



# Rutland County Council

Rutland County Council  
Catmose  
Oakham  
Rutland  
LE15 6HP

telephone: 01572 722 577  
fax: 01572 758 307  
email: [FOI@rutland.gov.uk](mailto:FOI@rutland.gov.uk)  
web: [www.rutland.gov.uk](http://www.rutland.gov.uk)  
DX: 28340 Oakham

31 July 2018

## FREEDOM OF INFORMATION REQUEST – 940/18

Dear Sir/Madam

Your request for information has now been considered and the information requested is provided below.

Request/Response:

1. I would be grateful if you would provide a copy of the prescribed form of notice (conditions on a temporary event notice) and statement of conditions that would have been served on the applicant in order to enact this change.

Answer: Information regarding how Rutland County Council manages Temporary Event Notices can be found on the Council's website at:

<https://www.rutland.gov.uk/my-business/licensing/licences-and-conditions/alcohol-and-entertainment/>

This includes the Statement of Licensing Policy (pdf) and Temporary Event Notice application form. The 'application form' also includes guidance.

Rutland County Council does not hold records regarding the acknowledgement of any specific Temporary Event Notice application.

2. I recall from our conversations that the approach used by the licensing officer and colleagues to make this decision was not that of the national / joint decision making model I described to you. I would be grateful if you could obtain from the RCC licensing officer a written summary of the process they ordinarily use in reaching their decision and confirmation that it was followed in relation to this event.

Answer: Please see the response to question 1.

3. Similarly, I would appreciate copies of all correspondence surrounding this event and subsequent complaints sent and received by Rutland County Council, including, but not limited to correspondence amongst the following individuals, departments and organisations:

- \* Rutland County Council's licensing officer, their line manager and director
- \* Rutland County Council's Environmental Health department
- \* Rutland County Council's Communication teams
- \* Your department and officers
- \* The Council's solicitors / legal advisors
- \* Leicestershire Police
- \* Leicestershire Fire and Rescue Service



- \* Elected members and the office of the Chief Executive, and
- \* The Applicant and their representatives (e.g. the Event Manager).

Answer: In order to determine this, an officer would have to manually inspect records to determine whether it fell within the scope of your request and if so, extract the relevant data. Given the number of records involved, we believe it to be a reasonable estimate that to comply with your request would exceed the appropriate cost limit of £450. This figure is set out in Regulations and is equivalent to one person working more than 18 hours to determine whether we hold the information, and to locate and extract the information.

Under section 12 of the Freedom of Information Act the Authority is not obliged to comply with your request and we will not be processing your request further.

If you are dissatisfied with the handling of your request please contact the Data Protection Officer, Rutland County Council, Catmose, Oakham, Rutland LE15 6HP

You can also complain to the Information Commissioner at:

The Information Commissioner's Office  
Wycliffe House, Water lane  
Wilmslow, Cheshire  
SK9 5AF  
Tel: 01625 545700

Yours faithfully

FOI Administrator  
Business Support Team  
Rutland County Council