

**EXTRACT FROM LOCAL LICENSING POLICY**

**Paragraph 10.13 Temporary Events Notices (TENs)**

Certain temporary events are not required to be licensed, although they must be notified to the Licensing Authority, Lincolnshire Police and the East Lindsey District Council Environment Team using the TENs procedure (contact should be made with the Licensing Section for details). The Licensing Authority strongly encourages organisers of temporary events to submit TENs notifications as soon as reasonably practicable to enable the Police, the Environment Team and Licensing Authority to work with them to identify and reduce the risk of any issues in relation to the licensing objectives.

The Licensing Authority recommends for normal events that at least 30 working days notification be given (the normal legal requirement is 10 working days). Although only the Police and the Environment Team can object to TENs, organisers of events where there may be significant numbers of people or may have an impact on the road network or public safety are encouraged to consult with relevant authorities at an earlier stage.

**Paragraph 10.14**

It should be noted that the Police and the Council's Environment (Noise) Team are the only bodies who may make representations to a TEN. However, these two bodies may object to a TEN on grounds that any of the licensing objectives would not be promoted should the event go ahead. Where objections are received the matter will be put before the Licensing Sub-Committee hearing. The Sub-Committee may:

1. Allow the TEN to go ahead
2. Reject the TEN
3. If the premises where the TEN is proposed to take place already has a premises licence the Committee may allow the TEN but impose some, or all, of the conditions on the premises licence onto the TEN if appropriate.

In relation to bullet point (3) above – the Licensing Authority has delegated powers to Officers to issue a TEN with conditions attached (without the need for a licensing hearing) – provided all parties agree to the attachment of the conditions.

**Paragraph 10.15**

Licensing legislation allows event organisers to submit up to 10 'late notices' per year if they hold a personal licence and 2 'late notices' if they do not hold a personal licence. These 'late notices' can be submitted to the Licensing Authority, Police and Environment Team between 5 and 9 days before the event. However, it should be noted that if either the Police or the Environment Team lodges an objection to a late TEN the event cannot go ahead.