

## Guidance to Applicants for Temporary Event Notices

Temporary Event Notices involve an event organiser (the 'premises user') giving two copies of a temporary event notice (TEN) to the Licensing Authority, one copy to the Public Health Team responsible for noise and also a copy to the relevant police authority (see below):

Licensing Authority: Lewes District Council, Southover House,  
Southover Road, Lewes, East Sussex BN7 2SY

Public Health Team: Lewes District Council, Southover House  
Southover Road, Lewes, East Sussex BN7 2SY

Police Authority: Sussex Police, Bexhill Police Station, Terminus  
Road, Bexhill on Sea, East Sussex TN39 3NR

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 give copies of the notice to the Licensing Authority together with a fee of £21 (cheques should be made payable to 'Lewes District Council'), no later than 10 clear working days before the day on which the event is to start. This notification can be made electronically

A copy of the notice must also be given to the relevant chief officer of police no later than 10 clear working days before the day on which the event is to start. (This does not apply to applications made electronically. With electronic applications this becomes the responsibility of the licensing authority)

There is now the ability to submit Temporary Event Notices later than the times frame stipulated above. Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 5 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (ie. 50 TENs per year for personal licence holders and 5 TENs for non-personal licence holders).

If there is an objection from either the police or local authority (to a late TEN) exercising environmental health functions, the event will not go ahead and a counter notice will be issued.

Anyone aged 18 or over can hold a maximum of five TENs per year

Personal Licence holders can hold a maximum of fifty TENs per year

**TENs are subject to other maximum limits:**

- Each event covered by a TEN can last up to 168 hours (7 days) and no more than fifteen TENs can be granted in respect of any particular premises in any year.
- This is subject to a maximum aggregate duration of the periods covered by TENs at any individual premises of 21 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.
- The same premises cannot be used on more than 15 occasions in any calendar year

When the licensing authority receives a temporary event notice, it must acknowledge receipt of the notice by sending one notice to the premises user.

A premises user can withdraw a temporary event notice. They must give the licensing authority notice of cancellation no later than 24 hours before the time specified for the start of the event in the temporary event notice.

If the licensing authority is satisfied that any of the limits above are to be exceeded, it must issue a counter notice, which has the effect of cancelling the temporary event notice.

Where the Police or Environment Health make an objection to a TEN (which is not a late TEN) on the grounds that the issue of the TEN will undermine any of the licensing objectives, this must be made within 3 working days of the notification.

If the Police or Environmental Health do object, the Licensing Authority must hold a hearing to consider the objection notice unless all agree that a hearing is not necessary.

If a Hearing is to be held and the Licensing Authority's decision is the event should not go ahead, then the Licensing Authority must issue a counter notice to the premises user with a notice giving reasons for the decision of the Licensing Sub-Committee. The premises user has the right to appeal.

If the notice is in order, there is no need to issue a counter notice, but the Police or Environmental Health have the right to appeal the decision of the Licensing Sub-Committee.

Any appeal must be made to the Magistrates Court within 21 days commencing on the day on which the licensing authority notified the appellant of their decision to issue/not to issue a counter-notice.

No appeal may be brought later than 5 working days before the first day of the event period specified.

No appeal may be brought against a decision to issue a counter-notice to a late temporary event notice.