

Temporary Event Notices (TEN's)

If you wish to hold an occasional ad-hoc event, you will need to notify the Council beforehand. **The Council requests at least 20 days' notice**. Premises users must serve a notice on the Licensing Authority **at least 10 clear working days** before the day of the event (which does not include the day the notice is served or the day of the event) and serve copies of the notice on Lincolnshire Police and on the Council's Environmental Health Department at the same time. Late notices are notices that are served as above but **not less than 5 or more than 9 working days before the event**.

Any applications received without the prescribed notice will be returned and the event will not be able to go ahead.

The Temporary Event Notice must be completed with details of your events, such as how long it will last and how many people you expect to attend. There is a fee of £21 for this process.

All four licensing objectives must be considered and both the Police and Environmental Health can object to the notice and conditions may be imposed on it. Where the Police or Council intervene there may be a hearing to consider your proposed event

If a late TEN is given and the Police or Environmental Health object, there is no appeal process and the event cannot go ahead.

Personal Licence holders are permitted 50 TEN's per calendar year (of which 10 can be late notices) and non-personal licence holders 5 per year (of which 2 can be late notices). Premises are allowed to hold 15 temporary events per year. Each event cannot be longer than 168 hours (7 days). The total for all TEN's at the premises cannot exceed 21 days.

The maximum number of persons on the premises at any time during the event must be less than 500.