



Working in partnership with



## Guidance notes

### Temporary Event Notices

The Licensing Act 2003 introduced a system of permitted temporary activities. As long as you are 18 years or over you can give a maximum of 5 TEN's a year. A personal licence holder can give a maximum of 50 TEN's a year.

#### **Standard Temporary Event Notice**

To give a temporary event notice to the Local Authority there must be a period of at least 10 clear working days between the date you submit this form and the date of the earliest event when you will be using the premises for licensable activities. The date of submitting the TEN and the day of the event are not included in the total number of working days before the event. If you submit your application online on a Saturday, Sunday, Bank or Public Holiday the date of submission will be the first working day after that. The form should be submitted either online via the GOV.UK website using the link <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/north-tyneside/apply-1>. Alternatively, you may submit the form to the Licensing Section, Block C, Killingworth Site, Killingworth, Newcastle upon Tyne, NE12 6UB together with the fee of £21. If paying by cheque, cheques should be made payable to North Tyneside Council.

You must also send a copy of the notice to the Chief Officer of Police at North Tyneside Area Command, Middle Engine Lane, Wallsend, NE28 9NT and to Environmental Health (Noise Pollution) at Quadrant East, Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY.

#### **Late Temporary Event Notice**

To give a late temporary event notice to the Local Authority there must be a period of at least 5 clear working days but no more than 9 working days between the date you submit this form and the date of the earliest event when you will be using the premises for licensable activities. The date of submitting the TEN and the day of the event are not included in the total number of working days before the event. If you submit your application online on a Saturday, Sunday, Bank or Public Holiday the date of submission will be the first working day after that. The form should be submitted either online via the GOV.UK website using the link <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/north-tyneside/apply-1>. Alternatively, you may submit the form to the Licensing Section with the £21 fee together with copies to the Chief Officer of Police and Environmental Health (Noise Pollution) – see above for address details.

## **In both cases**

The notice must contain a statement of:

- The licensable activities that will take place;
- The period during which it is proposed to use the premises for those activities;
- The times during the event period when licensable activities are to take place;
- The maximum number of persons to be allowed on the premises at any one time (not exceeding 499);
- If the supply of alcohol is involved, whether the supplies will be for consumption on or off the premises or both;
- Where the licensable activities include the supply of alcohol, the condition that all such supplies are made by or under the authority of the premises user.

## **How long can each event last?**

Each event covered by a TEN can last up to 168 hours. There must be a minimum of 24 hours between events notified by a premises user or associates of that premises user in respect of the same premises.

## **Objections to a Temporary Event Notice**

### **Standard TEN**

The Police and Environmental Health can object to a Standard TEN if they are satisfied that allowing the premises to be used in accordance with the TEN would undermine the Licensing Objectives. The objection must be sent to the Licensing Authority, the premise user and to any other relevant person no later than 3 working days after being given a copy of the TEN.

The TEN can be modified with the agreement of the premises user prior to the consideration of the objection notice by the licensing authority. In these circumstances the objection notice is to be treated as having been withdrawn and the 2003 Act will apply to the TEN as modified. If not modified the Licensing Authority must hold a hearing to consider the notice.

### **Late TEN**

The Police and Environmental Health can object to a Late TEN on the same grounds as above. If an objection is received, then the event will not go ahead and a counter notice will be issued.

## **What happens if I exceed the number of TEN's permitted a year?**

If you have already had the appropriate number of TEN's allowed in a year, either 5 a calendar year as a non-personal licence holder (of which 2 can be late TEN's) or 50 TEN's a calendar year as a personal licence holder (of which 10 can be late TEN's), the licensing authority will issue you with a counter notice and the event cannot go ahead.

## **Where the event will take place**

If over 15 temporary event notices have been given in respect of one premises or the total number of days where temporary events have been allowed exceeds 21, the licensing authority will issue a counter notice and no more temporary events can occur that calendar year.

## **Can I use a TEN in respect of premises that already hold a premises licence?**

Yes. If you wish for example to use your pub for an event involving the provision of regulated entertainment, e.g. for a wedding, where your premises licence does not authorise such a provision of regulated entertainment, it may be authorised by a TEN. However, the limits in relation to permitted temporary activities will apply.

## **Can a TEN be given in respect of an outdoor event?**

A TEN can be given in respect of both indoor and outdoor events. "Premises" for the purposes of the Act means any place, whether indoors or outdoors. For example, it could cover a town square, part of a park, or a street. But the limits in relation to permitted temporary activities (for example the number of people who can be on the premises at any one time) will apply.