use information about you and how we protect your privacy. Please follow the link for more information <https://www.lbbd.gov.uk/general-privacy-notice>

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

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Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/barking-and-dagenham/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

OFFICE USE ONLY

Applicant reference number

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

Is Digitally signed

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