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Yarnton Manor Estate

4th July 2015

Dear Residents

We are offering this meeting today as an opportunity for concerns to be raised, and these addressed, in relation to the Estate's premises licence application listed for hearing by the Licensing Sub-Committee of the Council on 28 July and in relation to the Winterwell event on 29 August 2015.

We appreciate that this meeting was arranged at short notice. However today was chosen because, as you may know, the hearing date for our premises licence of 28th July has only recently been scheduled by the Licensing Sub-Committee, and to get this session in a reasonable time ahead of that date we have had to fix a date early in July. Logistically the date had to be 4th July, because the Manor (otherwise full of students) is empty for a changeover day with one group of students having left this morning and another group not arriving till tomorrow morning.

Premises Licence Application

We have received a number of enquiries about our recent application for a premises licence to show films, play recorded and live music (to the extent now required) and (where appropriate) serve refreshments and alcoholic beverages (all regulated activities) at the various functions that will take place at the Manor over a normal year. The question has been asked: What are our intentions in this, and what might be the impact of what's proposed on the surrounding community if granted?

We must stress that we are primarily applying for administrative reasons. A single licence for regulated activities is valid for a year, and thereafter is subject to an annual fee. Having a single annual licence in place saves our having to make an application to the Council by temporary event notice (TEN) each and every time a function is to take place during the year (but see below as to the maximum permissible of these).

We have already applied for and been granted TENS for the 6 presently-anticipated number of events and functions associated with our student summer courses. These are non-alcoholic functions usually associated with the ending of a course for a batch of students e.g. a graduation disco. 2 of these have taken place already on 19th June & 3rd July without a problem.

But we need to be flexible, as we are setting up here an all-year-round educational centre, and groups of students may be having graduation discos or similar, or functions may be arranged for them, all through the year, or scheduled dates may need to be changed.

To date the maximum number of TENS that might be applied for in a year is 12. Parliament has now increased this to 15 in any calendar year. Beyond that number, a single annual premises licence is required.

Functions to be held are not only student-related events. The Manor has for a long time been pleased to make its facilities available to couples for weddings, for example, averaging a small number of these during the year. Residential conferences may also be held, to which functions attach and there may be other functions or events – for example a few years ago the Manor hosted the St Hugh's College Annual Ball.

Yarnton Manor - Yarnton, Oxford, OX5 1PY
Telephone: 01865 850000 Email: estate@yarntonmanor.com

www.yarntonmanor.com

Yarnton Manor Estate

Without a premises licence, we would be unable to carry on our business of this kind beyond the maximum permissible number of TENs during a year. All who have visited our fine Grade 2* Listed Jacobean building will have no difficulty imagining the cost of maintaining its fabric in a state that can be enjoyed by future generations. As in every other sphere of public life, we need to be able to make good use of our asset, provided our activities are run in a way that is appropriate and sensitive to the interests and amenity of our neighbours.

Another need for the premises licence is in relation to the showing of films for educational (and commercial) purposes. At present we have a licence in place for the copyright aspect of showing films, but we don't have a licence for the actual showing of films (e.g. as a part of our educational courses – again, to the extent that this is required by law).

Separately, we had thought that the showing of films (such as vintage movies) on a giant inflatable screen might be something the village might find attractive down the line. We would not be intending to do this regularly, perhaps once or twice a summer, but currently permission for this would need to come out of our annual TEN allocation.

We have closely followed the guidance given by Cherwell District Council in their application documentation by:

- Posting up a copy of our application on the gate outside the Manor on the blue A4 paper supplied by the Council. This notice has been in effect since 6 June.
- Submitting a copy of the application to the Oxford Mail for publication for Yarnton residents and people further afield to see.
- Publishing the application in the Oxford Mail online for web-viewers to see.

Copies of published notice and the application are attached. Their prescribed format does not allow for much explanation to be included. The prescribed notice is just a bare, factual statement of the types of regulated activities and the hours applied for. So just reading it on its own may give cause for concern. This is perhaps particularly so in relation to the hours and days applied for. To explain, though:

We may want to be showing films (mostly to students) indoors on any day of the week, so permission for this 5.00 pm to 2.00 am Monday to Sunday has been applied for.

Outdoors (practically speaking in the rear gardens of the Manor) permission applied for to show films has been restricted to 5.00 pm to 11.00 pm Monday to Sunday.

Permission to play Recorded music (e.g. music played from CD) indoors has been applied for (very often at functions for students, other residents & guests) on Thursdays to Sundays 1.00 pm to 3.00 am.

Outdoors, the permission for recorded music has been restricted to between 1.00 pm and midnight Thursdays to Sundays inclusive.

The playing of live music (any kind of live music from a concert pianist to a dance band) is a different regulated activity. Permission for this has been applied for indoors between 1.00 pm and 3.00 am Thursdays to Sundays.

Yarnton Manor - Yarnton, Oxford, OX5 1PY
Telephone: 01865 252227 E-mail: estate@yarntonmanor.co.uk

www.yarntonmanor.com

Yarnton Manor Estate

Outdoors (which means in practical terms in the rear gardens of the Manor) permission to play live music has been applied for between 1.00 pm and midnight Thursdays to Sundays.

Associated with the above activities indoors or outdoors, permission to supply late-night refreshments has been applied for Thursday to Sunday 11.00 pm to 3.00am.

Again, associated with the above activities indoors or outdoors, permission to sell alcoholic drinks (e.g a cash bar for departing residential conference attendees) has been applied for Thursday to Saturday 1.00 pm to 3.00 am, with Sunday those hours restricted to 1.00 pm to midnight.

None of this means that we have the intention of showing films, playing music, selling refreshments and selling alcohol on every one of those permitted days during all those permitted hours. These days and hours applied for are an overall permission for regulated activities on occasions to be authorised by the required licence.

The guidance that we received from the Council is to apply for days & hours which are sufficient to include regulated activities at all types of anticipated functions or events, so as not to need to re-apply for variations of the licence terms every time a function is booked which might need regulated activities to be running outside the shorter hours originally applied for. So, for example, it's very unlikely that we would be running a film show for young students till after midnight, and no alcohol would be supplied to them in any event, but if one of the Oxford Colleges (as St Hugh's have done in the past) were to want us to host their May Ball, or a wedding or birthday party hosted at the Manor were to want their reception to go late on a light mid-summer night, then that 3.00 am longstop time might be needed.

Essentially, these are longstop hours sufficient to cater for all the different types of function that we envisage we might need during the year.

Winterwell

One of these functions is the hosting of the one-off, one-day Winterwell event on 29th August, when the Manor will be closed to students, run by our events-operating company Winterwell World Limited.

We have already been granted permission for this under a TEN that we submitted. A copy of that grant and the application for it (with confidential details redacted) is attached.

Winterwell is in essence a summer garden party, with music going on into the night, for likely about 350 to maximum 499 people, with associated supply of refreshments, alcohol, and possibly showing of films. Winterwell has been in operation for almost a decade at various venues (including in Oxfordshire) without incident and is run by a team of experienced event management professionals.

In practice an event of this nature is not unlike a large private party, or a wedding, or a function such as a College Ball.

The size of the event will be easily accommodated within the 7-acres of the Manor gardens. We will ensure appropriate security measures and infrastructure are in place to allow the event to run smoothly and without incident. Staff and security measures will be in place to ensure that guests are kept to the designated areas for the event and not allowed to roam around the agricultural fields belonging to the Estate.

Yarnton Manor - Yarnton, Oxford, OX5 1PY
Telephone: 01235 833333 - E-mail: estate@yarntonmanor.com

www.yarntonmanor.com

Yarnton Manor Estate

We are aware that the outdoor music will be audible to some local residents, and will be taking steps to limit as far as reasonably practicable any disturbance that this may cause. The music will be contained to the back lawns of the Manor, which are surrounded by walls and high trees. The playing of outdoor music will be over by 9.00 pm. After then music will be played indoors.

In relation to traffic and access for the event, we do not think there is likely to be material impact on Church Lane. However, we will be taking advice from an independent traffic consultant on this point at the appropriate time.

Winterwell is open to anyone (subject to security and to numbers) and features garden games, lawn tennis, croquet, picnics, live music and much more. A discount is available for Yarnton residents and anyone interested should enquire via the Winterwell website at www.winterwell.co.uk. Two very worthy charities - *War Child* and *Care International* - are being supported this year, and we hope to raise as much money for them as possible.

General

Primarily, we are an educational company, first and foremost working with the interests of our staff and students in mind. However, as previously indicated, running ancillary events (e.g. during the holiday or low-season) is absolutely fundamental to our business, as it provides needed income to go towards maintaining the Estate throughout the year. This is not uncommon in the Oxford University Colleges, all of which generate extra income when their students aren't on site to contribute towards, for example, increasingly expensive building repairs.

Hopefully the above explanations will alleviate concerns and correct a certain degree of misunderstanding as to what is intended by the premises licence that we have applied for, but this is an open information session and questions are welcome to be asked, through the meeting Chairman, of our representatives present.

We sincerely hope that this can be the beginning of a sustained dialogue between the Estate and its neighbours. Certainly this is our intention.

Kind regards,

GEORGE HUMPHREYS
FOR THE YARNTON MANOR ESTATE

Attachments:

- (1) Published notice for premises licence application
- (2) Application for premises licence
- (3) Grant of TEN for Winterwell 29.8.15
- (4) Application for Winterwell TEN (with confidential details redacted)

Yarnton Manor - Yarnton, Oxford, OX5 1PY
Telephone: [redacted] Email: [redacted]

www.yarntonmanor.com

**Notice of Application for a new Premises Licence under the
Licensing Act 2003.**

Name of Applicant	Oxford Programs Limited
Name and Address of Premises or Description of Site	Yarnton Manor Church Lane Yarnton OX5 1PY

It is proposed to Licence this Premises for:

Provision of regulated entertainment in the forms of: - both

- Films - Indoors on Monday to Sunday inclusively from 17.00 to 02.00 the following morning
- Films - Outdoors on Monday to Sunday inclusively from 17.00 to 23.00 the following morning
- Live music - Indoors on Thursday to Sunday inclusively from 13.00 to 03.00 the following morning
- Live music – Outdoors on Thursday to Sunday inclusively from 13.00 to 00.00 the following morning
- Recorded music – Indoors on Thursday to Sunday inclusively from 13.00 to 03.00
- Recorded music – Outdoors on Thursday to Sunday inclusively from 13.00 to 00.00 the following morning

Provision of Late Night Refreshment - both

On Thursday to Sunday from 23:00 hours to 03:00 hours the following morning

Retail Supply of alcohol - consumption on premises

On Thursday to Saturday from 13:00 hours to 03:00 hours the following morning

On Sunday from 13.00 to 00.00 the following morning

Representations can be made **in writing** by 23.59 on **6th July 2015**

Please write to the address below

The Licensing Authority

Cherwell District Council

Bodicote House

Bodicote

Banbury

Oxfordshire OX15 4AA

Tel: 01295 753744

Fax: 01295 221878

E-Mail: licensing@cherwell-dc.gov.uk

Web: www.cherwell.gov.uk

Full details of the application can be inspected **by appointment** at the address above.

It is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction of the offence is not exceeding £5,000.

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Cherwell
Application for a premises licence
Licensing Act 2003

For help contact
licensing@cherwell-dc.gov.uk
Telephone: 01295 75374

* required information

Section 1 of 19

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

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

WILLIAM

* Family name

HUMPHREYS

* 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

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. 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 the UK with Companies House?

Yes

No

* Registration number

6045196

* Business name

OXFORD PROGRAMS LIMITED

If your business is registered, use its registered name.

* VAT number

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

* Legal status

Private Limited Company

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Continued from previous page...

Your position in the business DIRECTOR

Home country United Kingdom

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name 14

Street KING STREET

District

City or town BRISTOL

County or administrative area

Postcode BS14EF

Country United Kingdom

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

Address OS map reference Description

Postal Address Of Premises

Building number or name YARNTON MANOR

Street CHURCH LANE

District

City or town YARNTON

County or administrative area OXFORDSHIRE

Postcode OX5 1PY

Country United Kingdom

Further Details

Telephone number 0845 130 60 21

Non-domestic rateable value of premises (£) 41,250

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales
- Other (for example a statutory corporation)

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

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NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

OXFORD PROGRAMS LIMITED

Details

Registered number (where applicable)

6045196

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

PRIVATE LIMITED COMPANY. NOTE THAT THE TRADING NAME IS 'OXFORD ROYALE ACADEMY' AS PER WEBSITE AT WWW.OXFORD-ROYALE.CO.UK. HEAD OFFICE IS LOCATED AT ST. CATHERINE'S COLLEGE (SEE BELOW).

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

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OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.

YARNTON MANOR ESTATE IS LOCATED TOWARDS THE END OF CHURCH LANE, IN THE VILLAGE OF YARNTON. THE ESTATE IS A LARGE, BEAUTIFUL EXPANSE DATING BACK TO NORMAN TIMES, AND LOCATED RIGHT NEXT TO THE CHURCH IN YARNTON. WE RECOMMEND VISITING WWW.YARNTONMANOR.COM FOR A VISUAL INSPECTION OF THE MAIN MANOR HOUSE.

OVER THE COURSE OF THE SUMMER WE PLAN TO RUN A NUMBER OF EVENTS FOR WHICH A PREMISES LICENCE IS REQUIRED.

WE WOULD LIKE TO APPLY FOR THREE ASPECTS OF THE ESTATE TO BE LICENCED:

Continued from previous page...

1. "YARNTON MANOR" - THIS IS A SIZEABLE 17th CENTURY MANOR HOUSE, CONSISTING OF FOUR FLOORS (INCLUDING THE BASEMENT). THIS IS THE MAIN FOCUS OF THE ESTATE.

2. "THE BARN" - A STAND ALONE OLD GRANARY BARN, CONSISTING OF MAIN ROOM + CINEMA ROOM + SEVERAL SMALLER CONFERENCE ROOMS.

3. THE GARDENS/LAND - HERITAGE LISTED GARDENS, PLUS AGRICULTURAL LANDS OF AROUND 30 ACRES

THERE ARE OTHER BUILDINGS ON THE ESTATE, SUCH AS 32 CHURCH LANE, DASHWOOD HOUSE, APPLE LOFT, THE ORANGERY, 36+38+40 CHURCH LANE, AND THE MANOR FARM APARTMENTS. HOWEVER NONE OF THESE ARE RELEVANT PARTICULARLY TO THIS APPLICATION. THE BUILDINGS MAY BE USED FOR ACCOMMODATION PURPOSES (E.G. FOR PEOPLE STAYING OVER AFTER EVENTS).

THE clearest and easiest way to get an overview of the premises is to visit the interactive map, by clicking the button which says "INTERACTIVE MAP" at the following web address:
<https://www.oxford-royale.co.uk/international-study-centre/Yarnton-Manor-Map/story.html>

FOR ANY EVENTS INVOLVING THE SALE OF ALCOHOL, THESE WILL BE RESTRICTED TO:
WITHIN THE MANOR HOUSE
WITH THE BARN
IN THE GARDENS CLOSE TO THE MANOR HOUSE (E.G. COCKTAIL BAR ON A SUNNY DAY).

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

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PROVISION OF PLAYS

Will you be providing plays?

Yes No

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PROVISION OF FILMS

Will you be providing films?

Yes No

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the day of the week when you intend the premises to be used for the activity.

Standard Days And Timings

MONDAY

Start	<input type="text" value="17:00"/>	End	<input type="text" value="23:00"/> Outdoors
Start	<input type="text" value="17:00"/>	End	<input type="text" value="02:00"/> Indoors

TUESDAY

Start	<input type="text" value="17:00"/>	End	<input type="text" value="23:00"/> Outdoors
Start	<input type="text" value="17:00"/>	End	<input type="text" value="02:00"/> Indoors

WEDNESDAY

Start	<input type="text" value="17:00"/>	End	<input type="text" value="23:00"/> Outdoors
Start	<input type="text" value="17:00"/>	End	<input type="text" value="02:00"/> Indoors

Continued from previous page...

THURSDAY

Start End
Start End

FRIDAY

Start End
Start End

SATURDAY

Start End
Start End

SUNDAY

Start End
Start End

Will the exhibition of films take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

WE ALREADY HAVE IN PLACE A LICENCE FOR THE SHOWING OF FILMS FROM MPLC - MOTION PICTURE LICENSING COMPANY. THIS IS AN UMBRELLA LICENCE THAT OUR COMPANY USES FOR THE SHOWING OF FILMS ACROSS 7 SITES IN OXFORD THROUGHOUT THE SUMMER.

FOR THE PURPOSES OF THIS APPLICATION, WE WOULD ONLY NEED CLEARANCE FOR SHOWING OCCASIONAL FILMS ON AN AD-HOC BASIS (E.G. 2-3 WEDDINGS (OR SIMILAR SORTS OF EVENTS) PER ANNUM.

SHOULD YOU NEED ANY CLARIFICATION PLEASE DON'T HESITATE TO ASK.

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

DURING THE SUMMER MONTHS WE ANTICIPATE SHOWING FILMS REGULARLY BOTH INDOORS AND OUTDOORS FOR OUR STUDENTS. HOWEVER THESE SHOULD BE COVERED BY THE MPLC LICENCE.

THIS SUMMER WE ARE HOSTING THREE PARTICULAR EVENTS AT WHICH FILMS MAY BE SHOWN:

AUGUST WEDDING 8TH AUGUST
AUGUST WINTERWELL FESTIVAL 29TH AUGUST
AUGUST STAFF PARTY 15TH AUGUST

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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29TH AUGUST, FOR THE WINTERWELL FESTIVAL, IT IS POSSIBLE FILMS MIGHT GO ON A BIT LATER.

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PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

Yes No

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PROVISION OF LIVE MUSIC

Will you be providing live music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the day
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the performance of live music take place indoors or outdoors or both? Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Indoors Outdoors Both

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

FOR MOST DAYS IN THE YEAR THERE WILL BE NO AMPLIFIED MUSIC EITHER INSIDE OR OUTSIDE.

FOR A LIMITED NUMBER OF NIGHTS IN THE YEAR, THERE WILL BE AMPLIFIED MUSIC.

INSIDE THE BUILDINGS
OUTSIDE ON THE LAWNS
BOTH OF THE ABOVE

THE ONLY DATES THAT WE CURRENTLY HAVE BOOKED IN THE DIARY FOR AMPLIFIED MUSIC ARE AS FOLLOWS:

AUGUST 8TH - WEDDING (MUSIC WILL BE OVER BY AROUND MIDNIGHT)
AUGUST 15TH - STAFF PARTY (MUSIC WILL BE OVER BY AROUND MIDNIGHT)
AUGUST 29TH - WINTERWELL FESTIVAL (MUSIC WILL BE OVER BY MIDNIGHT OUTDOORS, AND BY 3AM INDOORS).

ADDITIONAL DATES MIGHT BE ADDED AS BOOKINGS ARE TAKEN IN OUR OFFICES, SUBJECT TO THIS LICENCE APPLICATION.

NOTE THAT WE HAVE SEPARATELY APPLIED FOR 5 X TEN LICENCES FOR OUR SUMMER SCHOOLS, WHICH WILL TAKE PLACE IN JUNE, JULY AND AUGUST - THESE WILL HAVE BEEN FILED BY JAMIE CHERRINGTON WHO IS THE COMPANY'S EVENTS MANAGER.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

AS IT STANDS, WE'RE EXPECTING SUMMER TO BE BUSIER THAN OTHER TIMES DURING THE YEAR. BUT AS STATED ABOVE, WE ONLY HAVE THE THREE NIGHTS CURRENTLY SCHEDULED FOR THIS SUMMER.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

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PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

Yes No

Standard Days And Timings

MONDAY

Start
Start

End
End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the day
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start
Start

End
End

WEDNESDAY

Start
Start

End
End

THURSDAY

Start
Start

End
End

FRIDAY

Start
Start

End
End

SATURDAY

Start
Start

End
End

SUNDAY

Start
Start

End
End

Will the playing of recorded music take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not
exclusively) whether or not music will be amplified or unamplified.

AS MENTIONED IN THE PREVIOUS SECTION, WE CURRENTLY HAVE ONLY 3 EVENTS AT WHICH RECORDED MUSIC IN THE
FORM OF DJs WILL PLAY.

1A.

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RECORDED MUSIC WILL ALSO BE AN ACTIVITY MENTIONED ON THE VARIOUS TENS SUBMITTED SEPARATELY BY JAMIE CHERRINGTON.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

SUMMER IS USUALLY A BUSIER TIME FOR US THAN OTHER TIMES IN THE YEAR.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

Yes No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the day of the week when you intend the premises to be used for the activity.

15.

Continued from previous page...

WEDNESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

AS STATED PREVIOUSLY, WE ONLY HAVE A SMALL NUMBER OF EVENTS PLANNED IN FOR THIS SUMMER; PLEASE SEE EARLIER SHEET.

FOR THESE THREE ONE-OFF EVENTS, WE WILL BE SERVING ALCOHOL UNTIL AROUND 3AM.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

Section 15 of 19

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the day
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start 13:00

End 03:00

Start

End

FRIDAY

Start 13:00

End 03:00

Start

End

SATURDAY

Start 13:00

End 03:00

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

On the premises Off the premises Both

If the sale of alcohol is for consumption on
the premises select on, if the sale of alcohol
is for consumption away from the premises
select off. If the sale of alcohol is for
consumption on the premises and away
from the premises select both.

Continued from previous page...

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

SEE PREVIOUS PAGES. WE WILL NEED TO SELL ALCHOL AT THE THREE EVENTS IN AUGUST, AND POSSIBLY MORE EVENTS ADDED IN THE FUTURE.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Enter the contact's address

Building number or name

Street

District

City or town

Administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

Electronically, by the proposed designated premises supervisor

Continued from previous page...

As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 19

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

FOR ONE OF THE EVENTS WE HAVE A LIFE DRAWING CLASS SCHEDULED.

SOME OF THE FILMS BEING SHOWN WILL BE 15+ OR 18+ RATED; ALTHOUGH WE WILL ENSURE CHILDREN ARE NOT ADMITTED.

Section 17 of 19

OURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the day of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start 13:00

End 03:00

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

THE MANOR IS CURRENTLY NOT OPEN TO THE PUBLIC UNLESS BY PRIOR ARRANGEMENT.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 18 of 19

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

WORKING CLOSELY WITH THE COUNCIL TO ENSURE STANDARD ARE SUFFICIENT
RISK ASSESSMENT AHEAD OF TIME, AND IMPLEMENTATION OF CONTROL MEASURES AS APPROPRIATE
GOOD LEVELS OF SECURITY AND STEWARDING AT ALL TIMES
SENSITIVE APPROACH TO LOCAL RESIDENTS AND OTHERS AFFECTED
OVER 20 YEARS' COMBINED EXPERIENCE OF THE DIRECTORS IN MANAGING EVENTS SUCCESSFULLY
LEVERAGING THE EXISTING HIGH STANDARDS OF HEALTH AND SAFETY IN PLACE AT YARNTON MANOR ESTATE
ENSURING ANY CHILDREN ATTENDING EVENTS ARE WITH PARENTS OR OTHERWISE SUPERVISED
STRICT MANAGEMENT OF ACCESS/EGRESS
FIRE RISK ASSESSMENT OF THE ESTATE RECENTLY RENEWED (JUNE 2015)
EXTERNAL ROSPA HEALTH AND SAFETY APPROVED SITE

b) The prevention of crime and disorder

GOOD LEVELS OF SECURITY AND STEWARDING AT ALL TIMES
RISK ASSESSMENT, AND IMPLEMENTATION OF CONTROL MEASURES
WRIST BAND IDENTIFICATION SYSTEMS
UP TO DATE ROSTA OF ATTENDEES
WORKING WITH THE POLICE AS APPROPRIATE

c) Public safety

GOOD LEVELS OF SECURITY AND STEWARDING AT ALL TIMES
RISK ASSESSMENT, AND IMPLEMENTATION OF CONTROL MEASURES
HEALTH AND SAFETY STAFF ON SITE
SJA/PARAMEDICA/EQUIVALENT ON SITE

Continued from previous page...

APPROPRIATE SIGNAGE
ADEQUATE ACCESS TO WATER & TOILETS
ELECTRICAL EQUIPMENT RECENTLY PAT TESTED
CORDONING OFF AREAS WHICH ARE OUT OF BOUNDS
STAFF TO WEAR HIGH VISIBILITY JACKETS / CARRY ID

d) The prevention of public nuisance

SOUND MONITORING TECHNOLOGY FOR ALL EVENTS INVOLVING AMPLIFIED MUSIC
STAFF MEMBER TO PATROL VICINITY WITH SOUND-MONITORING DEVICE TO KEEP LEVELS ACCEPTABLE
PERSONAL LETTERS TO BE WRITTEN TO ALL THE INHABITANTS OF CHURCH LANE TO GIVE THEM ADVANCE WARNING OF ANY EVENTS THAT THEY MIGHT BE ABLE TO HEAR
GOOD LEVELS OF SECURITY AND STEWARDING AT ALL TIMES
RISK ASSESSMENT, AND IMPLEMENTATION OF CONTROL MEASURES
APPOINTMENT OF EVENTS PROFESSIONALS WITH MANY YEARS' EXPERIENCE

e) The protection of children from harm

RISK ASSESSMENT, AND IMPLEMENTATION OF CONTROL MEASURES
APPOINTMENT OF EVENTS PROFESSIONALS WITH MANY YEARS' EXPERIENCE
APPROPRIATE SIGNAGE
PREVENTION OF CHILDREN FROM DRINKING ALCOHOL THROUGH TRAINING/ID CHECKS

NOTE THAT WE ARE NOT EXPECTING MANY CHILDREN TO ATTEND THE 3 EVENTS MENTIONED.

Section 19 of 19

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.
Premises Licence Fees are determined by the non domestic rateable value of the premises.
To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £8700	£315.00
Band D - £87001 to £12500	£450.00*
Band E - £125001 and over	£635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500	£900.00
Band E - £125001 and over	£1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00

continued from previous page...

Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39000	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00
Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

* Fee amount (£)

315.00

DECLARATION

I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

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

WILLIAM R HUMPHREYS

* Capacity

DIRECTOR

* Date

03 / 06 / 2015
dd mm yyyy

Add another signatory

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/premises-licence/cherwell/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.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Community Services

Jackie Fitzsimons – Interim Public Protection and Environmental Health Manager



DISTRICT COUNCIL
NORTH OXFORDSHIRE

Ms. **REDACTED**
Oxford Royale Academy
St Catherines College
Manor Road
Oxford
OX1 3UJ

*Bodlcote House
Bodlcote
Banbury
Oxfordshire
OX15 4AA*

www.cherwell.gov.uk

Please ask for:	Licensing	Direct Dial:	01295 753744
Email:	licensing@cherwell-dc.gov.uk	Our Ref:	15/TEN 05033

17 June 2015

Dear **REDACTED**

Licensing Act 2003 – Temporary Event Notice (TEN)
Yarnton Manor Church Lane Yarnton Kidlington OX5 1PY

I enclose herewith the authorised TEN for the event at the above premises on 29-30 August 2015

The TEN must be displayed at the premises or kept in your custody throughout the event. Alternatively it can be kept in the custody of a nominated person working at the event, however, a notice specifying that fact and the position of that person must be displayed prominently at the premises.

I confirm receipt for the £21 fee paid. However, please note, should the event be cancelled, this is not refundable.

Please be aware of all fire safety regulations and be mindful of nearby residents. You must ensure that the event does not cause disturbance by way of noise or nuisance.

PLEASE NOTE: the TEN Form changed from 24 April 2012. If you have used a "pre-24 April 2012" form to give this TEN, I have enclosed an up-to-date form for your future use. You will note that you are now also required to send a copy of your TEN to the Anti-Social Behaviour Team.

Yours sincerely

Jackie Fitzsimons
Interim Public Protection and Environmental Health Manager

----- Forwarded message -----

From:
Date: 17 June 2015 at 11:47
Subject: TEN application for Yarnton Manor
To: licensing@cherwell-dc.gov.uk

Hello,

Further to the phone call I made a few minutes ago concerning the TEN application submitted by my colleague Erica Tso, for an event at Yarnton Manor on Saturday 29th August, it was mentioned that you might be able to make a change to our form, if it had not been submitted yet.

Here are the changes:

Section 2 - The event will not take place in a marquee as described, but either outdoors in the grounds or indoors in the manor or other buildings nearby.

Section 3 - This is not a late temporary event notice, this has been marked in error.

If you could let me know if it is possible to make these changes, and assuming that it is that they have been made, I would be incredibly grateful.

Can I also check that if the changes are made with you that this would be passed on to the Police/Anti-Social Behaviour Officer's copies of the form?

Many thanks for your time, and I apologize unreservedly for the inconvenience.

Kind Regards,

Programming Coordinator

programming@oxford-royale.co.uk
Tel: +44 (0) 845 130 60 21
Fax: +44 (0) 845 280 01 22

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23(A)

5033

Temporary Event Notice

Before completing this notice please read the guidance notes at the end of the notice. If you are completing this notice by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary.

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.

The personal details of premises user (Please read note 1)			
1. Your name			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Other (please state)		
Surname	REDACTED		
Forenames	REDACTED		
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname			
Forenames			
3. Your date of birth	REDACTED	Day	Month Year
4. Your place of birth	REDACTED		
5. National Insurance Number	REDACTED		
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			
REDACTED			
Post town	OXFORD	Post code	REDACTED
7. Other contact details			
Telephone numbers			
Daytime			
Evening (optional)	REDACTED		
Mobile (optional)			
Fax number (optional)			
E-Mail Address (if available)	REDACTED		
8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)			
OXFORD ROYALE ACADEMY ST CATHERINES COLLEGE MANOR ROAD			
Post town	OXFORD	Post code	OX1 3UJ

9. Alternative contact details (if applicable)

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

10. The premises (Please read notes 2, 3, 4 & 5)

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)

YARNTON MANOR,
 CHURCH LANE,
 YARNTON, OXFORD,
 OX5 1PY.

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 N/A

Club premises certificate number N/A

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)

A SUMMER GARDEN PARTY/EVENT WHICH INCLUDES LIVE MUSIC, RECORDED MUSIC, HAMPERS & PICNICS, FILMS, DRINKS, A BARBECUE, FIREWORKS AT MIDNIGHT, SUMMER GARDEN GAMES (E.G. CROQUET, BOULES, BADMINTON ETC)

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

A LARGE MANOR HOUSE WITH SIZEABLE GROUNDS, THE EVENT WILL TAKE PLACE IN A MARQUEE IN THE GROUNDS IMMEDIATELY SURROUNDING THE MAIN HOUSE

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

NOTE: SUBSEQUENTLY AMENDED TO REFER TO IN THE MANOR + ADJOINING BUILDING(S) + GROUNDS

11. The licensable activities (Please read notes 6, 7, 8, 9, 10, 11 & 12)

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). (Please read 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

Are you giving a late temporary event notice? (Please read note 7)

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

SATURDAY 29th AUGUST 2015

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)

ALCOHOL SERVED 13:00 to 03:00 LIVE MUSIC INDOORS 13:00 to 03:00
 LIVE MUSIC OUTDOORS 13:00 to 00:00 RECORDED MUSIC OUTDOORS 13:00 to 00:00
 RECORDED MUSIC OUTDOORS 13:00 to 00:00 LATE NIGHT REFRESHMENT (FOOD) 13:00 to 03:00

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 10)

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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 mark an "X" next to the appropriate box). (Please read note 11)

On the premises only	<input checked="" type="checkbox"/>
Off the premises only	<input type="checkbox"/>
Both	<input type="checkbox"/>

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 12)

N/A

7. Personal licence holder: (Please read note 13)

Do you currently hold a valid personal licence?
 (Please mark an "X" in the box that applies to you)

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

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	

8. Previous temporary event notices you have given (Please read note 14)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?
 (Please mark an "X" in the box that applies to you)

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

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

3

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

9. Associates and business colleagues (Please read note 15 and tick boxes that apply to you)

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?
 (Please mark an "X" in the box that applies to you)

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

5

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?
 (Please mark an "X" in the box that applies to you)

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? (Please mark an "X" in the box that applies to you)

Yes	No
<input checked="" type="checkbox"/>	<input 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.		5	
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? (Please mark an "X" in the box that applies to you)		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
7. Other Licences (Please read note 10) <small>(Please tick appropriate boxes with an "X")</small>			
Send at least one copy of this notice to the licensing authority for the area in which the premises are situated			<input checked="" type="checkbox"/>
Send a copy of this notice to the chief officer of police for the area in which the premises are situated			<input checked="" type="checkbox"/>
Send a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated			<input checked="" type="checkbox"/>
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			<input type="checkbox"/>
If the premises are situated in one or more police areas, send a copy of this notice to each additional chief officer of police			<input type="checkbox"/>
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			<input type="checkbox"/>
Make or enclose payment of the fee for the application			<input checked="" type="checkbox"/>
Sign the declaration in Section 9 below			<input checked="" type="checkbox"/>
8. 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.			
9. 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 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.			
Signature	REDACTED		
Date	10/06/2015		
Name of Person signing	REDACTED		

For completion by the licensing authority

10. Acknowledgement (Please read note 19)	
I acknowledge receipt of this temporary event notice.	
Signature	REDACTED On behalf of the licensing authority
Date	
Name of Officer signing	