

TEMPORARY EVENT NOTICES (TEN'S)

Section 100 – Licensing Act 2003

Please find enclosed an application for a Temporary Event Notice (TEN) as requested.

Before completing the Notice, please fully read the explanatory notes which give guidance on what the TEN can be used for and the limitations to its use that are imposed by the Act.

1. Two completed copies of the TEN **MUST** be sent to the Licensing Authority (Braintree District Council, Causeway House, Bocking End, Braintree CM7 9HB) together with payment of £21.00. The other completed TEN **MUST** be sent **IMMEDIATELY** to Essex Police, Licensing Unit, Police Station, Blyths Meadow, Braintree CM7 3DJ. **(PLEASE NOTE THIS MUST NOT BE SENT OR TAKEN TO YOUR LOCAL POLICE STATION)**
2. A TEN must be submitted a **MINIMUM** of ten working days before the start of a proposed event. The Licensing Authority would prefer that the TEN is submitted a minimum of 20 working days before the event and no more than six months in advance.
3. Once the Licensing Authority receives the TEN it will be endorsed as acknowledged and returned to the person serving the TEN. There are very tight deadlines to complete this task. Therefore, it is imperative that you send the completed TENs and payment simultaneously.
4. It is advisable to serve the TEN on Essex Police between Mondays and Wednesdays to avoid any delays or problems.
5. If the TEN is received in less than the minimum required time before the event, the TEN will not be acknowledged and the Permitted Temporary Activity will not be authorised. If received within time, an acknowledgement will be dispatched by Licensing Authority. If you receive no acknowledgement it will be deemed that the TEN has not been properly served.
6. The Licensing Authority cannot ordinarily object to a TEN unless the statutory limits are breached. The Police can object, however, based on Crime and Disorder.
7. Should the Police serve a Counter Notice with regard to the TEN, a Hearing will be arranged at the Council Offices within seven working days after the Police have served a Counter Notice. The Licensing Authority is required to give two working days notice of the date of the Hearing.
8. If the Licensing Authority has served a Counter Notice against a TEN – it will be because at least one of the statutory limits has been breached – there is no appeal and no Hearing is held in these circumstances.

It is an offence under Section 136 of the Licensing Act 2003 for a person to carry on or attempt to carry on an Unauthorised Licensable Activity, or knowingly allow an Unauthorised Licensable Activity. The penalty for this is six months imprisonment or a £20,000 fine or both.