

<u>Licensing Event Guidance</u>	
Do I need a Licence?	<p>If you are having any of the following activities at your event then you may be required to apply for a licence:</p> <ul style="list-style-type: none"> • Sale of alcohol • Live / Recorded Music • Performance of a Play • Exhibition of a Film • Indoor Sporting Event • Boxing or Wrestling • Performance of a Dance • Raffle or lottery • Charity Collection

<u>Alcohol</u>	
What is the sale of alcohol?	<p>The sale of alcohol is a licensable activity under the Licensing Act 2003 and there are two types of sales.</p> <ol style="list-style-type: none"> 1. On Sale – when alcohol is sold for consumption there and then at your event. 2. Off Sale – when you have alcohol for sale at your event which people take away and consume elsewhere (eg. Bottle of wine to take home). <p>You may want both on and off sales at your event, which you can have but this will need to be made clear on your application.</p>
Can I give away free alcohol?	<p>Any sort of charge which can be linked to providing the alcohol will be regard as a sale and a licence will be required. Examples of this include:</p> <ul style="list-style-type: none"> • Ticket fee • Mandatory donation • Chargeable service (eg. Haircut or manicure) <p>This list is not exhaustive and it is always best to check with the licensing service before you proceed. Unless any member of the public can genuinely attend the event / premises and obtain alcohol completely free of charge without having to pay for a service, ticket or anything else to obtain the alcohol, then it is highly likely a licence will be required.</p>

Bring your own bottle	<p>'Bring your own bottle' are schemes where alcohol cannot be purchased at the venue itself, but customers are permitted to bring their own alcohol.</p> <p>This is perfectly acceptable, as long as no 'corkage' fee is applied.</p> <p>Corkage is a fee which premises charge to open and allow the customers to drink this alcohol on the premises. This charge is therefore related to the provision of the alcohol, and could be regarded as a sale by retail. Under those circumstances a licence would be required.</p>
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<u>Regulated Entertainment</u>

<p>Live Music and Recorded Music</p>	<p>Live music includes vocal and instrumental music and also karaoke singing. It is generally where the music is being created at the time of the performance.</p> <p>Recorded music is pre-recorded music which is played to an audience with the intention of entertaining that audience.</p> <p>The Live Music Act 2012 allows for some exemptions to the regulation of Live and Recorded Music. The exemption covers premises licenced for the sale or supply of alcohol for consumption on the premises ONLY and the following criteria must be met:</p> <p>The premises are open for the sale or supply of alcohol for consumption on the premises;</p> <ul style="list-style-type: none"> • The audience is less than 500 persons; • The live music is taking place between 8am and 11pm <p><i>It is important to note that this exemption does not apply to a Temporary Event Notice (TEN) with on-sales permitted. A Licence will be required.</i></p> <p>Unamplified live music between 8am and 11pm does not require a licence of any sort at any location, regardless of audience size.</p> <p>The following are exempt from requiring a licence in the following circumstances:</p> <ul style="list-style-type: none"> • When is it provided as part of a religious meeting or service, or is incidental to said meeting or service; • When it is provided at a place of religious worship; • It is provided at a garden fete or function of a similar character; • The entertainment provided is Morris Dancing
<p>Exhibition of a Film</p>	<p>A Licence is required to screen a film or exhibit moving pictures. Any film or moving picture must have a classification certificate either from the BBFC or Camden Council.</p> <p>The exemptions to this are:</p> <ul style="list-style-type: none"> • Places of public worship, village halls, church halls and other similar buildings • Film is for Educational purposes. • If the film is incidental – moving pictures that are incidental to other activities that aren't classed as regulated entertainment • Television broadcasts

Indoor Sporting Event?	<p>An indoor sporting event is any game in which a physical skill is the predominant factor and any form of physical recreation which is also engaged in for purpose of competition or display which takes place inside a building.</p> <p>A licence will not be required if the activity takes place between 08:00 and 23:00hours and the number of spectators is not more than 1000 people.</p>
Boxing or Wrestling	<p>You will need a licence to stage boxing, wrestling and mixed martial arts.</p>
Performance of a Dance	<p>No licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.</p>

<u>Raffles and Charity Collections</u>	
Raffle or Lottery	<p>Raffles or lotteries cannot be run for commercial purposes or private gain and must be promoted to raise funds for a good cause such as a charity.</p> <p>All lottery tickets must be sold at the location and during the event. The result of the lottery must be declared either at the event or after it has finished.</p> <p>We recommended that you make it clear to participants when the result of the lottery will be announced.</p> <p>You may not deduct more than £100 for expenses and £500 for prizes from the income from lottery ticket sales. There is no monetary limit on donated prizes in this type of lottery.</p> <p>This type of lottery cannot involve a rollover of prizes from one lottery to another.</p>
Charity Collection	<p>A permit is required collect money on the street for a charity. These permits are issued by the Metropolitan Police Service - https://www.met.police.uk/advice/advice-and-information/cc/charity-collection-licensing/</p>

Premises Application Process

To apply for a premise licence you will need to complete the online form at the following address: <https://www.camden.gov.uk/premises-licence>.

Please provide as much information as possible.

The fee for your premises licence will depend on the rateable value of the premises. This can be checked by going to the following link: <https://www.gov.uk/correct-your-business-rates>.

From this valuation, you will be able to determine the fee payable using the table below:

Band	Non-domestic rateable value	Fee
A	£0 to £4,300	£100
B	£4,301 to £33,000	£190
C	£33,001 to £87,000	£315
D	£87,001 to £125,000	£450
E	Greater than £125,000	£635

As part of the application process you will also need to submit a detailed plan of the premises, drawn to scale (1:100).

If alcohol is to be provided, you will need to nominate a Designated Premises Supervisor (DPS). This person must hold a personal licence.

You will also be required to advertise your application at the premises for 28 days. This should be done on a pale blue paper and should be clearly displayed for people to see. In addition to the public notice, an advert will need to be placed in a local newspaper.

During the 28 day consultation period responsible authorities, residents, businesses and organisations will have the opportunity to consider your application and make representations if they deem it necessary.

If no objections are received within the consultation period, the application will be granted.

If objections are received to an application it will need to be determined by a licensing sub-committee.

A sub-committee is a panel of 3 councillors who will consider the application and the representations and they will determine whether to grant, refuse or modify the application. This will be done within 20 days after the consultation period comes to an end.

If you or any of the parties involved in the sub-committee process are not happy with decision there is an appeal process available with the Magistrates Court.

Temporary Event Notice (TEN) Process

Temporary Event Notices (TEN) are for one off events at premises or spaces that do not have a premises.

These are designed for fairly small-scale events. The maximum permitted attendance under a TEN is 499 persons and this includes staff.

TENs can also be used to extend the hours, areas or activities of an already licensed premises.

You can apply for a TEN using the following link: <https://www.camden.gov.uk/temporary-events-notice> and the fee for this application is £21.

The Police and Environmental Health Team are the only consultees on a TEN application and they will have three days from receipt of the TEN to view and comment upon it.

TEN Applications	
Standard TEN	<p>Submitted 10 clear working days or more before the event (This must not include the day of submission or day of the event).</p> <p>If no objections are lodged, then the event is permitted.</p> <p>If objections are received, the application will need to be determined by a Licensing Sub-Committee.</p>
Late TEN	<p>Submitted between 9 and 5 clear working days before the event. (This must not include the day of submission or day of the event).</p> <p>If no objections are lodged, then the event is permitted.</p> <p>If an objection to a Late TEN is received it will automatically receive a counter notice and you will not be permitted to have licensable activity at your event.</p>

(The application form and fee are the same for both TEN applications).

Consultation Advice Options

For any basic queries in relation to your event or the processes above, please contact the Licensing Team on 020 7974 4444.

For more detailed advice and assistance the Licensing Team offers a Pre-Application Advice Service. The link to the relevant section of our website is as follows: <https://www.camden.gov.uk/pre-application-advice-for-licensing>. If you would like further information on this service, please email the team at licensingenquiry@camden.gov.uk.