

**Licence to access and use an agreed area of Standhill Road car park and an events licence for a community Christmas light switch on**

The following terms have been agreed for a temporary licence to Carlton Hill Action Group.

Description: Licence to access and use an agreed area of Standhill Road car park and an events licence for a community Christmas light switch on.

Licensee: Carlton Hill Action Group

Date and times: 29<sup>th</sup> November 2024 at 8am-10pm.

Legal Fees: No fee to be charged.

**Background:**

The Carlton Hill Action Group will be providing a community Christmas light switch on and this will be held on 29<sup>th</sup> November 2024 in an agreed area of Standhill Road Car park at the Mayfield Road End only. Most of the car park will remain open for public use.

An application form has been received detailing the activities as being a Christmas lights switch on, stage with performances and Christmas market stalls. They will need to set up and take down and will require the agreed car park area to be sectioned off from public parking from 8.00am – 10:00pm on 29<sup>th</sup> November 2024. They anticipate an attendance of 500 – 1000 people. The caterers being used for the event have been approved by our Food, Health and Housing team. They have provided their Public Liability Insurance and risk assessment and have already obtained consent from Nottinghamshire County Council for the top of Mayfield Road to be closed.

A temporary event notice (TEN) is only required in cases if there is sale of alcohol. I understand that there is no sale of alcohol this event. In terms of regulated entertainment because the main event is the light switch on (which is not a licensable activity) the entertainment is considered 'incidental' to the event and therefore a TEN is not required.

The main licence terms are as follows:

- The area of the car park requiring access and use is outlined red on the attached plan.
- The area outlined red must be left in good repair.
- The Carlton Hill Action Group would be liable for any damage or injury caused by their equipment.
- The permitted use is:
  - To set up, run and take down a Christmas lights switch on including a stage and Christmas market stalls on an agreed area of Standhill Road Car Park.
  - Access to and use granted for one day on 29<sup>th</sup> November 2024 from 8.00am-10:00pm only.

### **Request for approval**

As this is a community event and for the benefit of Borough residents, I would be grateful if you would confirm your approval by email and also forward a copy (together with all of the attachments) to Legal Services so that the Licence can be completed.