

Temporary Event Notices

A Temporary Event Notice (TEN) enables an event organiser to provide licensable activities without the need to apply for a full premises licence. It is a light-touch approach to licensing and only the police can object to a TEN and only on the grounds of crime and disorder.

What can a TEN permit

Any sale or supply of alcohol (which includes giving it away as part of a wider ticket e.g. "Harvest Supper including free glass of wine")

The provision of regulated entertainment which includes plays, films, indoor sporting events, boxing or wrestling, performance of live or recorded music, playing of recorded music, performance of dance or similar entertainment.

The provision of late night refreshment, i.e. the supply of hot food or drink 11.00pm - 5.00am .

How to apply for a TEN

The premises user must, no later than 10 clear working days before the day on which the event is to start give duplicate copies of the notice to the Licensing Authority together with the fee of £21.

A copy of the notice must also be given to the Police no later than 10 working days before the day on which the event is to start.

The 10 working days referred to above does not include the day the notice was given to the Licensing Authority or Police. Only one TEN can be given per form.



Apply on-line for a TEN, go to www.eastdevon.gov.uk/e_licensing. We will send a copy of the TEN to the police.

Who can give a TEN

Anyone aged 18 or over can give a maximum of five Tens per calendar year. Personal Licence Holders may give a maximum of fifty.

Individual TENs must be given by the premises user and cannot be given on behalf of someone else

A TEN is treated as being from the same premises user if it is given by an associate. The Act defines an associate as being a spouse, child, parent, grandchild, grandparent, brother or sister or their spouses, or agent or employee of that person or their spouse.

Limits on TENs

Maximum duration of event 96 hours.

Maximum 499 people on premises at any one time.

Maximum 12 TENs in respect of any particular premises in any year subject to a maximum aggregate of 15 days in any year.

Minimum 24 hours between events

Children and TENs

Where the TEN is exclusively or primarily used for supply and consumption of alcohol it is unlawful for any unaccompanied child under the age of 16 to be present on premises.



It is also unlawful, between midnight and 5.00am to allow unaccompanied children under 16 into any premises operating under a TEN supplying alcohol for consumption

TENs General Guidance

A TEN may be given for a premise already holding a premises licence or club premises certificate for events and hours outside those already permitted.

Once a TEN has been sent to the Licensing Authority it can be withdrawn up to 24 hours before the event by the person who submitted it. A TEN that has been withdrawn in time does not count against the maximum numbers allowed. The fee will not be returned.

A TEN cannot be amended e.g. to change the proposed hours of the function or to change the address of the premises if the function is transferred at the last minute. You should, therefore, be sure of what you wish to apply for before submitting the TEN.

A TEN does not relieve the premises user from compliance with any planning requirements or obtaining appropriate planning consents (where required), nor is the premises user exempt from other legislative requirements (regarding health and safety, noise pollution, building of temporary structures etc).

Copies of the necessary forms and full notes for guidance are available from the Licensing Pages of the Councils website www.eastdevon.gov.uk/licensing .

