



Temporary Event Notices (TENs)

Temporary Event Notices or **TENs** have replaced the old occasional Justices' licences for liquor and the occasional public entertainment licences and apply to any of the 'licensable activities':

- Sale and supply of alcohol
- Provision of regulated entertainment, and
- Provision of late night refreshment (supply of hot food and drink after 11pm)

Provided that the event is for

- No more than 499 persons, and
- Lasts for no longer than 96 hours.

Only 12 TENs may be given for a particular premises in any one calendar year, regardless of whether the premises already holds a licence. The total number of days used can be no more than 15 in a calendar year, even if that means less than 12 TENs have been used. If an event authorised by a TEN goes past midnight then that counts as a second day. A personal licence holder may apply for up to 50 in a calendar year while anyone else may apply for up to 5.

The application process is simple – complete the form – copy it twice – send two copies and the fee (£21) to the licensing authority (usually your district council) and the other copy to the police. Make sure you give 10 working days' notice or the application will not be valid. The copy you send to the licensing authority will be signed and returned – this is your proof that the notice was served and should be available at the event. Mid Devon District Council has forms available on the website, www.middevon.gov.uk, and there are two options - either download a Word version, complete and return, or make an online application. You may, of course, request a hard copy of the form from your local licensing authority and that will be sent to you in the post for you to complete.

Objections may only be made to these notices by the police and only on the grounds of crime and disorder. It is advisable, however, if your event is outside and could disturb your neighbours that you let them know what you are planning and when it is going to finish. If it is a fairly large event you might like to look at some advice on planning your event. Mid Devon District Council has prepared a Guide on Organising Safe Events and that is available on the website.