

LICENSING ACT 2003

TEMPORARY EVENT NOTICES - FACTSHEET

A Temporary Event Notice (TEN) is a notification given by an individual to Stroud District Council giving notice of an event that is to take place.

What is a Temporary Event?

Temporary Events are events that take place in any premises, open space or temporary structure and:

- Consist of one or more Licensable Activities (see page 2);
- The event is for a period of no longer than 168 hours (7 days);
- No more than 499 people will attend the event (this includes all staff, performers and guests) at any one time;
- Can be used for locations not covered by an existing Licence or Certificate granted under the Licensing Act 2003 or to extend hours for premises that hold a Licence or Certificate.

Who can give a Temporary Event Notice?

The person who gives the Temporary Event Notice is known as the 'premises user'.

- Any person who is over 18 years old can give a TEN.
- ★ A TEN is treated as being from the same person if it is given by an 'associate'. The Act defines 'an associate' as being a spouse, child, parent, grandchild, grandparent, brother or sister or their spouses or agent or employee of that person or their spouse, or a business associate where the business involves licensable activities.

Temporary Event Notice Restrictions

- Your event must not last longer than **168 hours** (7 days in total)
- There must be at least **24 hours** between events covered by TENs submitted by you for the same location
- Any premises can have no more than **15 TENs** per calendar year (Jan-Dec), authorising events on no more than **21 days** in total
- No more than **499** people can attend your event at any one time (including staff, performers etc)

If you are likely to exceed the above limits you will need to apply for a Premises Licence instead.

Standard Temporary Event Notices

A Standard TEN must be received at least **10 working days** before the event. *Please note that the 10 working days do not include the day of receipt, the day of the event, public holidays or weekends.*

- Non Personal Licence holders may only give up to **5 TENs** per calendar year ★
- Personal Licence holders may give up to **50 TENs** per calendar year ★

Late Temporary Event Notices

You can submit a TEN late but it must be received at least **5 working days** before the event begins. *Please note that the 5 working days do not include the day of receipt, the day of the event, public holidays or weekends.*

- Non Personal Licence holders may only give up to **2 Late TENs** per calendar year ★
- Personal Licence holders may only give up to **10 Late TENs** per calendar year ★

What are Licensable Activities?

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to a member or to a guest of a member
- Provision of regulated entertainment (see below)
- Provision of late night refreshment (hot food or drink between 23:00 and 05:00)

What is Regulated Entertainment?

- Performance of a play
- Exhibition of a film
- Indoor sporting event
- Boxing or wrestling
- Performance of live music
- Playing of recorded music
- Performance of dance

What is exempt from needing Temporary Event Notice?

There are a range of exemptions for Regulated Entertainment which means there is no requirement for a TEN.

Please see the **Regulated Entertainment Fact Sheet** for a full list of exemptions.

There are no exemptions for Sale of Alcohol

★ See Page 1

How to Apply for a Temporary Event Notice

- Each TEN costs **£21**
- You can apply and pay **online** at: <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/stroud/apply-1>
- Or, you can download the application from our website at: <https://www.stroud.gov.uk/business/licensing-permits/temporary-event-notices-ten> and return it to the below address:
 - Licensing Section
Stroud District Council
Ebley Mill
Ebley Wharf
Stroud
Gloucestershire
GL5 4UB
- Alternatively, you can return your TEN by email to: licensing@stroud.gov.uk
- Payment can be made using the following methods:
 - By cheque made payable to 'Stroud District Council'
 - By cash or card at the Council Offices using the payment machine in reception
 - By telephone – please call 01453 754440 during office hours

A copy of your TEN must be sent to Police Licensing and Environmental Health. We will forward it to them on your behalf.

When is a Temporary Event Notice Invalid or Void?

A TEN is **invalid** if:

- The notice is not received by the Licensing Authority at least 10 working days before the event for a 'standard' TEN or at least 5 working days before the event for a 'late' TEN;
- The form has not been fully completed;
- The fee of £21 has not been received

A TEN is **void** if:

- You have exceeded any of the limits for TENs set out in this factsheet.

An invalid or void TEN will not count towards your allocation of TENs for the calendar year.

Please note, the **fee of £21 is not refundable** if a TEN is invalid or void.

It is recommended that if you do not apply online that you obtain proof of postage. This will enable you to prove postage to the Licensing Authority in the event that a notice is not received.

What Happens Next?

When we receive your Temporary Event Notice, provided it is valid and not void, we will email or send you an acknowledgement letter. If you have not received an objection from either the Police or Environmental Health within the time limit set out below, your event can go ahead.

Objections to a Standard Temporary Event Notice

If the Police or Environmental Health believe that allowing your event will undermine the licensing objectives, they must, no later than **3 working days** starting from the day after being given a copy of your TEN, give you and the Licensing Section an objection notice.

The Police and or Environmental Health with the agreement of the premises user can modify your TEN in which case the objection notice will be withdrawn.

Otherwise Stroud District Council must hold a hearing to consider your TEN at least 24 hrs before the event, following which a decision may be made to issue a counter notice, which prevents the event from taking place. To allow time for this hearing, we advise that TENs are submitted as far in advance of the proposed event as possible. There is right of appeal.

Objections to a Late Temporary Event Notice

If the Police or Environmental Health believe that allowing your event will undermine the licensing objectives, they must, no later than **3 working days** starting from the day after being given a copy of the Late TEN, give you and the Licensing Section an objection notice.

On receipt, the Licensing Section will issue a counter notice immediately and the **event cannot take place**. There will not be a hearing and there is no right of appeal.

Withdrawal of a Temporary Event Notice

If your event is cancelled a TEN can be withdrawn providing that notification is received by Stroud District Council in writing at least 24 hours before the beginning of the event period specified in the TEN. Once a TEN is withdrawn it will not be counted towards the limits allowed for the Premises and you as the Premises User. The fee for a withdrawn TEN is non-refundable. TENs cannot be withdrawn after the event period has passed.

Licensing Section Contact Details:

- Email: Licensing@stroud.gov.uk
- Phone: 01453 754440
- Web: <https://www.stroud.gov.uk/business/licensing-permits>
- In person: Licensing Section, Stroud District Council, Ebley Mill, Ebley Wharf, Stroud, Gloucestershire, GL5 4UB (Please ring or email to make an appointment).