

## **Temporary Event Notice – FAQ's**

1. A temporary event notice (TEN) is required if you wish to hold an event involving less than 500 people (at any one time). It can be used to provide licensable activities on a temporary basis or to temporarily extend the hours of existing licences.
2. Due to Central Government deregulation you may not need a TEN, please read our [Deregulation of Licensable Activities FAQs](#) for more information
3. You must be over 18 years of age to apply for a TEN
4. If you hold a Personal Licence you are permitted to hold a maximum of 50 TENs per calendar year (inclusive of a maximum of 10 Late TENs)
5. If you do not hold a personal license you are only permitted to hold a maximum of five TENs per calendar year (inclusive of a maximum of two Late TENs)
6. Please note, a TEN is treated as from the same person if it is submitted through a spouse, agent, employee, civil partner, child, grandparent, brother or sister
7. A premises can host no more than 15 TENs per calendar year and the aggregate duration of TENs on any premises cannot exceed 21 days in any year
8. There must be a minimum of 24 hours between events at the same premises
9. You cannot put more than one event date on a TEN. A separate TEN is required for each event date and a payment for £21.00 per TEN
10. North Herts District Council must be in receipt of the completed signed application form and non-refundable fee of £21.00 no later than 10 clear working days before the day on which the event is due to start.
11. If applying online, The Licensing Team will forward an electronic copy of the application to the Police and Environmental Health for consideration.
12. If applying by post or in person North Herts District Council must be in receipt of the completed application form and non refundable fee of £21.00 no later than 10 clear working days before the day on which the event is due to start (not including the application date and the date of the event). The applicant must also send a copy to the Police at least 10 clear working days before the proposed start date of the event. A copy of the notice must also be sent to Environmental Health (Noise Team), however NHDC will provide a copy to the Noise Team on your behalf.
13. On receipt of the completed application form and payment, subject to all conditions being met, our Licensing Team will acknowledge receipt.
14. Only the Police and Environmental Protection (not members of the general public) can object to a TEN/Late TEN on the grounds of any of the four licensing objectives:
  - the prevention of crime and disorder,
  - public safety,
  - the prevention of public nuisance,
  - the protection of children from harm.

If a valid objection is received on a TEN there may be a hearing or conditions may be attached to the TEN. If a valid objection is received on a Late TEN then the event will be prevented from going ahead. Once a TEN/Late TEN has been acknowledged by NHDC and no objection had been received you can proceed with the event. You must ensure a copy of the TEN is available for inspection at all times. If you wish to withdraw your TEN/Late TEN at any time during the application process, you must confirm to NHDC in writing at least 24 hours before the start of the event. A cancelled event will not count towards your annual limits. There is no refund of the £21.00 fee.