



# Great Yarmouth Borough Council Licensing Act 2003

## TEMPORARY EVENT NOTICES GUIDANCE/QUESTIONS & ANSWERS

### What is a TEN?

The **Licensing Act 2003** introduced permitted temporary activities. The system involves an event organiser (the "premises user") giving a temporary event notice (TEN) to Great Yarmouth Borough Council (the **licensing authority**) and copying this to the police.

TENs can be used to authorise relatively small-scale ad hoc events held in or on any premises involving no more than 499 people at any one time. The premises user must, no later than 10 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 chief officer of police no later than 10 working days before the day on which the event is to start. Anyone aged 18 or over can give a maximum of five TENs per year. Personal licence holders can give a maximum of fifty TENs per year. TENs are subject to other maximum limits, as set out below.

Each event covered by a TEN can last up to 96 hours and no more than twelve TENs can be given in respect of any particular premises in any year, subject to a maximum aggregate duration of the periods covered by TENs at any individual premises of 15 days in any year. There must be a minimum of 24 hours between events notified by a premises user or associates of that premises user in respect of the same premises.

Provided that the criteria set out above are met, only the police may intervene to prevent an event covered by a TEN notice taking place or agree a modification of the arrangements for such an event and then only on crime prevention grounds.

### Can anyone give a TEN?

Yes, as long as you are 18 or over you can give a maximum of 5 TENs a year. A personal licence holder can give a maximum of 50 TENs a year.

### How do I give a TEN?

You must give a notice in duplicate, at least 10 working days prior to the day on which the event period begins, to the licensing authority, together with the fee of £21. You must also send a copy of the notice to the chief officer of police (again at least 10 working days prior to the day on which the event period begins). The notice must contain a statement of:

- the type of event that will take place
- the licensable activities that will take place
- the period during which it is proposed to use the premises for those activities
- the times during the event period when licensable activities are to take place
- the maximum number of persons to be allowed on the premises at any one time (not exceeding 499)
- if the supply of alcohol is involved, whether the supplies will be for consumption on or off the premises or both
- where the licensable activities include the supply of alcohol, the condition that all such supplies are made by or under the authority of the premises user

Further guidance is given on the application form

**Can I use a TEN in respect of premises that already hold a premises licence?**

Yes. If you wish for example to use your pub for an event involving the provision of **regulated entertainment**, e.g. for a wedding, where your premises licence does not authorise such a provision of regulated entertainment, it may be authorised by a TEN. However do not forget that the limits in relation to permitted temporary activities will apply.

**Will I be able to give a TEN if my premises can hold more than 499 people?**

Yes, as long as you ensure that the number of people on the premises during the event period authorised by the TEN does not exceed 499 at any one time. If you think that more than 499 people will attend the event you will need to apply for a premises licence to cover the event. Otherwise, if this limit is exceeded, the event will be unauthorised and the premises user liable to prosecution.

**Can a TEN be given in respect of an outdoor event?**

Yes. A TEN can be given in respect of both indoor and outdoor events. "Premises" for the purposes of the Act means any place, whether indoors or outdoors. For example, it could cover a town square, part of a park, or a street. But remember the limits in relation to permitted temporary activities (for example the number of people who can be on the premises at any one time) will apply.

**Are there any extra restrictions when a temporary event notice includes the supply of alcohol?**

Where the relevant licensable activities include the supply of alcohol, the notice must make it a condition of using the premises for such supplies, that all such supplies are made by or under the authority of the premises user (i.e. the person who applied for the TEN).

**What powers do the police and licensing authorities have to stop a temporary event once it has started?**

Police have the power to seek court orders to close premises for up to 24 hours in a geographical area that is experiencing or likely to experience disorder. Police also have the power to close down instantly for up to 24 hours, premises in respect of which a temporary event notice has effect, that are disorderly, likely to become disorderly or are causing nuisance as a result of noise from the premises. Such orders may only be made where it is necessary in the interest of public safety in cases of disorder or to prevent nuisance in the case of noise coming from the premises.

Licensing authorities have no power under the Licensing Act 2003 to stop permitted temporary events once they have started. A local authority may have powers under other legislation, such as powers to deal with a statutory nuisance.

**Application forms can be obtained from:**

**The Licensing Team,  
Great Yarmouth Borough Council,  
Town Hall,  
Great Yarmouth  
Telephone: 01493 846530  
Email: [licensing@great-yarmouth.gov.uk](mailto:licensing@great-yarmouth.gov.uk)**