

## TEN Guidance and Statutory Limitations

Each TEN costs £21

A Temporary Event Notice (TEN) can authorise licensable activities at an event lasting for seven days or less that is for under 500 people.

- The sale or supply of alcohol
- Performance of a play
- Exhibition of a film
- Indoor sporting event
- Boxing or wrestling
- Performance of dance
- Performance of live music
- Playing of recorded music
- Provision of late night refreshment (hot food and/or drink between 11pm and 5am)

Providing the notice has been served correctly and meets the criteria laid down in the Licensing Act, the event may go ahead unless a counter notice is served. A counter notice would be served following objections from the police or our environmental health service or for exceeding the limits listed below.

### Restrictions and limitations

- No more than 499 people at any one time for each event.
- Each TEN can last up to 168 hours (seven days).
- You must be over the age of 18 to serve a temporary events notice.
- You can only apply for a TEN as an individual, not an organisation.

### Number of notices you can apply for

You'll need a separate TEN for each event you hold even if it's on the same premises.

You can serve up to five TENs a year (of which two may be late notices).

If you have a **personal licence** to sell alcohol, you can serve up to 50 TENs a year (of which 10 may be late notices).

A single premises can have up to 15 notices applied for in one year, as long as:

- the total length of the events is not more than 21 days. Please note: events that carry on after midnight will count as two days.
- the person serving the notice doesn't exceed the amount of TENS they can serve in a year.
- There must be a minimum of 24 hours between each event notified by an event organiser at any premises.
- Multiple TENS can be submitted at the same time but each event is a separate TEN with a separate fee payable. The limits set out above cannot be exceeded.

Where premises are available for hire by organisations or individuals for their own events, premises owners and operators must be aware that TENS submitted will be counted under the limits set down in the Act. It is therefore recommended that a booking agreement is used to make sure that all TENS made in respect of premises are made with the agreement of the premises owner or operator. This is particularly important for village halls and similar premises.

### **Submitting a Temporary Event Notice application**

To give a temporary event notice to the Local Authority there must be a period of at least 10 clear working days between the date you submit this form and the date of the earliest event when you will be using the premises for licensable activities. The date of submitting the TEN and the day of the event are not included in the total number of working days before the event. If you submit your application online on a Saturday, Sunday, Bank or Public Holiday the date of submission will be the first working day after that.

### **Submitting a LATE Temporary Event Notice application**

To give a **LATE** temporary event notice to the Local Authority there must be a period of at least 5 clear working days but no more than 9 working days between the date you submit this form and the date of the earliest event when you will be using the premises for licensable activities. The date of submitting the TEN and the day of the event are not included in the total number of working days before the event. If you submit your application online on a Saturday, Sunday, Bank or Public Holiday the date of submission will be the first working day after that.

### **Regulated entertainment**

#### **What is regulated entertainment?**

Regulated entertainment is one of the licensable activities and includes the following types of entertainment:

- Performance of a play
- Exhibition of a film
- Indoor sporting event
- Boxing or wrestling
- Performance of dance

- Performance of live music
- Playing of recorded music

If they take place:

- In the presence of a public audience for their entertainment
- Exclusively to members of a qualifying club, or
- In private and a charge is made with a view to profit

## Exemptions

There are some exemptions where a licence is not needed under the Licensing Act 2003 for these types of entertainment. These are:

- Films for the purposes of advertisement, information, education. A film isn't regarded as regulated entertainment if it is solely or mainly demonstrating a product, advertising goods or services or providing information, education or instruction.
- Film exhibitions in museums and art galleries. A film isn't regarded as regulated entertainment if it forms part of an exhibit put on show for any purposes of a museum or art gallery.
- Music incidental to certain other activities. A performance of live music or the playing of recorded music is not regarded as regulated entertainment if it is incidental to some other activity that is not classed as regulated entertainment.
- Use of television or radio receivers. You don't need a licence for a live television or radio broadcast.
- Religious services and places of worship. You don't need a licence to provide any entertainment that is for the purposes of a religious meeting or service or at a place of public religious worship.
- Garden fetes. You don't need a licence to provide entertainment at a garden fete or a similar function or event unless the event is promoted with a view to applying any part of the proceeds for the purposes of private gain.
- Morris dancing. You don't need a licence for a performance of Morris dancing or dancing of a similar nature or for live or recorded music that is an integral part of that performance.

These exemptions apply to licences issued under the Licensing Act 2003 only. You may still need a licence to play live or recorded music from another licensing body such as [PPL PRS](#).

## De-regulation

As well as the exemptions listed above there have been various de-regulations to regulated entertainment which mean that you no longer need a licence under the Licensing Act 2003 for:

- The provision of entertainment facilities.
- An unamplified performance of live music at any place between the hours of 8am and 11pm.
- A performance of live music or playing of recorded music between 8am and 11pm at a premises that is licensed to sell alcohol on the premises before an audience of no more than 500 people.
- A performance of amplified live music at a workplace if it takes place between 8am and 11pm before an audience of no more than 500 people.
- A performance of a play, if it takes place between 8am and 11pm before an audience of no more than 500 people.
- A performance of dance, if it takes place between 8am and 11pm before an audience of no more than 500 people.
- Staging an indoor sporting event, if it takes place between 8am and 11pm before no more than 1000 spectators.
- A contest, exhibition or display or Greco-Roman wrestling, or freestyle wrestling between 8am and 11pm before no more than 1000 spectators.

There have also been some de-regulations that relate only to certain types of premises. These are:

- Local authority premises. No licence is needed for any entertainment taking place on the premises of the local authority as long as the entertainment is being provided by or on behalf of the local authority.
- Hospital premises. No licence is needed for any entertainment taking place on the hospital premises as long as the entertainment is being provided by or on behalf of the health care provider.
- School premises. No licence is needed for any entertainment taking place on the school premises as long as the entertainment is being provided by or on behalf of the school proprietor.
- A travelling circus. No licence is needed for any entertainment (other than films, boxing or wrestling) taking place at a travelling circus as long as it takes place within a moveable structure that accommodates the audience and as long as the travelling circus has not been located on the same site for more than 28 consecutive days.
- Community premises. No licence is needed for a film exhibition as long as it is "not-for-profit" and the audience does not exceed 500. The organiser must get consent to the screening from a person responsible for the premises and must ensure that such screening abides by age classification ratings.
- A church hall, village hall, community hall or other similar community premises that is not licensed to sell alcohol. No licence is needed for a performance of

live music or to play recorded music between 8am and 11pm before an audience of no more than 500 people as long as the organiser gets consent for the performance from a person responsible for the premises.

These de-regulations apply to licences issued under the Licensing Act 2003 only. You may still need a licence to play live or recorded music from another licensing body such as [PPL PRS](#).