

Temporary Event Notices

June 2019





What is a Temporary Event Notice?

- A temporary event notice can be used for a one off event such as a summer fete or a birthday party in a village hall.
- They can also be used to apply for an extension of hours or additional licensable activities in a premises that is already licenced.
- The event must involve no more that 499 people at any one time including staff and performers.
- The event can last no more than 168 hours (7 days) with a minimum of 24 hours between events at the same premises.

Who can apply?

- Individuals over 18.
- Personal Licence holders are able to apply for up to 50 TENS per year.
- Non-personal licence holders can apply for 5.
- Each single premises can have up to 15 TENS per year.





How many TENs did we receive last year?

2160

Applying for a TEN

- 10 clear working days before the event.

Fri 13 th	Sat 14 th	Sun 15 th	Mon 16 th	Tue 17 th	Wed 18 th	Thur 19 th	Fri 20 th	Sat 21 st	Sun 22 nd	Mon 23 rd	Tue 24 th	Wed 25 th	Thur 26 th	Fri 27 th	Sat 28 th
Day 0	*	*	Day 1	Day 2	Day 3	Day 4	Day 5	*	*	Day 6	Day 7	Day 8	Day 9	Day 10	Event Day

- The form must be completed in **black ink** and CAPITAL LETTERS.
- They are £21
- A copy of the TEN must also be sent to the police at least 10 working days before the event.
- Where the applicant is aware that there may be crime and disorder issues that the Police will wish to consider, it is suggested that additional details are provided in addition to the minimal information that the application form requires.

Applying for a Late TEN

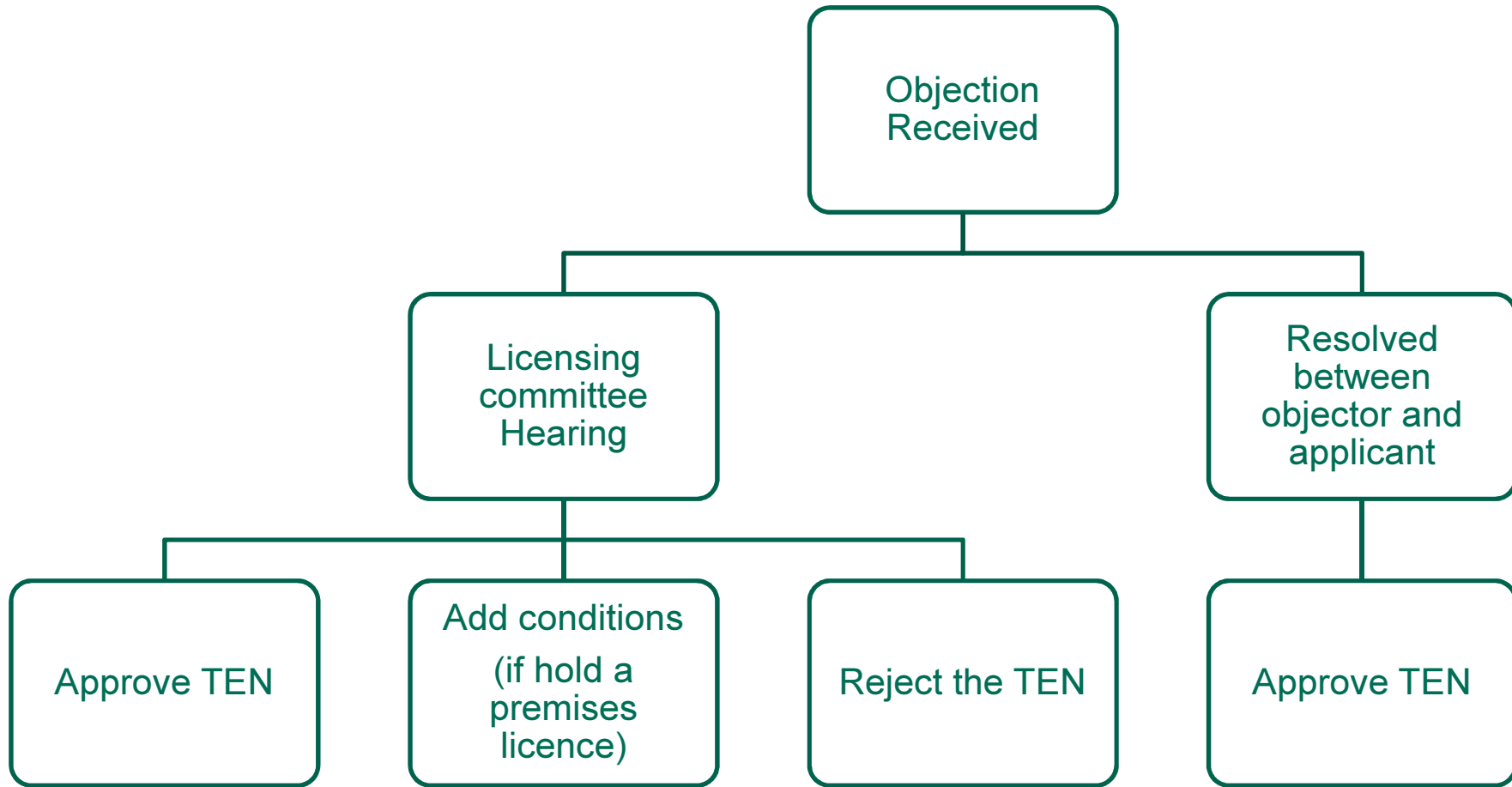
- 5 clear working days before the event (but not earlier than 9 clear working days).
- 2 late TENs per year. If you hold a personal licence, the limit is 10.
- Late TENs count towards the total number of permitted TENs.



Can anyone object?

- Both Police and Licensing Authority exercising Environmental Health functions have three working days to object
- The objection must be on the grounds of any of the four licensing objectives.
- If there are objections to late TENs a counter notice will be issued which cannot be appealed.

Objection process



Once the application is received

- The Licensing Authority can object if the number of TENS issued in any year by either the applicant, or the premises have been exceeded.
- If no objections are received then the event can take place.
- If objections are made these will either need to be resolved or taken to a hearing which will determine whether the event will be: permitted, with or without conditions (if a licence is already in place) or prohibited.
- If there are objections to late TENS a counter notice will be issued which cannot be appealed.

Withdrawing notices

- Temporary notices can be withdrawn by the applicant.
- Both the Licensing authority and the police should receive a withdrawal notice no later than 24 hours before event.