



Temporary event notice information

Any individual person aged 18 or over may apply for a temporary event notice whether or not they hold a personal licence. However there are limitations which apply:

- The number of times a person (the “premises user”) may give a temporary event notice is 50 times per year (which can include ten late TENS) for a personal licence holder and 5 times a year (which can include two late TENS) for other people.
- The number of times a temporary event notice may be given for any particular premises (15 times in a calendar year)
- The length of time a temporary event may last (168hrs)
- The maximum total duration of the times covered by the temporary event notices at any individual premises (21 days)
- The scale of the event in terms of the maximum number of people attending at any one time (less than 500)

Any event beginning before midnight and continuing into the next day would count as two days towards the 21 day limitation.

In any other circumstances, a full premises licence or club premises certificate would be required.

There are two types of TEN **a standard one** and **a late one**.

- A standard temporary event notice must be sent to the licensing authority the police and Environmental Health at least 10 working days before an event.
- A late TEN must be sent to the licensing authority the police and Environmental Health 5-9 working days before the event.

“Working day is defined as any day other than a Saturday, a Sunday, Christmas Day, Good Friday, or a day which is a bank holiday.” 10 working days notice excludes the days mentioned but also the day on which the event is due to start and the day on which the notice is given. This applies for both standard and late TENS.

The temporary event notices may be given to the organisation in question (Welwyn Hatfield Borough Council or the Police) by delivering it to us/them, or by leaving it at their proper address, or by sending it by post to that address. In general we would advise that if you are posting an application you allow two days for it to be delivered in order to comply with the ten working days notice.

- Personal licence holders can have a maximum of 50 TENS which can include 10 late TENS
- Non personal licence holders can have a maximum of 5 TENS which can include 2 late TENS.

However if late TENS receive objections there will not be time to hold a committee hearing so the event will be automatically vetoed and will not be allowed to go ahead and there is no right of appeal.