

## Introduction

Temporary Event Notices (TEN) have replaced “occasional licences”. They can be used to authorise any of the licensable activities, which are:

- The sale by retail of alcohol;
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club;
- The provision of regulated entertainment, and
- The provision of late night refreshment (the supply of hot food or hot drink to the public between 11pm and 5am).

## Limitations

- The person giving the TEN must be aged 18 years or over.
- No premises (even public houses) may have more than 12 temporary events in any calendar year (the period between 1 January to 31 December).
- No premises may be used on more than 15 days per calendar year in total (an event that spans midnight counts as 2 days\*).
- Personal licence holders may give up to 50 notices per calendar year (but these would have to be spread over at least five different premises as only 12 TENS can be given to any one premises in a year).
- Non- personal licence holders can only give up to 5 notices per year.
- Each event may last no more than 96 hours.
- No more than 499 persons can attend the event.
- There must be at least 24 hours between events notified by the premises user – or by a relation or business associate of that person - in respect of the same premises.

\*If an event straddles two calendar years (for example a New Year’s Eve event that finishes past midnight, i.e. on New Year’s day), it will count against the limits on temporary event notices for each year, however, only one notice will need to be given and only one fee paid.

## Giving a Temporary Event Notice:

TEN forms will be sent on request, or can be downloaded from the Internet ([www.culture.gov.uk](http://www.culture.gov.uk)).

The Notice has to be given **at least 10 working days before each event** – but you should try and give more notice to us and to the Police, to avoid disappointment.

Three copies of a completed form are needed: two copies must be sent to us - together with the £21 fee (cheque payable to Wychavon DC); the third copy should be sent at the same time to the Chief Officer of Police at the address given overleaf.

## What happens then?

We will automatically date stamp and sign one of the copies that you send us, and send it back to you the following day: that should be all that you hear from us, unless there is a problem.

The signed TEN that we return to you is your authorisation to hold the event, and will be valid unless we write and tell you otherwise. That will only happen where we find that the limitations described above have been broken, or where the Police object to the proposed event.

## **Withdrawing a Temporary Event Notice**

Once a TEN has been sent to the Council, the person who submitted it can withdraw it up to 24 hours before the event. The TEN will not then count against the maximum number of events permitted for that person or at that premises, but we will not refund the fee.

## **Objections to Notices and Counter Notices**

Only the Police can object to a Temporary Event Notice - on the grounds of crime and disorder – which they would have to do within 48 hours of receiving their copy of the Notice. The Police will give you (and us) the reasons for any objection.

If agreement can be reached between the premises user and the Police, there need be no further problem. If there is no agreement, our licensing sub-committee will decide whether or not the event can go ahead. Where only ten working day's notice is given, the hearing may be as late as 24 hours before the event. Although there is a right of appeal to the Magistrates' Courts against our decision, that would be of no practical benefit at such a late stage.

**We strongly recommend that you submit your application to us and to the Police as early as possible, to give sufficient time to resolve any problems that may arise.**

## **Other Controls**

Acceptance of a Temporary Event Notice does not mean that an event is exempt from other controls - such as Health and Safety at work, fire safety, planning and noise pollution legislation.

Event organisers remain responsible for complying with all relevant law. With our partners, we are happy to offer advice if needed (please refer to the contact details of responsible authorities shown below or telephone the Licensing Unit on 01386 565016 for further information).

Under the Act it will be unlawful to allow any unaccompanied child under the age of 16 to be present on premise where the TEN is exclusively or primarily used for the supply and consumption of alcohol.

It will also be unlawful to permit children under 16 not accompanied by an adult between midnight and 5am into any premises operating under a TEN supplying alcohol for consumption.

## **During the Temporary Event itself:**

- The Notice must be prominently displayed at the site where the event is being held, *or*
- The Notice must be in the possession of the premises user during the event, *or*
- The Notice must be in the custody of a person who is present at the event and has been nominated for the purpose - in which case a notice must be prominently displayed describing who has the Notice and what their role at the event is.

## **Police Powers**

The Police have the power to close down events with no notice on grounds of disorder, the likelihood of disorder or nuisance as a result of noise from the premises.

Licensing authorities have no power under the Licensing Act 2003 to stop permitted temporary events once they have started.

## **Lost, stolen, damaged or destroyed TENs**

The premises user may apply to us for a copy of the Notice - the fee is £10.50. No application may be made more than a month after the end of the event period specified in the Notice.

Where it has been lost or stolen, this must be reported to Police before a copy is requested.

## Contact details

Licensing Unit  
Environmental Services  
Wychavon District Council  
Queen Elizabeth Drive  
Pershore  
WR10 1PT

Phone: 01386 565016  
Fax: 01386 561826  
Email: [licensing@wychavon.gov.uk](mailto:licensing@wychavon.gov.uk)  
Website: [www.wychavon.gov.uk/lic](http://www.wychavon.gov.uk/lic)

Chief Officer of Police  
C/o Licensing Officer  
West Mercia Constabulary  
Police Station  
Castle Street  
Worcester  
WR1 3QX

Phone: 08457 444888  
Fax: 01905 331018  
Email: [licensing.southworcs@westmercia.pnn.police.uk](mailto:licensing.southworcs@westmercia.pnn.police.uk)

Other responsible authorities (you may wish to contact these bodies for advice when planning your event):

Hereford and Worcester Fire Authority  
Fire Safety Department  
The Fire Station  
Worcester Road  
Malvern Link  
Worcestershire  
WR14 1TD

Phone: 01684 572948  
Fax: 01684 572190  
Website: [www.hwfire.org.uk](http://www.hwfire.org.uk)

Health and Safety, Food Safety and  
Environmental Protection  
Environmental Services  
Wychavon District Council  
Civic Centre  
Queen Elizabeth Drive  
Pershore  
WR10 1PT

Phone: 01386 565015  
Fax: 01386 561826  
Email: [environmental.health@wychavon.gov.uk](mailto:environmental.health@wychavon.gov.uk)  
Website: [www.wychavon.gov.uk/es](http://www.wychavon.gov.uk/es)