

Standard Temporary Events Notice Information Sheet

When is it required?	To cover <i>Licensable Activities</i> for a maximum of 499 people
What are Licensable Activities?	<ul style="list-style-type: none">• Sale of alcohol• Supply of alcohol• Provision of regulated entertainment, eg plays, films, indoor sporting event, boxing, wrestling, performance of live music, playing recorded music, performance of dance• Provision of late night refreshment
Who may apply?	Anyone aged 18 years and over, subject to <i>Limitations</i>
What are the Limitations?	<ul style="list-style-type: none">• 50 times per calendar year for a Personal Licence holder• 5 times per calendar year for other people• 12 (15 from 01.01.16) times per calendar year for particular premises (• Maximum period for each TEN is 168 hours / 7 days• Maximum of 21 days in a calendar year to individual premises <p><i>NB</i> if an event starts before midnight and ends after midnight, it counts as 2 days</p>
How do I apply?	Electronic Application via gov.uk to Shepway District Council – SDC will then notify the Police and Environmental Protection OR 2 hard copies of the Application to SDC – the Applicant must also serve a copy on the Police and Environmental Protection
When do I apply?	<u>10 working days before the Event</u> In calculating the period, the following are not counted <ul style="list-style-type: none">• The date the Notice is received• Saturdays, Sundays, Bank Holidays, Christmas day and Good Friday• The first date of the Event
Who may object?	The Police and Environmental Protection
When may they object?	<u>3 working days excluding the day of receipt from when they are given notice of the Application BUT they can only object in accordance with any of the 4 Licensing Objectives:</u> <ol style="list-style-type: none">1. <i>Prevention of crime and disorder</i>2. <i>Public Safety</i>3. <i>Prevention of public nuisance</i>4. <i>Protection of children from harm</i>
What happens if no objection is lodged?	The TEN is validated and you will be sent the Notice
What happens if an objection is lodged?	SDC will arrange a hearing before the Licensing Sub-Committee to consider the Application; the Sub-Committee may Grant the Application, impose Conditions, if TEN on Licensed Premises, or refuse the Application