



TEMPORARY EVENT NOTICES (TEN)

What is a Temporary Event Notice (TEN)?

It is notice of a small scale, or ad-hoc event which involves the sale of alcohol and /or regulated entertainment (such as music, dancing, a film or a play in front of an audience) and /or late night refreshment (hot food or drink after 11pm). Any person wanting to hold such an event needs to give notice to the Licensing Authority for the area in which the event is to take place, as well as to the relevant Police and Environmental Health Department.

Places with a Premises Licence or Club Premises Certificate may also give a TEN if they want to carry out a licensable activity which is not on their licence or if they would like to extend their normal hours.

What are the restrictions/limitations on TENS?

- You must be over 18 years old to give a TEN.
- A TEN can only be submitted by an individual and not by a business or club.
- No more than 499 people, including staff and performers, are able to attend the event.
- Events cannot last more than 168 hours (7 days).
- Any premises can have up to 12 TENS in any one calendar year.
- The total amount of days that a premises can be used to hold temporary events is 21 days.
- There must be at least a 24 hour gap between temporary event notices at any one premises.

The limitations apply to both standard and late TENS.

What is a Standard TEN?

This is a notice that is given at least 10 working days before the event.

Working days are Monday to Friday and do not include Bank Holidays or Christmas Day and Good Friday. The 10 working day notice period does not include the day the notice is given to the relevant authorities or the first day of the event.

Organisers are encouraged to give notice of an event as early as possible.

What is a Late TEN?

This is a notice that is given, between 5 and 9 working days before the event.

Late TENS should only be used in exceptional circumstances. For example when an event organiser needs to change the venue or times of the event at short notice, due to reasons out of their control.

How many TENS am I allowed?

A person without a personal licence may give up to 5 standard TENS of which 2 can be 'late', per calendar year.

A personal licence holder is able to give up to 50 standard TENS of which 10 can be 'late', per calendar year.

Who can object to a TEN and what are the consequences?

The Police and Environmental Health can object if they feel that the event would harm any of the licensing objectives. If this happens then the event organiser will be sent an 'Objection Notice' by the licensing authority, which will give the reasons why the TEN is objected to. These notices are issued within 3 days of the TEN being given to the relevant authorities.

Where a licensing authority receives an objection to a standard TEN a hearing will be held, if an agreement between the notice giver and relevant responsible authority cannot be reached. At the hearing, the Licensing Sub-Committee will decide if the TEN can go ahead or not or whether it can go ahead with conditions attached.

If an objection notice is given for a late TEN a hearing cannot be held and the event will not be able to go ahead and a counter notice will be issued by the local authority.

Can conditions be applied to TENS?

Conditions cannot be attached to a TEN for a premises that does not already have a premises licence or a club premises certificate.

Those premises that do have a premises licence or club premises certificate in place may find that the Police or Environmental Health ask for some, or all of the conditions already on the licence or certificate to apply to the TEN. These will be asked for in an 'Objection Notice'. Where we receive an objection to a standard TEN a hearing will be held to decide if any or all of the conditions asked for by the Police or Environmental Health should apply.

Conditions cannot be attached to late TENS. If the Police or Environmental Health feel that a licensing objective is at risk of not being upheld they may object to the event. If this happens then the event will not be able to go ahead.