



Please ask for:  
Direct Dial No  
Fax No  
Your Ref.  
My Ref.  
E-mail

Caroline Hill  
01629 761288  
01629 761165  
CMS/CH/TEN  
caroline.hill@derbyshiredales.gov.uk

Date as postmark

Please read the following information carefully as from 25<sup>th</sup> April, the Home Office has changed the system for giving TENS.

Dear Organiser

### **LICENSING ACT 2003 TEMPORARY EVENT NOTICE (TEN)**

I refer to your request for a form to give this Licensing Authority a Temporary Event Notice. A form is enclosed. If you require additional copies you can contact the Licensing Section on (01629) 761313, or you can download them by pasting this link into your browser:

<http://www.derbyshiredales.gov.uk/services-business/licensing/alcohol-entertainment-a-late-night-refreshment/temporary-events-notice>

The forms are also available on the Home Office Website using the following link  
<http://www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/alcohol-licensing/temp-event-notice>

**Important** – changes to the system for giving Temporary Event Notices have been introduced through the implementation of the Police Reform and Social Responsibility Act 2011. The new changes came into force on 25 April 2012.

**Please read the new Guidance Notes before completing the TEN form.**

These changes can be summarised as follows:

- Standard Temporary Event Notice - you must give your TEN at least 10 clear working days before the day on which the event period begins. The Council does not have any discretion to waive this timescale. When calculating the 10 clear working days, you must not include the day that this Council receives your notice or the day of the event, so in reality the required amount of notice is nearly 3 weeks. If the required notice is not given the TEN may be treated as a late Ten as outlined below:
- Late Temporary Event Notice – you must give your TEN no later than 5 working days but no earlier than 9 working days before the day on which the event period begins. The Council does not have any discretion to waive this timescale. When calculating the timescale, you must not include the day that this Council receives your notice or the day of the event.
- the number of times a person (the “premises user”) may give a temporary event notice: (50 times in a calendar year for a personal licence holder - this includes a maximum of 10 late TENS) and (5 times in a calendar year for a non personal licence holder - this includes a maximum of 2 late TENS).

continued over/...

Peter Foley, MBA, Director of Community Services  
Town Hall, MATLOCK, Derbyshire. DE4 3NN  
For general enquiries, please telephone 01629 761100 or visit our web site  
[www.derbyshiredales.gov.uk](http://www.derbyshiredales.gov.uk)

Information communicated to the District Council may be disclosed to the public under the Freedom of Information Act 2000

- ❑ the number of times a temporary event notice may be given in respect of any particular premises (12 times in a calendar year);
- ❑ the length of time a temporary event may last for these purposes (168 hours);
- ❑ the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (21 days per calendar year); and
- ❑ the scale of the event in terms of the maximum number of people attending at any one time (a maximum of 499).

Please note that a temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed "premises user". Within businesses, clubs or organisations one individual will therefore need to be identified as the proposed premises user.

The premises user must give the TEN within the prescribed timescales outlined above to the relevant licensing authority, together with the prescribed fee of £21. Cheques should be made payable to 'Derbyshire Dales District Council'. Payment can be made by telephoning at the time the Notice is given – please telephone 01629 761313 for assistance, or on-line using our website link in the first paragraph of this letter.

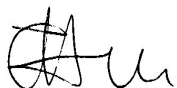
If the Notice is served on the Licensing Authority by hand or via the Royal Mail then the premises user must also give copies of the Notice at the same time to the relevant Chief Officer of Police for the area in which the premises are situated and to the District Council's Head of Environmental Health Section. Failure to do this will result in the Licensing Authority rejecting the Notice. For premises in Derbyshire Dales send copies to: The Divisional Licensing Manager, Derbyshire Constabulary, Buxton Police Station, Silverlands, Buxton, Derbyshire, SK17 6QJ and Head of Environmental Health, Community Services Department, Derbyshire Dales District Council, Town Hall, Matlock, Derbyshire, DE4 3NN.

If the Notice is served electronically the Licensing Authority will ensure that the other 2 Authorities receive a copy.

For the purposes of the Licensing Act 2003, "premises" means any place. Premises will therefore not always be a building with a formal address and postcode and can include, for example, public parks, recreation grounds and private land.

If you have any queries regarding this information please do not hesitate to contact me on (01629) 761288.

Yours sincerely



**CAROLINE HILL  
LICENSING OFFICER**

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