

TEMPORARY EVENT NOTICES

A Temporary Event Notice (TEN) is a notification given by an individual to Melton Borough Council that an event with licensable activities is to take place. TENs can be given for completely unlicensed premises **or** for premises that already hold a Premises Licence or a Club Premises Certificate in order to authorise longer hours or for activities not already included on their licence.

Please ensure you have referred to the full set of notes attached to the Temporary Event Notice forms for further information and guidance on the limits applicable to TENs. Some of the main points are as follows:

- TENs require **10 working days** notice.
- A TEN can be used for up to **499** people
- Non Personal Licence holders may submit only **5** TENs each calendar year.
- Personal Licence holders are limited to **50** TENs per year.
- A TEN can licence activities for up to **96** continuous hours
- The premises are limited to **12** TENs per calendar year over no more than **15** days (also, where an event spans midnight it will count as covering 2 days).

How to submit a Temporary Event Notice

- Please complete the Temporary Event Notice form in full. Take care when entering timings and dates, for example stating a finish time of 'Christmas Eve - 01:00' will actually only licence you to the early morning of Christmas Eve, not the following day. There should be no break between your start and finish times.
- Take two photocopies of your Temporary Event Notice.
- Send the original **and** one copy to Melton Borough Council Licensing Department with your payment. The fee for each TEN is £21.
- The other copy must be sent to Leicestershire Constabulary. These must all arrive no less than 10 working days before the first day of the event.
- Your TENs should be sent to the following addresses:

***The Licensing Officer
Melton Borough Council
Nottingham Road
Melton Mowbray
LE13 0UL***

***The Chief Officer of Police
The Licensing Section
Mansfield House
74 Belgrave Gate
Leicester
LE1 3GG***

Fax: 0116 248 4337

Temporary Event Notice forms are available from the Licensing Department and can also be downloaded from the *Licensing Act 2003 (Alcohol and Entertainment)* section of the Melton Borough Council website: www.melton.gov.uk

If you have any queries please contact the Licensing Team at the above address, on 01664 502502 or via email: licensing@melton.gov.uk