## Annex A

### 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**: Not Currently In Use

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

**Your reference**: CLUB SILLY / BEN III DEC 2017

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
- [x] No

**Applicant Details**

- **First name**: Roger
- **Family name**: Hartley
- **E-mail address**: [Redacted]
- **Main telephone number**: [Redacted]
- **Other telephone number**: [Redacted]

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

- [ ] 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
- [x] 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.
**Your Address**

<table>
<thead>
<tr>
<th>Building number or name</th>
<th>Arch 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td>Valentia Place</td>
</tr>
<tr>
<td>District</td>
<td></td>
</tr>
<tr>
<td>City or town</td>
<td>Brixton, London</td>
</tr>
<tr>
<td>County or administrative area</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td>SW9 8PJ</td>
</tr>
<tr>
<td>Country</td>
<td>United Kingdom</td>
</tr>
</tbody>
</table>

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

Have you had any previous or maiden names?

- Yes
- No

Date of birth

- dd
- mm
- yyyy

National insurance number

Place of birth

Canada

**Correspondence Address**

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

- Yes
- No

<table>
<thead>
<tr>
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<tr>
<td>Country</td>
<td>United Kingdom</td>
</tr>
</tbody>
</table>
### Additional Contact Details

Are the contact details the same as (or similar to) those given in section one?

- [ ] Yes
- [x] 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?

- [ ] Yes
- [ ] No

**Building number or name**  Bureau of Silly Ideas

**Street**  Valentia Place

**District**  Brixton

**City or town**  London

**County or administrative area**

**Postcode**  SW9 8PJ

**Country**  United Kingdom

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

We will be running a bar in one of our ground floor railway arches in the yard off Valentia place. This is usually used as a studio/rehearsal room and has been used for several events that we have had TEN's in place for.

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)*

We intend to use the Archway of 555 and the toilet facilities of Arch 17.
Describe the nature of the premises below (see also guidance on completing the form, note 4)

The premises is a groundfloor railway arch which is usually used as a workspace by The Bureau of Silly ideas.

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

We intend to host 1 event for around a hundred people with a licensed bar between the hours of 6 pm to 2am. The event is a showcase of a few local musicians playing live music and performing spoken word.

Section 4 of 9

LICENSEABLE 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

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)

<table>
<thead>
<tr>
<th>Event start date</th>
<th>22/12/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event end date</td>
<td>23/12/2017</td>
</tr>
</tbody>
</table>

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.
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 9)

18.00-02.00

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

150 Note that the maximum number of people cannot exceed 499.

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

Between the hours of 18.00-02.00 providing refreshments

On Friday 22nd a private event with amplified music and bespoke lighting, exhibiting the creativity of South London artists to invitees.

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: Lambeth Council Licensing Team

Licence number: Pers4492

Date of issue: 17 11 2015

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Continued from previous page...

Date of expiry

dd / mm / yyyy

Any further relevant details

Section 7 of 9

PREVIOUS TEMPORARY EVENT NOTICES (See also guidance on completing the form, 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?

- Yes
- No

State the number of temporary event notices you have given for events in that same calendar year

2

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

- Ends 24 hours or less before; or
- Begins 24 hours or less after the event period proposed in this notice?

- Yes
- No

Section 8 of 9

ASSOCIATES AND BUSINESS COLLEAGUES (See also guidance on completing the form, note 15)

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

State the total number of temporary event notices your associate(s) have given for events in the same calendar year

1
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?
   ○ Yes  ○ 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?
   ○ 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
   b) Begins 24 hours or less after the event period proposed in this notice?
   ○ Yes  ○ No

Section 9 of 9

CONDITION (See also guidance on completing the form, note 17)

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 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.

☒ 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?"
**Continued from previous page...**

<table>
<thead>
<tr>
<th>Full name</th>
<th>Roger David Hartley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity</td>
<td>Director Bureau of Silly Ideas</td>
</tr>
<tr>
<td>Date</td>
<td>07 / 12 / 2017</td>
</tr>
</tbody>
</table>

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/lambeth/apply-1](https://www.gov.uk/apply-for-a-licence/temporary-event-notice/lambeth/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**

<table>
<thead>
<tr>
<th>Applicant reference number</th>
<th>CLUB SILLY / BEN III DEC 2017</th>
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<tbody>
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<td>Fee paid</td>
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<td>Payment provider reference</td>
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