

Licensing Act 2003

Alcohol/Regulated Entertainment & Late Night Refreshment

Public Park Events

Please read before making your event/licence application

Question	Answer
<p>I am holding an event on a park within Northampton Borough what permissions do I need?</p>	<p>You will need to obtain permission from Northampton Borough Council to use the park. You can apply using the events online booking form.</p> <p>You will also need to consider if you need a licence in accordance with the Licensing Act 2003.</p>
<p>How do I know if I need a licence under the Licensing Act 2003?</p>	<p>If you are selling/supplying alcohol and carrying on with late night refreshment (hot food & drink between (11.00pm – 05:00am) it is likely that you will need to obtain a licence.</p> <p>If you are not selling alcohol but carrying on with regulated entertainment, it is more difficult to give general advice. Every event may be different and will be based on a number of factors; there are also some exemptions that may be applied. There are guidance notes on GOV.UK that may help you decide if you require a licence.</p>
<p>What type of licence will I need under the Licensing Act 2003?</p>	<p>Again this may depend on a number of factors. As a general rule if your numbers at any one time are 499 or less (including staff/organisers) you may apply for a Temporary Event Notice.</p> <p>If you numbers exceed 499 at any one time, you will need to apply for a Premises Licence.</p> <p>If you are selling alcohol, you will also need an individual to be the holder of a Personal</p>

	<p>Licence who will be the nominated person to supervise the sales of alcohol.</p>
<p>If I need a licence under the Licensing Act 2003, when should I make my application?</p>	<p>You should make your application as soon as possible as there are strict statutory requirements and timelines for obtaining a licence. If you make your application in plenty of time, it will allow time for any errors you may have made to be corrected and/or if there are any objections, it will allow time for your application to be decided by a Licensing Sub-Committee.</p> <p>For a Premises Licence it is recommended that you apply approximately 4-6 months before the event, for a Temporary Event Notice it is recommended that you apply approximately 2 months before your event. These are general guides and you can apply sooner.</p>
<p>Where can I get the relevant licence application and how should I apply?</p>	<p>Application forms are available from www.northampton.gov.uk/licensing and the links on the webpage will tell you how to apply. Please make sure you read all the guidance notes in full.</p>
<p>What happens if my licence application is refused?</p>	<p>You will not be able to carry on with any licensable activities and this may mean that you will have to cancel your event. Therefore it is advisable to submit your application in plenty of time, as you may lose out financially if you have already paid for some services.</p> <p>There may be some mediation during the application process and your licence may be granted subject to additional conditions, e.g. you may be asked to provide additional SIA staff, or noise monitoring equipment. This is another reason that you should make your application early, in order that you can be certain that you can meet any conditions that are agreed and/or imposed and you will be better placed to consider any financial implications.</p>
<p>I have received permission to use the park from Northampton Borough Council and I have submitted my event management plan, do I still need a licence?</p>	<p>Yes - if are selling alcohol, carrying on with regulated entertainment and/or late night refreshment you will still need a licence in accordance with the Licensing Act 2003.</p>

It is possible that your event management plan already includes the four key licensing objectives; **prevention of crime and disorder, prevention of public nuisance, protection of children from harm and public safety** and you may make reference in your licence application to your event management plan and how this will support the licensing objectives.

How much will the application cost?

A Temporary Event Notice is £21 per application.

For a Premises Licence it is £100 + an additional fee to be advised if you have a capacity of more than 5,000 at any one time. There will also be some advertising costs payable to a local newspaper.

Can someone from the council help me fill out the application form?

We may be able to assist with some technical questions around the application, however we cannot complete the application for you, this is your event and only you will know how it is intended to be operated. There are a number of local consultants who may be able to assist you with the application and give you good advice to ensure you are able to uphold the licensing objectives. Whilst consultants may charge, they may be able to ensure that your application is completed correctly and mitigate any financial implications if you make the wrong application. Northampton Borough Council cannot be responsible for any errors and/or omissions that you make and may need to enforce any conditions of the licence.

Who is responsible for the licence at the event?

This will be the person/s and/or company who submitted the application. If you do not abide by the licence authorisation these persons and any associated directors etc. may be liable to prosecution and Northampton Borough Council may refuse permission to use the land in future applications.