

Your ref
Our ref 24/00004/LATENS
Ask for Victoria McKenzie
Email licensing@lichfielddc.gov.uk



District Council House, Frog Lane
Lichfield, Staffordshire WS13 6YZ

Direct Line 01543 308073
Customer Services 01543 308000

16 August 2023

Dear Sir/Madam,

Licensing Act 2003 - Receipt of standard Temporary Event Notice (TEN)
Premises: Wibbly Woods, Fradley Wood Gorse Lane Fradley Lichfield Staffordshire WS13 8EN
Date of Event: 25 July 2024 - 28 July 2024

I acknowledge receipt of your temporary event notice for the above event. Please keep a copy of this letter with your copy of the notice. The Authority is no longer required to send you an endorsed copy of the notice.

Unless the TEN has been sent electronically it must also be sent to the Police and Environmental Health. If a TEN has been sent electronically the Licensing Authority must notify the Police and Environmental Health.

Police or Environmental Health objection to TEN

If the Police or Environmental Health believe that allowing the Premises to be used in accordance with the TEN will undermine the Licensing Objectives, they must give the premises User and all relevant parties an objection Notice. The Police and Environmental Health have a period of three working days from when they are given the notice to object. Where a Standard TEN has been given the Licensing Authority must consider the objection at a hearing before a Counter Notice can be issued.

If you do not receive written notice of objection, the licensable activities will be deemed to be authorised.

Withdrawal of TEN

A temporary event notice may be withdrawn by the premises user by giving the Licensing Authority written notice to that effect no later than 24 hours before the beginning of the event period specified in the TEN.

If you have any enquiries about this TEN, please do not hesitate to contact us.

Yours faithfully

Victoria McKenzie



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Temporary Event Notice – FPN

Data Protection – what you need to know:

Data Controller

Lichfield District Council of the District Council House, Frog Lane, Lichfield Staffs WS13 (telephone number 01543 308000) is what is known as the ‘controller’ of your personal data.

Data Protection Officer

Our ‘Data Protection Officer’ can be contacted at the address and via the number given above.

Purpose of processing

As an organisation we process your personal data to enable us assess whether we are able to accept your notice; to seek views of certain responsible authorities and to issue the notice where no representations are made or to determine the notice where representations are made.

Legal basis

Our legal basis for processing your personal data will be either that it is necessary to do so to perform a task carried out in the public interest or it is the exercise of official authority by us.

Recipients

We will share your information with officers within environmental health and Staffordshire Police. If the matter is contentious we may share your information with other officers employed by the Council and elected members.

General

If you wish to submit a temporary event notice you must by law provide the information on the notice to us. If you do not we will not be able to process your notice.

Retention

We will store your information until such time as the notice relates.

Your rights -in brief

If we process your personal data you may, depending on your circumstances have a right of access to it; to correct inaccurate information; to restrict our processing of it or to have your personal data erased. If you wish to exercise a right please contact a member of the licensing team at licensing@lichfielddc.gov.uk, 01543 308735, District Council House, Frog Lane, Lichfield, WS13 6YU.

Complaints

Please speak to a member of the licensing team initially or our Data Protection Officer but if you have any concerns about the way we have processed your personal information then you can



contact the Information Commissioner. They can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF <https://ico.org.uk/concerns/>



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