Guidance on Temporary Event Notices

# General

A Temporary Event Notice, also referred to as a TEN, is required where licensable activities are planned to take place at a premises that is not covered by a Premises Licence.

In addition to this, a TEN may also be used to cover a premises that is licensed, but the licence does not cover the times or activities proposed.

You must be aged 18 years or over to apply for a TEN.

# Limits & Restrictions

There are certain limits and restrictions placed on TENs.

* The number of people covered by a TEN (at any one time) cannot exceed 499 – this includes all staff members, performers etc.
* A TEN can be used to cover an event lasting no more than 168 hours (7 days).
* There must be a minimum of 24 hours between events at the same premises.
* Only 15 TENs per calendar year can be given in respect of the same premises, or 21 days, whichever is reached first *(e.g. you can hold 15 events lasting for 1 day each, or you can hold 3 events lasting 7 days each – or any other combination)*
* Anyone who does not hold a Personal Licence may give 5 TENs per calendar year (two of these may be Late TENs)
* Anyone who does hold a Personal Licence may give 50 TENs per calendar year (10 of these may be Late TENs)

For full guidance surrounding TEN applications, please refer to the notes for guidance supplied at the end of the application form.

# Timescales for submission

TENs fall into two categories – a standard TEN and a Late TEN.

**Standard TEN** – application must be submitted giving 10 clear working days’ notice prior to the event. This does not include bank holidays, weekends, the day of the event or the day you submit the application.

**Late TEN** – application can be submitted no earlier than 9 clear working days and no later than 5 clear working days prior to the event.

# Application Process

**Standard TEN** – Alongside the Licensing Authority, the application must be served on Greater Manchester Police & Environmental Health and is subject to a 3 working day consultation period beginning the day after the application is submitted. Any objections from either Authority must be served within those 3 working days and must indicate how the event taking place would undermine the Licensing objective(s).

The Licensing Objectives are:

* Prevention of Crime & Disorder
* Prevention of Public Nuisance
* Protection of Children from Harm
* Public Safety

If objections are received from one or both Authorities, a hearing must be held to determine the outcome of the application in front of the Licensing Sub-Committee.

A counter notice may be issued prohibiting the event if the panel are satisfied that it is necessary to promote the licensing objectives. The panel can also impose conditions on the notice (where there is a premises licence in place at the location the event is proposed to take place) replicating any, or all, of the conditions imposed on the premises licence. If there is no premises licence in place, no conditions can be imposed on the notice.

**Late TEN** – Alongside the Licensing Authority, the application must be served on Greater Manchester Police & Environmental Health. If an objection is received against a Late TEN this would result in an automatic counter notice prohibiting the event taking place, there would be no hearing.

# Grant of a Notice

Where no objections are received, a Notice will be issued by the Licensing Authority and provided to the applicant.

The applicant is required to keep a copy of the notice and display it prominently on the premises for the duration of the event. The notice must be produced to the police or other authorised officer of the Local Authority upon request. Failure to comply with one or both requirements is a criminal offence subject to a fine not exceeding Level 2 on the standard scale.

# Useful contact information/links:

The Licensing Service receive applications and respond to queries by email. You can contact a member of the team at [licensing@oldham.gov.uk](mailto:licensing@oldham.gov.uk)

The Licensing Service provides all their application forms and guidance on the Council website. These can be found at [www.oldham.gov.uk/licensing](http://www.oldham.gov.uk/licensing).

The Licensing Act 2003 can be found online at <https://www.legislation.gov.uk/ukpga/2003/17/contents>

Statutory Guidance can be found online at <https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>