STANDARD AND LATE TEMPORARY EVENT NOTICE

TEN + fee to licensing authority, copy to police and environmental health at least 10 working days, or for a late TEN at least 5 working days, before the event.

Was the notice given correctly? If not then reject.

- 499 or less people?
- Less than 168 hours?
- At least 24 hours between events?

1. Where events are to be held in open spaces, the TEN application shall provide a clear description of the location (particularly when adjacent plots are used)

2. The TEN applicant must also set out how they will ensure that each 499 occupancy limit is maintained.

Yes

Event must meet criteria:

- Maximum 21 days for same premises per year
- *15* TENs for same premises per year
- Personal licence holder – max 50 TENs per year
- Non personal licence holder – max 5 per year
- Personal licence holder – max 10 late TENs per year*
- Non personal licence holder – max 2 late TENs per year*

* Late TENs count towards the total permitted number of TENs

No

Invalid TEN
Licensing authority give counter notice (permitted limits) to premises user

Undermine licensing objectives?

No

Event authorised Monitor as appropriate

Yes

Police or environmental health send objection to premises user and licensing authority within 3 working days

Yes

Is it a late TEN?

Yes

No

TEN modified – Licensing authority informed

Yes: notice (statement of conditions) given to premises user and event goes ahead with conditions, or No: event goes ahead

Mediation between police/environmental health and premises user

No or fails

Hearing – objection confirmed?

No

If not existing conditions attached to TEN?

Yes

Licensing authority gives counter notice (late temporary event notice) at least 24 hours before event is due to start

Event not authorised to proceed