

## **Temporary Event Licence.**

If you wish to hold a licensable activity and do not hold a Premises Licence/Premises Certificate or the timings and licensable activities you wish to carry out as the temporary event are not included on your current Premises Licence or covered by any other Act (i.e. Live Music Act 2012) then you are required to apply to the Council for a Temporary Event Notice (TEN).

There are two types of Temporary Event Notice; Standard TEN and Late TEN.

A standard TEN means that you can hold an event allowing at least ten working days between the day of submitting the application to the Council (and a copy to the Responsible Authorities) and the date of the event.

A late TEN means that you can hold an event allowing between five – nine working days between the day of submitting the application to the Council (and a copy to Derbyshire Constabulary and Noise Pollution (Chesterfield Borough Council)).

### **Limitations include:-**

- A personal licence holder may apply for 50 Standard TEN notices within a calendar year and 10 Late TEN notices.
- A person who does not hold a personal licence may apply for 5 Standard TEN per year and 2 Late TEN notices. (Late TENS count towards the total number of permitted TENS).
- The premises may be granted a TEN for up to 12 (events) times per calendar year (the Deregulation Act 2015 has increased this number to 15 with effect from 1 January 2016).
- The maximum duration of an event authorised by a TEN is 168 hours (seven days).
- The maximum total duration of the events authorised by TENS in relation to individual premises is 21 days in a calendar year.
- The maximum number of people attending at any one time is 499.
- The minimum period between events authorised under separate TENS in relation to the same premises (not including withdrawn TENS) by the same premises user is 24 hours.

The original application for a TEN must be submitted to the Council with £21 payment (cash, cheques payable to Chesterfield Borough Council) or payment by card.

Copies must be submitted to the following Responsible Authorities; Derbyshire Constabulary at the Licensing Unit, Chesterfield Police Station, Beetwell Street, Chesterfield, Derbyshire, S40 1QP and to Environmental Protection Section at Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield, Derbyshire, S40 1LF **on the same day you have submitted the application to the Council.**

The Responsible Authorities (Police and Noise Pollution) can object to a Standard TEN if the event is likely to undermine the crime and disorder objective or the prevention of public nuisance. In this case the application is referred to the Licensing Committee for their determination.

If a Responsible Authority objects to a late TEN then the event is not permitted to take place (this is due to the fact that a late TEN does not allow enough time for a hearing to be held).

