

Please contact: Licensing  
Your ref:  
Our ref: Licensing/AP/  
Date: 30 November 2017

Mr Lawrence Wignall  
14 Berry Close  
Earls Barton  
Northamptonshire  
NN6 0HU

Licensing Unit  
Business Support Department  
Gun Wharf, Dock Road  
Chatham, Kent ME4 4TR  
Tel: (01634) 337108  
Email: [licensing@medway.gov.uk](mailto:licensing@medway.gov.uk)

Dear Mr Wignall,

**Licensing Act 2003: Temporary Event Notice**

**Premises: Rochester Castle Gardens, Castle Hill, Rochester, Kent ME1 1SW**

**Event Dates: 08/12/2017 10:00:00 to 10/12/2017 20:00:00**

**Event Details: Sale of Alcohol - On the Premises | Craft Marquee on Castle Grounds |  
Craft Stalls, Food Stalls & Christmas Gifts**

Please find enclosed a copy of your temporary event notice, this is confirmation that your notice has been received by the Licensing Authority.

Please ensure that you have read and are complying with the notes enclosed on the back of the temporary event notice.

The premises user must either

- secure that a copy of the TEN is prominently displayed at the premises being used for the permitted temporary activity
- secure that the TEN is kept at the premises in his custody
- secure that the TEN is kept at the premises in the custody of a person who is present and working at the premises and whom he has nominated for this purpose (and if this is the case, secure that a notice specifying this fact and the position held at the premises by that person is prominently displayed at the premises)

I assume that you have also served copies of your notice to:-

- Police Licensing Officers at Kent Police, Medway Police Station, Purser Way, Gillingham, Kent ME7 1NE and
- Environmental Protection, Medway Council, Gun Wharf, Dock Road, Chatham, Kent ME4 4TR.

Please make sure that you have served a copy of the application to the responsible authority. This is a legal requirement, as the police and environmental health can raise objections.

**Please Note:** Should the police or environmental health advise this office that they have not received a copy of the notice, your temporary event notice will be invalid and the event will not be able to go ahead.

The application fee unfortunately cannot be waived or refunded for an event that is refused or invalid.

If you have any further queries, please contact me at the above address or telephone number.

Yours sincerely,

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

**Application ref:** medway-555317  
**Licence:** Temporary Event Notice  
**Applicant name:** Lawrence Wignall  
**Applicant email:** laurie.wignall@gmail.com  
**Submitted on:** 29/11/2017 20:23  
**Total fee:** £21.00  
**Payment status:** Paid  
**WorldPay ref:** 9518268201  
**Amount paid:** £21.00  
**Fee outstanding:** £0.00

**Application**

Lawrence Wignall application form

**Supporting documents (0)**

**Authority Reference**

Reference:

**Tacit consent applies**

**Process by:** 30/11/2017

**Status:** Collected on 30/11/2017

**Expires:** Expires in 7 days on 07-12-2017

**Recent History**

**Notification to licensing-notifications+production@digital.cabin-office.gov.uk:**  
 Sent on 29/11/2017 20:26

**Notification to laurie.wignall@gmail.com:**  
 Sent on 29/11/2017 20:26

**Notification to licensing-notifications+production@digital.cabin-office.gov.uk:**  
 Sent on 29/11/2017 20:26

**Notification to licensing@medway.gov.uk:**  
 Sent on 29/11/2017 20:26

**Payment Successful:**  
 at 29/11/2017 20:25

**Marked as collected:**  
 on 30/11/2017 08:28 by gill.buller@medway.gov.uk

**Downloaded Completed form:**  
 on 30/11/2017 08:27 by gill.buller@medway.gov.uk



\* required information

**Section 1 of 9**

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?

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

Family name

E-mail address

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

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name  If your business is registered, use its registered name.

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

Legal status



*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 9**

**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 birth  /  /   
dd mm yyyy

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an 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?

- 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 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 section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes

No

E-mail

Telephone number

Other telephone number

### Section 3 of 9

#### 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 section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes

No

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

#### Location Details

Provide further details about the location of the event

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)

Continued from previous page...

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

Castle Grounds

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

A pre Christmas Market  
craft stalls, food stalls and Christmas gifts

**Section 4 of 9**

**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

CH  
✓

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 7).

**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 8)

Event start date      

08	/	12	/	2017
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      

10	/	12	/	2017
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)

10:00 - 20:00 each day

(see also guidance on completing the form, note 9)

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

20

Note that the maximum number of people cannot exceed 499.

(see also guidance on completing the form, note 10)

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 11):

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

### Section 5 of 9

#### RELEVANT ENTERTAINMENT (See also guidance on completing the form, note 12)

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

### Section 6 of 9

#### PERSONAL LICENCE HOLDERS (See also guidance on completing the form, note 13)

Do you currently hold a valid personal licence?  Yes  No

Provide the details of your personal licence below.

Issuing licensing authority

Licence number

Date of issue  /  /   
dd mm yyyy

Any further relevant details