



Checklist for a Temporary Event Notice (To be returned with the application)

Rugby Borough Council, Town Hall, Evreux Way, Rugby CV21 2RR

Telephone 01788 533884

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Web Site www.rugby.gov.uk

TO: RUGBY BOROUGH COUNCIL

Premises Details

NAME:

ADDRESS:

POSTCODE:

ADDRESS OF EVENT

POSTCODE:

TELEPHONE NUMBER

E-mail:

Application sent to:	DATE SENT
Licensing Authority (RBC)	
Police	
Environmental Health	

Rugby Borough Council will use the information you provide on this form for administration of a Licence. The Council will show the information you provide to such of its employees and agents as need to see it to achieve the purpose stated above. Your information will not be disclosed other than within the Borough Council's notification under the Data Protection Act 1998, unless the law allows us to do so.