

Temporary Event Notices – Updated Guidance

- A Temporary Event Notice (TEN) can be applied for by anyone who is 18 years of age or above.
- The applicant must however be an individual – a business, company or organisation cannot apply for a TEN.
- The event applied for can have a maximum of 499 people involved (including staff running the event).
- The event cannot last for longer than 7 consecutive days (168 hours).
- If a TEN application is made with more than 10 working days (this does not include the date it is received by the Licensing Authority or the date of the event) this will be classed as in time and will be issued.
However, if an objection is given within 3 consecutive days of the TEN being served to the Responsible Authorities (Police, Environmental Health, and Environmental Protection) the TEN will be referred to the Licensing Committee and a counter notice may be issued. (See below for information relating to Late TEN applications).
- A single Premises can have up to 15 TENs applied for in one year, as long as the total length of events is not more than 21 days.

Personal Licence Holders

- Personal licence holders can apply for up to **50** TENs in a calendar year at various premises.
- Personal licence holders can apply for up to 15 TENs for any one premises, and a single premises can have up to **15 TENs applied for in one year, as long as the total length of the events is not more than 21 days.**
- Personal licence holders can apply for up to **10 Late TENs**. These TENS count towards the yearly total of 50.

Non-Personal Licence Holders

- Non-personal licence holders can apply for up to **5** TENS in a calendar year, which total no more than 21 days across the year
- Non-personal licence holders can apply for up to **2 Late TENS**. These count towards their yearly total of 5.

Late TENS

- A TEN application is classed as a Late TEN if the application is received with less than 10 working days to the event. **The date it is received, and the date of the event cannot be counted in the 10 days, (neither can weekends or bank holidays).**
- If any of the Responsible Authorities object to the Late TEN application, a counter notice will be issued.
- If an application is received with less than 5 working days before the date of the event, it will be rejected. This means the application will be classed as void and the activities in it will not be authorised.