

Date: 6 November 2025
 Your reference:
 Our reference: M061985
 Contact: Wendy Gosling
 Email: licensing@dacorum.gov.uk
 Direct line: 01442 228860



The Forum
 Marlowes
 Hemel Hempstead
 Hertfordshire
 HP1 1DN

Telephone 01442 228000
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 D/deaf callers, Text Relay:
 18001 + 01442 228000

Mr Robin McMorran
 St Peter's Church Berkhamsted
 Church Office, The Court House
 Church Lane
 Berkhamsted
 Herts
 HP4 2AX

By email to: churchoffice@greatberkhamsted.org.uk

Dear Mr McMorran

Licensing Act 2003 – Acknowledgement of Temporary Event Notice

A Temporary Event Notice in respect of the premises listed below was given to the licensing authority on the 5 November 2025 and is hereby acknowledged.

The submitter of the notice/premises user or their authorised representative should retain an original copy of the notice, identical to the one submitted, to be available for inspection throughout the duration of the event either in paper or electronic form, and displayed where possible. Police and authorised council officers have a right of entry to any premises where a Temporary Event Notice is in force, and may request that the notice is produced for examination.

The details of the notified event are as follows:

Premises User:	Mr Robin McMorran		
Premises:	St Peters Church St Peters Court House Church Lane Berkhamsted Hertfordshire HP4 2AX		
Event Dates	23 November 2025 to 23 November 2025		
Event Times	15:00 until 18:00 hours		
Permitted activities:	Sale of Alcohol:	Yes	Alcohol may be consumed: Both
	Supply of Alcohol (Club):	No	
	Regulated Entertainment:	No	Max. number of people: 200
	Late Night Refreshment:	No	



Cont'd

If you served a copy of the Temporary Event Notice by post, your receipt for payment of the notification fee is attached. Receipts for online payments are sent by email at the time of the transaction.

If you have served a copy by post you must ensure that a copy of your temporary event notice is given to both Hertfordshire Constabulary and the Environmental & Community Protection department at Dacorum Borough Council. If either copy is received less than 10 working days before your event, your notice will be classed as a late TEN, subject to further restrictions and immediate veto in the event of an objection from either of those bodies. Service later than 5 working days before the event will cause the notice to be invalidated, in which case your event may not proceed.

Should any objections to your proposed event be received, it will be necessary for a Licensing Sub-Committee hearing to be convened to consider your proposal and the objections against it. Should this happen, we will write to you again, setting out the relevant process for this. A hearing will only be convened if all applicable parties were served a copy of the notice at least 10 working days before the event – an objection against a late TEN will result in the immediate veto of that event.

A premises may benefit from a maximum of **15 Temporary Event Notices**, having effect on no more than **21 calendar days**, per calendar year. Should any notices be received which would breach these limits, a counter-notice will be issued, and the event will not be able to proceed.

A temporary event notice does not convey any form of consent to occupy public or privately-owned property or open spaces. If you are not the freeholder or leaseholder of the premises to which this notice relates, you must ensure that you are entitled to make use of the premises for the proposed activities prior to your event commencing.

If you have any queries regarding this matter, please contact me using the details given below.

Yours sincerely



Wendy Gosling
Licensing Support Officer
Licensing team, Legal and Corporate Services