

Temporary Event Notice (TENS)

➤ **What is a temporary event notice?**

A temporary event notice replaces the occasional licence and occasional permissions and permits licensable activities for a limited period of time (up to 96 hours) and limits the number of persons (no more than 499) that attend the event.

➤ **Who can apply for a temporary event notice?**

Anybody over 18 years old can apply for a temporary event notice whether they hold a personal licence or not.

➤ **Are there any limits on the number of temporary event notices I can apply for?**

Applicants (known as premises users) not holding a personal licence can apply for 5 standard temporary event notices per year and 2 late temporary event notices per year. Applicants with a personal licence can apply for 50 Standard events per year and 10 late temporary events. However, no premises can be used more than 12 times per year and for no longer aggregate duration of 21 days per year. There must also be at least 24 hours between each temporary event notice.

➤ **Who is the premises user?**

The premises user is the title given to applicants for temporary event notices. The premises user will be the person responsible for the licensable activities being carried out during the event.

➤ **Will I need planning permission to hold the event?**

The approval of a temporary events notice does not relieve the premises user of the responsibility to apply for appropriate planning permission where it is required.

➤ **Is there a fee for each temporary event notice?**

Yes. £21

➤ **How do I apply for a temporary event notice?**

Standard Temporary Event notice

You must give a notice at least 10 working days(not including the day of receipt or the day of the event) prior to the starting day of the event to the relevant licensing authority, likewise a notice must also be sent to the relevant chief officer of Police and Environmental Health services.

Late temporary Event notice

You must give a notice at least 5 working days (not including the day of receipt or the day of the event) prior to the starting day of the event to the relevant licensing authority, likewise a notice must also be sent to the relevant chief officer of Police and Environmental Health services.

- ◆ If the supply of alcohol is involved, whether the supplies will be for consumption on or off the premises or both;
- ◆ If the supply of alcohol is involved, the condition that all such supplies are made by or under the authority of the premises user;

➤ **Can I use a temporary event notice in a premises which already has a premises licence?**

Yes, if you wish to hold an event involving regulated entertainment not covered in your operating schedule a temporary event notice may authorise the activity.

➤ **What if my premises holds more than 499 people?**

You must ensure that the number of persons attending any event held on your premises under the temporary event notices does not exceed 500.

➤ **Can any one object to my temporary event notice application?**

Yes, both the Police and Environmental Health can object to an event covered by a temporary event notice taking place on the grounds of all four of the licensing objectives. Should an objection be received appropriate conditions can be applied to the notice. If the applicant does not agree with the imposing of the conditions a hearing will be held to consider the application.

In the the case of a late notice, If any objections are received the Licensing Authority will issue a counter notice and the licensable activity requested will not be able to take place. There is no appeal to the issue of a counter notice.