

## **Premises Licence or temporary event notice (TEN)**

You would need a licence for the following:

### **Licensable activities**

The following activities are required to be licensed:

- The retail sale of alcohol
- The supply of alcohol by or on behalf of a club to a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment

### **Licensing Objectives**

All applications are based on the four licensing objectives:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

### **Permitted temporary activities**

The Licensing Act 2003 ("the Act") introduced a light touch system of permitted temporary activities to replace the old occasional licences and occasional permissions previously granted in connection with short-term alcohol and public entertainment licensing.

The system involves an event organiser (the "premises user") giving a temporary event notice (TEN) to the licensing authority and copying this to the police.

NB: the temporary event notice form is available separately.

TENs can be used to authorise relatively small-scale ad hoc events held in or on any premises involving no more than 499 people at any one time. The premises user must, no later than 10 working days before the day on which the event is to start, give duplicate copies of the notice to the relevant licensing authority, together with the fee of £21. A copy of the notice must also be given to the relevant chief officer of police no later than 10 working days before the day on which the event is to start. Anyone aged 18 or over can give a maximum of five TENs per calendar year. Personal licence holders can give a maximum of fifty TENs per calendar year. TENs are subject to other maximum limits, as set out below.

Each event covered by a TEN can last up to 96 hours and no more than twelve TENs can be given in respect of any particular premises in any calendar year, subject to a maximum aggregate duration of the periods covered by TENs at any individual premises of 15 days in any year. 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.

Provided that the criteria set out above are met, only the police may intervene to prevent an event covered by a TEN notice taking place or agree a modification of the arrangements for such an event and then only on crime prevention grounds.