



# Application for a Temporary Event Notice (TEN)

If you wish to hold an event that includes a licensable activity, but the premise at which you wish to hold this event does not already have a licence - either at all, or for the particular licensable activity you wish to provide - you can notify the council of your intentions by giving a Temporary Event Notice

## Do I need this Licence?

If you wish to provide any Licensable Activities for a limited period of time at a premises, or in any part of a premises, you must serve a Temporary Event Notice [TEN] on the Local Licensing Authority.

The notice must be served **no later than 10 working days** before the first day of your event. Remember that UK Bank and Public Holidays are not working days.

Licensable activities include the sale or supply of alcohol, provision of regulated entertainments such as live or recorded music, dancing, plays, films, etc. and the provision of hot food or drink between 11.00pm and 5.00am the following day.

## What are the conditions of the licence?

You must also give a copy of this Notice to the Police Licensing Officer. The police can object to any Temporary Event Notice if they believe that holding the event will undermine the Crime Prevention objective set out in the Act. If the police are objecting, you will receive an Objection Notice from them within 48 hours of the TEN being received by them.

You must be 18 years of age to give a TEN and unless you hold a Personal Licence under the Licensing Act, can only give 5 TENs in any one calendar year. If you hold a Personal Licence, you can give 50 TENs in the same period.

Your event must be for no more than 499 people at any one time, and must not last more than 96 hours. There must be a minimum of 24 hours between any two TEN events at the same premises. No premises may have more than 12 TENs in any one year, nor may it have TEN events on more than 15 days in any one year.

The notice must be given on a specific form.

It is a condition of any temporary event notice that includes the supply of alcohol, that all such supplies are made by or under the authority of the person giving the notice.

## What does it cost?

The charge for giving a TEN is £21, as set by law.

## How long will my application take?

The Licensing Authority will sign, stamp and return one copy of the Temporary Event Notice to you within 48 hours of you giving the notice to them.

If the Police object to the notice, the Licensing Authority will hold a hearing to determine whether to serve a Counter Notice (effectively stopping you holding the event). You will be notified of the date, time and place of the hearing and will be given an opportunity to attend. The hearing will take place and a decision will be made at least 24 hours before the event is due to start.

Once an objection notice has been served, the police may ask you to agree modifications to the TEN, which would result in their objection being withdrawn and the hearing being cancelled. It is up to you whether you wish to agree to any suggested modifications, and you may wish to seek your own independent advice on this matter.

## If my Notice is turned down, how do I appeal?

There is no appeal if the Authority gives a Counter Notice because the notice will result in one of the statutory limits being exceeded.

If the Licensing Authority gives a Counter Notice following an objection by the Police, you can appeal the decision. Similarly, if the Licensing Authority decides not to issue a Counter Notice in relation to an Objection Notice, the chief police officer can appeal the decision.

Appeals must be made to the local Magistrates' court within 21 days, however, an appeal may not be brought later than five working days from the first day of the planned event.