

Temporary Event Notices (TEN's)

What are they?

The Licensing Act 2003 allows individuals to carry out licensable activities on a temporary basis for a period not exceeding 96 hours. The event must also involve no more than 499 people at any one time being present (although more people may attend over the whole course of the event).

These events are subject to various limits which apply to the number of events that may be permitted. Different limits apply depending on whether or not the person carrying out the licensable activities holds a Personal Licence and the frequency of use of the premises.

The person applying for the Temporary Event Notice must provide the Licensing Authority with two copies.

What is a Licensable Activity?

The following activities are licensable under the legislation:

- The sale of alcohol
- The supply of alcohol at a club
- The provision of regulated entertainment e.g. live or recorded music, dancing, indoor sporting event
- Providing facilities to allow regulated entertainment to take place
- Providing late night refreshment between 11 pm and 5 am.

How many TEN's can I hold?

Personal License holders are permitted to hold 50 temporary events in one calendar year.

For example, a publican may be engaged to run a temporary bar at a venue not licensed for the sale of alcohol.

Individuals who do not hold a Personal Licence are permitted to hold 5 temporary events, including those involving the sale of alcohol, in one calendar year.

What if the Event is on a Premises Licence Site?

Premises that hold a Premises Licence may use Temporary Event Notices for events involving licensable activities not covered by the licence. For example to use a pub for a one-off event involving the provision of regulated entertainment e.g. for a wedding.

How frequent can these TEN's be held?

There must be a minimum period of 24 hours between temporary events held on the same premises by a premises user. This prevents an individual from holding numerous consecutive temporary events as a means of avoiding an application for a premises licence.

Similarly, only 12 Temporary Events Notices may be given for one premises in one year and the total period allowed for temporary events on one premises over a year is 15 days.

How do I apply?

You must give notice of the event to the Licensing Authority and to the South Wales Police. A fee of £21 is also payable. The notice must be given to the Licensing Authority in duplicate and contain the following information:-

- The licensable activities that are to be carried out
- The total length of the event (not over 96 hours)
- The times during the event that the licensable activities are to be carried out
- The maximum number of people allowed on the premises at any one time (not over 499)
- Whether any alcohol sales are to be made for consumption on or off the premises (or both). All sales of alcohol must be made by, or under the authority, of the person giving the Notice.

The Licensing Authority notice must be given to the Licensing Section, Vale of Glamorgan Council, Civic Offices, Holton Road, Barry, CF63 4RU.

The copy to South Wales Police must be lodged at Barry Police Station, Gladstone Road, Barry CF63 1TD and clearly marked for the attention of the Police Licensing Officer.

In all cases the person giving the notice must be over 18.

How much notice do I need to give?

Whilst Notices may be legally given no later than 10 working days before the day on which the event period begins, this Licensing Authority in accordance with the Vale of Glamorgan Council's Statement of Licensing Policy we request that Notices be given to the Council and Police at least 6 weeks prior to the event to ensure that the Licensing Authority and South Wales Police have

adequate time to consider the impact on the Crime Prevention objective.

What will the Licensing Authority do next?

The Licensing Authority will return the endorsed duplicate notice to the applicant within 2 working days.

The endorsed notice will form the Temporary Event Notice and must be held securely, or displayed, at the event throughout its duration.

However, the Licensing Authority may serve a counter notice and in this case the event may not proceed.

What if there is an Objection?

The Police may object to the temporary event on crime prevention grounds. Unless the applicant and the Police agree on acceptable modifications to the event, the Licensing Authority will hold a hearing of its Licensing Sub Committee to consider the objection.

The applicant and Police are entitled to attend this hearing.

If the Licensing Sub Committee accepts the Police's objection they will issue a counter-notice at least 24 hours before the event is due to begin. In this case the event may not proceed, but an appeal can be made to the Magistrates Court.

Counter notices will also be given whenever any of the permitted limits outlined in this leaflet are exceeded.

What about Large Scale Events?

Temporary Event Notices cannot be used for events for more than 500 people. If you are planning such an event, you will need to obtain a Premises Licence if the premises are not already licensed.

Where it is proposed to hold a major event, organisers are asked to contact the Licensing Department of the Vale of Glamorgan Council at an early stage before a formal notice is given. This will enable discussions to take place with organisers regarding their operating schedules and avoid potential objections and hold ups.

For further information contact the Licensing Section, Vale of Glamorgan Council, Civic Offices, Holton Road, Barry, CF63 4RU. Tel. 01446 709105 or E-Mail licensing@valeofglamorgan.gov.uk