

## APPENDIX B

PAID £21  
12101.



### Fareham Temporary Event Notice Licensing Act 2003

For help contact  
[regulator@fareham.gov.uk](mailto:regulator@fareham.gov.uk)  
Telephone: 01329 236100

\* 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

Not Currently In Use

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

Your reference

valerian ave street party

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

lord andrew francis

\* Family name

Francis

\* E-mail

[REDACTED]

Main telephone number

[REDACTED]

Include country code.

Other telephone number

[REDACTED]

☐ 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.

Continued from previous page...

**Your Address**

Address official correspondence should be sent to.

* Building number or name	<input type="text" value="39"/>
* Street	<input type="text" value="valerian aveune"/>
District	<input type="text" value="titchfield"/>
* City or town	<input type="text" value="fareham"/>
County or administrative area	<input type="text" value="hampshire"/>
Enter a valid postcode or state 'none' if you are applying from a country without postcodes	
* Postcode	<input type="text" value="po15 5ftf"/>
* Country	<input type="text" value="United Kingdom"/>

**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

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	<input type="text" value="39"/>
Street	<input type="text" value="valerian aveune"/>
District	<input type="text" value="titchfield"/>
City or town	<input type="text" value="fareham"/>
County or administrative area	<input type="text" value="hampshire"/>
Postcode	<input type="text" value="po15 5ftf"/>
Country	<input type="text" value="United Kingdom"/>

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### Additional Contact Details

Are the contact details the same as (or similar to) those 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.

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

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

39

\* Street

valerian aveune

District

titchfield

\* City or town

fareham

County or administrative area

hampshire

\* Postcode

po15 5ftf

\* 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

the location is at the end of valerian aveune from number 39 to numbers 35, numbers 22 to numbers 30, letter have been sent to our neighbours asking them if they would kindly park in antoher area for the day. *See altactments*

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)



enclose letter with info

Continued from previous page...

The area will be fenced by Harris fencing also neighbors may have fencing around their garden if they wish

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

Area marked on map See Attachment

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

Street Party / Birthday, with DJ, Bar, Catering unit 2 childrens ride, CCTV/Security + children fancy dress / Covid 19 Rule also followed.

#### 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

(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

18 / 9 / 2021  
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

18 / 9 / 2021  
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)

16.00 TO 23.00

(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

499

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

**Section 5 of 9**

**RELEVANT ENTERTAINMENT** (See also guidance on completing the form, note 13)

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

Bar  
DJ  
Catering van  
Tommy Russel  
Contact Num.  
Will abide by covid Rule on time.  
for more details

**Section 6 of 9**

**PERSONAL LICENCE HOLDERS** (See also guidance on completing the form, note 14)

Do you currently hold a valid personal licence?

☐ Yes

☒ No

**Section 7 of 9**

**PREVIOUS TEMPORARY EVENT NOTICES** (See also guidance on completing the form, note 15)

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

**Continued from previous page...**

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?

**Section 8 of 9**

**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?

Continued from previous page...

## Section 9 of 9

### CONDITION (See also guidance on completing the form, note 18)

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

### ATTACHMENTS

### AUTHORITY POSTAL ADDRESS

#### Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

### DECLARATION (See also guidance on completing the form, note 19)

\* 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?"

\* Full name

\* Capacity

Date (dd/mm/yyyy)



**Continued from previous page...**

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/fareham/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.

would you kindly Ring 07834730025  
So I can pay the fee as I could not upload  
On my PC. So therefore couldn't Pay Fee  
many thanks.



Copy of Quote Sent back in Post.

Please note: This document is not a policy schedule. This is a quotation.

Street Party Insurance

## Quotation



Quote Ref: QSP111362  
Quote Date: 26/04/2021 09:26:27  
Quote Expiry: 03/05/2021 09:26:27

FAO: Lord Andrew Francis  
Lord Andrew Francis  
39, Valerian avenue  
Valerian avenue  
Titchfield  
Hampshire  
PO15 5TF

Name of Insured: Lord Andrew Francis  
Contact Name: Lord Andrew Francis  
Insurance Date: 18/09/2021 to 18/09/2021  
Type of policy: Street Party Insurance  
Maximum attendance per event: up to 500  
Type of Street Party Insured Continued: Lockdown release/83 birthday party

SECTION	COVER	SINGLE ITEM LIMIT	INDEMNITY LIMIT	EXCESS	PREMIUM
1	Public Liability	£0	£5,000,000	£250	£146.00
2	Employers Liability	£0	£0	£0	£0.00
3	Equipment Cover	£0	£0	£0	£0.00
4	Cancellation, Abandonment, Postponement excluding Adverse Weather	£0	£0	£0	£0.00
5	Cancellation, Abandonment, Postponement including Adverse Weather	£0	£0	£0	£0.00
Net Premium					£130.36
I.P.T. @12%					£15.64
Total Premium					£146.00

### Endorsements and special conditions

None

I confirm that we wish to proceed with the quotation and that no material facts have changed since the quotation was originally provided.

Signed

Position

Date

28.04.2021.

Event Insurance Limited  
20a Headlands Business Park  
Ringwood  
Hampshire  
BH24 3PB

Tel: 01425 470 360  
Fax: 01425 474 905

info@events-insurance.co.uk  
www.events-insurance.co.uk

Ref; lockdown release/83rd birthday,

Street party,

On 18/09/2021 4pm till 11 pm

Lord Andrew Francis.

39 Valerian avenue,

Titchfield ,

Fareham.

PO15 5tf.

26/04/2021

Location: outside of 39-35 & 22 – 30 Valerian ave,

On the above date I am looking to hold a street party.

This will be residents off Valerian ave ,Purslane gardens and Bellflower way,

This is in aid off lockdown release (lift everyone's spirits) and my mums 83rd birthday,

I am doing this to give my mum the opportunity to fulfil one off her bucket list wishes.

Due to her ill health with Dementia and being at this last stage of kidney failure,

With the added complications off fluid build up in her lungs & heart failure,

cancer of the throat

We would love to help her fulfil her wish off safely enjoying and meeting her neighbours,

On the day we will be having catering units, beer tent, children's rides x2.

Provide by Tom Russel of Russel catering (0796619559)

DJ yet to confirm which company

With security & CCTV supplied by Marcel of security national (07976435999)

Each unit hold their own insurance and licences, copies can be sent if required

We also have insurance. Awaiting certificate ,events insurance ref qsp111362

We are arranging Red Cross to attend we will also be following all COVID 19 rules

And will make any necessary change that may happen

On the day we are going to be taking temps on handheld device,

Taking details on all attending to fore full track and trace ,face mask are to be worn and hand sanitizers will be available in the area. The area off the event will have Harris fencing around it bins are going to be around the area they will be maintain throughout the event and all rubbish will be removed by

Rubbish and waste Portsmouth

We will be doing a children's fancy dress all prizes will be safe for the said age groups.

We haven't arranged any toilets as everyone attending will only be a short walk for their house



Staff attending catering unit, Beer , rides ,Dj and security are able to use ours. please see enclose letter already sent to neighbour ask them to park their vehicle in another area for that time.

Also enclosed are site maps ,Safety assessment and covid 19 assessment

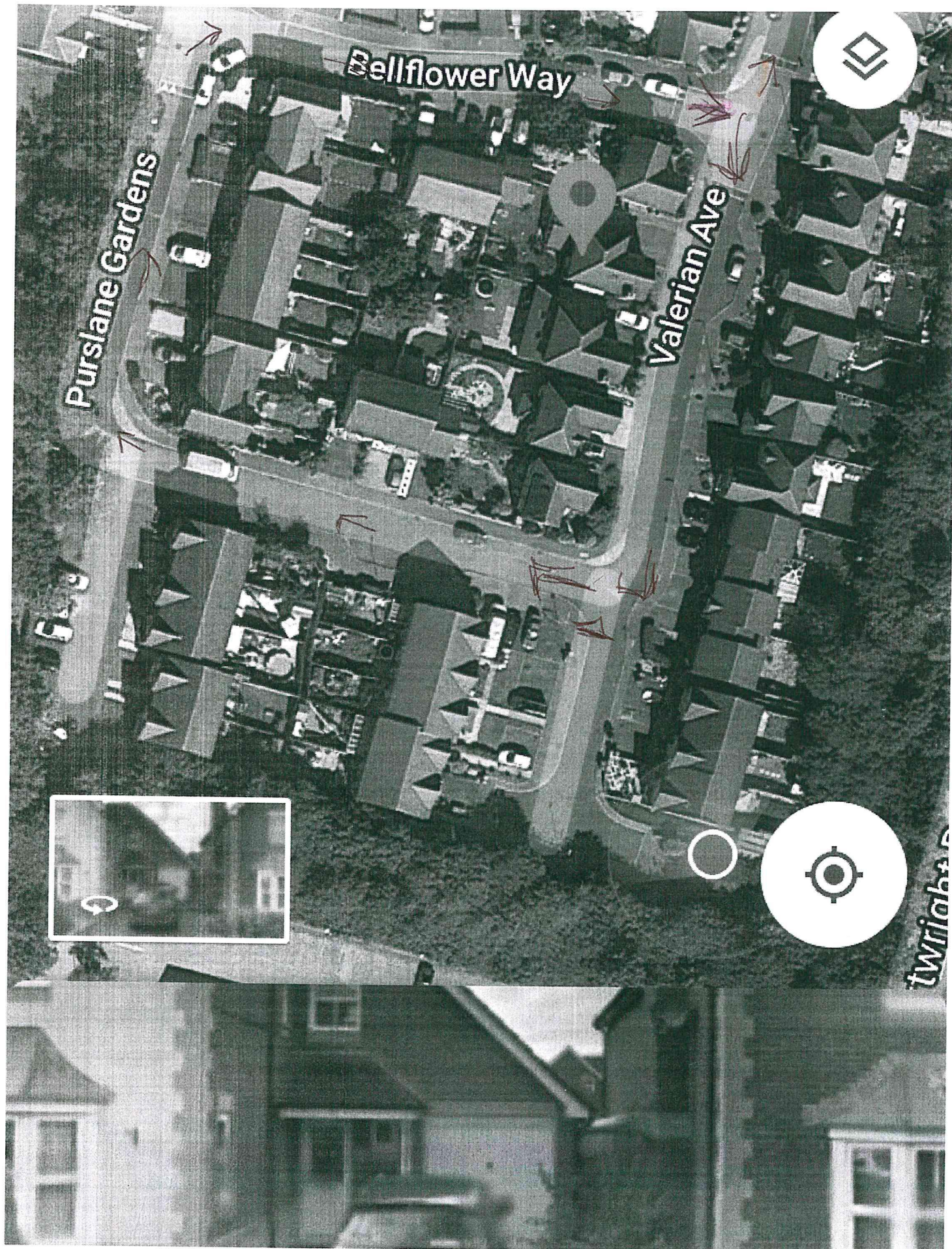
Hoping to hear from you soon

This is a free event for our neighbour friends and family



*[Handwritten signature]*



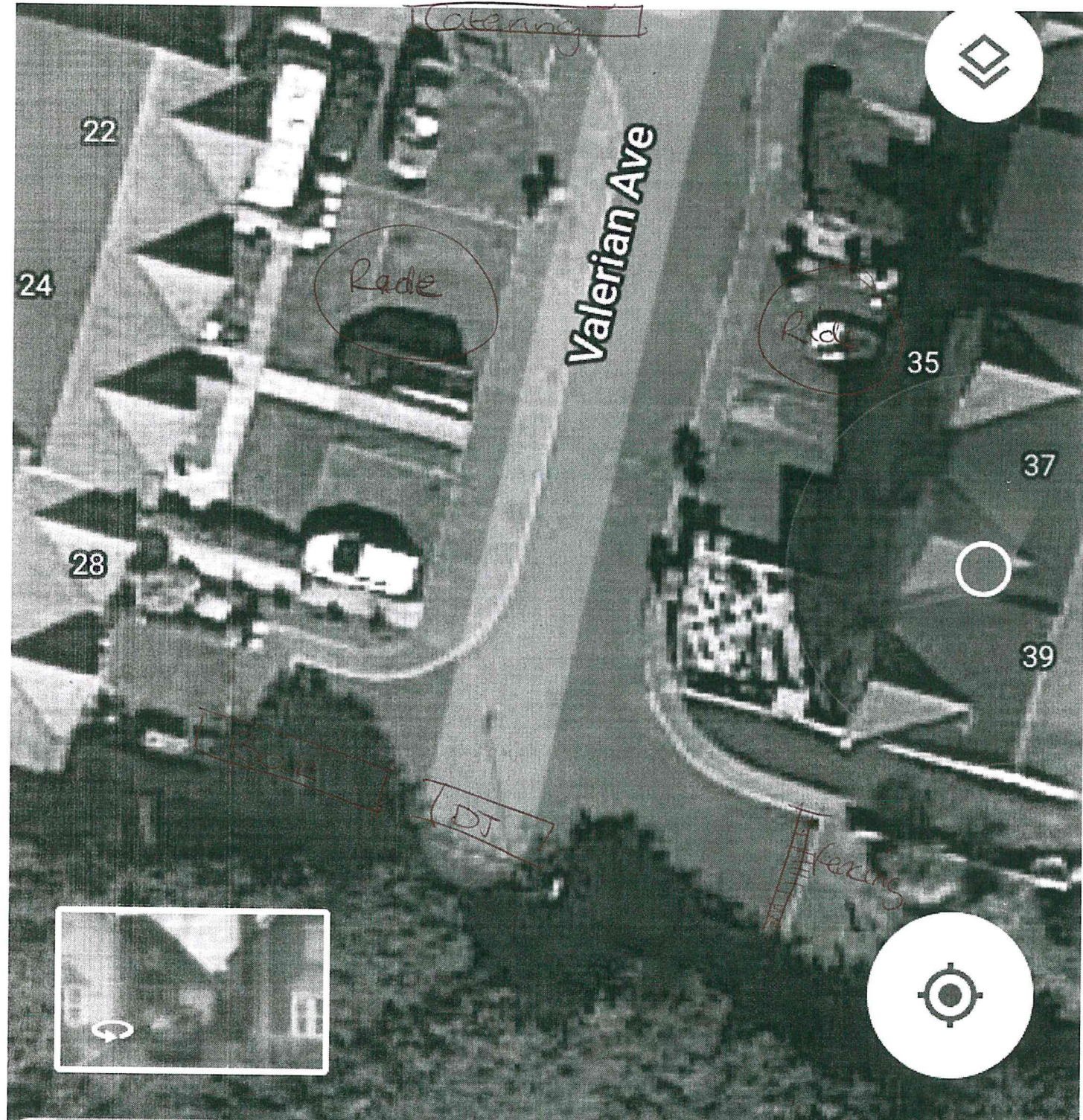


Emergency exit.

PO15 5TF

Valerian





PO15 5TF

Valerian Ave, Fareham



Google Maps 39 Valerian Ave

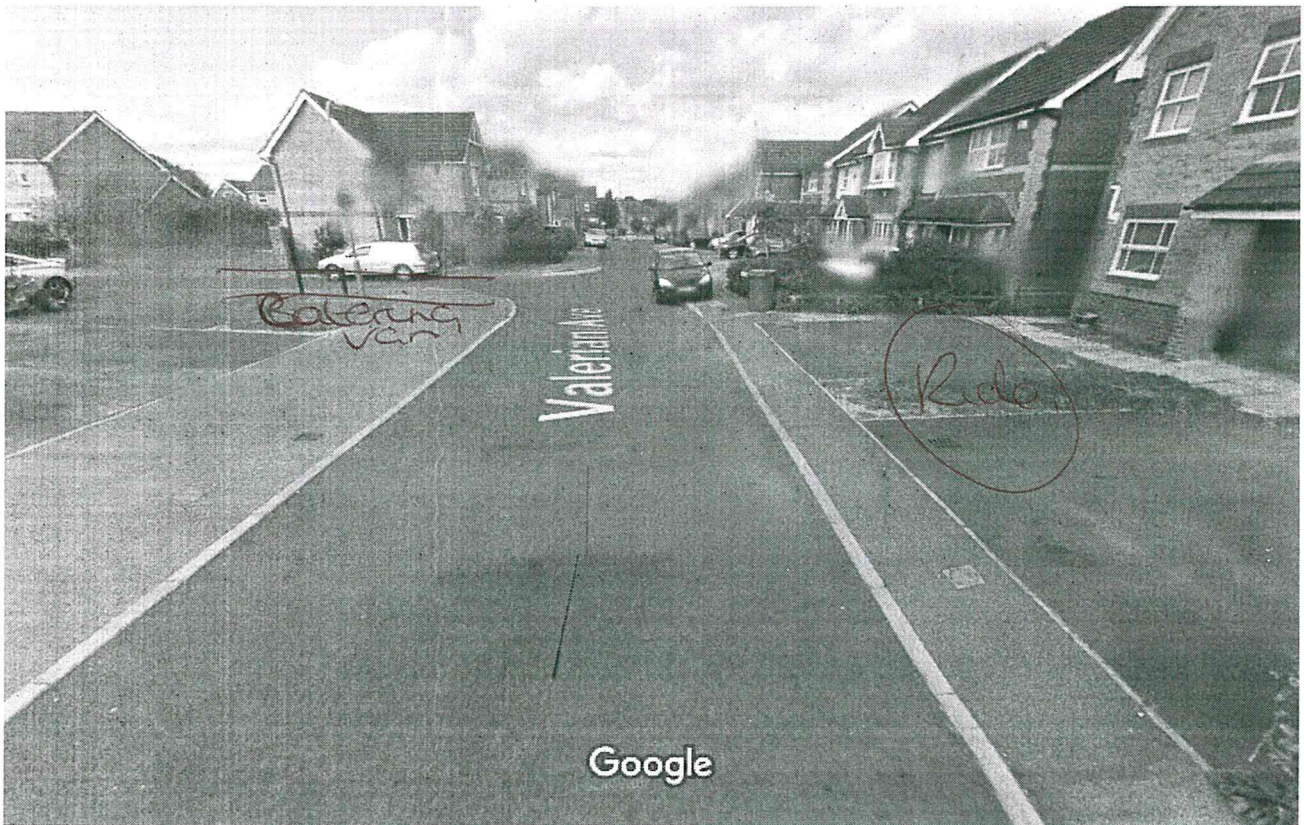


Image capture: Sep 2012 © 2021 Google

England

Google

Street View

front view

to be fence off with harri's  
fencing.

egensworth Rd

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39 Vale  
Fareha

9th Dr

Google Maps 39 Valerian Ave



Image capture: Sep 2012 © 2021 Google

England

Google

Street View

Back View

egensworth Rd

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39 Vale  
Foreha

9th Dr



Google Maps 39 Valerian Ave



Image capture: Sep 2012 © 2021 Google

England

Google

Street View

39-35.

To be fence off with harris fencing

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Google Maps 39 Valerian Ave



Image capture: Sep 2012 © 2021 Google

England

Google

Street View

22 - 30'

Legensworth Rd

m  
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39 Vale  
Fareha

sh. 07

## COVID - 19 RISK ASSESSMENT.

Event :Lockdown release/birthday street party. Date 18/09/2021.

Venue: valerian ave titchfield fareham. organiser:lord andrew francis

covid 19 hazards:

getting or spreading coronavirus by not washing hands or not washing them adequately.

how to control risk:

follow guidance on cleaning, hygiene and hand sanitiser,

action taken:

placing hand sanitisers around the street and monitoring and supervision to ensure this is followed.

replacing sanitiser when needed

place sign to remind people.

reminding people if 2 metre rule is still in place to follow it

doing track and trace for a period of 21 days / supplying contact details off myself if cases arise so i can also make nhs aware

to remind the bar, catering unit, and childrens rides what they are also required to do follow guideline that keep us all safe and open ie using physil screens and splash barriers, have cleaning off the childrens rides after every use

emptying bins regularly and cleaning lids

we will also be taking tempures

anyone showing covid symptoms will be told they or their house cannot attend

where we cannot avoid distancing we will all be wearing facemasks

**FAREHAM**  
BOROUGH COUNCIL



**Hampshire**  
County Council

### Event Risk Assessment Record

Event: Lockdown Release/Birthday Street Party					Date of Event 18/09/2021	
Venue: Valerian Ave titchfield Fareham					Organiser: Lord Andrew Francis	
Hazards Identified	Person(s) at risk	Risk Factor – high, medium, low	Measures required to control the risk	Action to be taken by (Name)	Date completed and signature	
Catering trailer & wire	Staff + Public	Low	Cover wire's Make sure food is stored & properly cooked. Follow all guidance for Covid-19.	Russels Catering		
Childrens Rides	Children	Low	Cover wire's insure ride are properly operated clean regularly, Follow guidance for Covid 19.	Persons working the Rides (Russel) Catering		



Hazards Identified	Person(s) at risk	Risk Factor – high, medium, low	Measures required to control the risk	Action to be taken by (Name)	Date completed and signature
Beer tent & wire	Staff & Adults	low	Cover wires Comply with Alcohol licensing ie (Age 10). Follow Guidelines for Covid 19.	Russel's Catering	
DJ & wires	DJ	low	Cover wires Follow guidelines for Covid 19.		
Security		low	Wear appropriate clothing & face masks & badges. Follow Covid 19 Guidelines	Marcel Security National	

Name of person completing form Lord Andrew Francis Signature .....

Date: 28.04.2021 .....



# letter Sent to Neighbours

Dear neighbour,

Forcoming street party 18 september 2021,

4 pm until 12 pm,

In aid off being able to group Solialise after a Year off restrictions due to covid 19,

Also mums(mrs browns) 83rd birthday.

In the area of Valerian aveune from house number 39 to 35 And 22 to 30,

We are in the stages of obtaining a road closure and a temporary event licence.

We are asking you are Neighbour if you wouldn't mind on the 18 sept parking your vehicles in another area for that day we would be very grateful thank you,

We are required by the council to give you our neighbours 28 days for todays date 11/04/2021 to reply in writing with any objections which of cause can be made anonymously if you wish.

Information on what we have planed for the street party.

We will be having a Dj, Bar, Catering trailer, Sweet trailer, kiddy rides (free), fancy dress for the children

Redcross to attend (just in case) Security.

If you would like Harris fencing around gardens please inform us within the next 28 days thank you.

Any government guildlines in place at that time will be followed, Please advise your family and friends that they are welcome to attend and to be courteus with their parking in others areas ie (not blocking others neighbours drivesways and also leaving space for any emergancy vehicles needing access,

Lets all spend the evening getting to now one and other having fun and enjoying our self.

Thankyou

Andy, Emma and Sheila 39 valerian ave.