

Notes of Guidance (PDF)

A Temporary Event Notice (TEN) may be submitted in respect of a premises or an outdoor area.

You must state the licensable activities to take place during the event, which may be one or more of the following:

- sale of alcohol
- supply of alcohol by or on behalf of a club to a member of that club
- provision of late night refreshment (the provision of hot food and/or drinks after 11.00pm)
- provision of regulated entertainment

Regulated entertainment includes:

- performance of a play
- exhibition of a film
- an indoor sporting event
- a boxing or wrestling event
- performance of live music
- any playing of recorded music
- performance of dance
- the provision of facilities for making music, dancing or anything of a similar nature

The following information must also be specified on the form:

- the period during which it is proposed to use the premises for the licensable activities. This must not exceed 168 hours (seven days).
- the times during which the licensable activities will take place (i.e. you may only intend to serve alcohol for a few hours during the event, or the live music may only be at specific performance times)
- the maximum number of persons attending the event, this must not exceed 499 at any one time. This figure includes not only the audience and spectators, but any staff, organisers, stewards and performers present at the event.
- if the TEN includes the sale of alcohol, you must state if it is for consumption on or off the premises. All sales of alcohol must be made by, or under the authority of, the premises user (i.e. the applicant)

If you hold a personal licence, you may apply for up to 50 TENs in a calendar year. A non-personal licence holder may apply for up to 5.

A single premise (Park, building etc) may only be used for a TEN 12 times within a calendar year.

If you are uncertain as to whether your event requires a TEN, please contact us by [email](#) or call 0121 704 6830.