



**Crawley
Temporary Event Notice
Licensing Act 2003**

For help contact
licensing@crawley.gov.uk
Telephone: 1293438000

* 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

Not Currently In Use

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

Your reference ^{Finn}

BACKstage 18.9.21

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

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Angela

* Family name

Finn

* E-mail

Main telephone num

Other telephone nu

Include country code.

Indicate here if you would prefer not to be contacted by telephone

Are you:

C

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Correspondence Address

Is the address the same as (or similar to) the address given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number

Street

District

City or town

County or admini

Postcode

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produce vendors selling items such as pizzas and ice cream and will include sale of alcoholic beverages to over 18s only, to be consumed at tables near to the point of sale. There will be live and recorded music, dance performances with recorded music, a theatre workshop and art workshop. There will be a Cultural Kitchen with cookery demonstrations by competent chefs followed by food tastings and discussion. There will be a children's fairground area with a small number of rides, and information/demonstration stalls from several community groups. An event control gazebo will be manned throughout the event. The site will be managed from this position using two way radios to maintain contact between stage management and a team of experienced volunteer stewards. The events team and stewards are clearly identified with high visibility vests and site passes.

A programme of music and dance will run on the bandstand with the use of a PA system.

Other marquees and gazebos will be positioned around the park. These will house participatory workshops offering a number of free activities to the public including arts, craft, music and performance activities. All the events and activities are free.

A full event plan, including risk assessments, emergency and evacuation procedures and medical provision details, is available on request.

The applicant, Angela Finn, is secretary of Crawley Festival, a charitable company registered with the Charity Commission and with Companies House.

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LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises

[\(see also guidance on completing the form, note 6\):](#)

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment
- The giving of a late temporary event notice

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

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

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

Event Dates

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

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

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

Event start date

/ /
dd mm yyyy

The maximum period for using premises for

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State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

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

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers

Note that the maximum number of people cannot exceed 499.

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

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

[\(see also guidance on completing the form, note 12\):](#)

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

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

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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 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

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

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CONDITION

OFFICE USE ONLY

Applicant reference number	<input type="text" value="BACKstage 18.9.21"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>