

TEN Event Criteria

- there must be no more than 499 people attending (this includes performers),
- they last no longer than 168 hours (7 days) in total, the minimum period for a TEN is 24hrs.
- if you are submitting more than one TEN there must be 24 hours between events.
- the maximum number of days a premises can have a TEN in a calendar year is 21, (a 'day' in is defined as a period of 24hrs beginning at midnight).
- The maximum number of TENS which can be held at the same premises in a calendar year is 15. A TEN can last more than one day, if for example you had a TEN which covered a 2 day period you would have used up 2 of your 21 days but only 1 TEN.
- a personal licence holder can submit up to 50 standard TENS in a calendar year (10 for late TENS)
- a non personal licence holder can submit up to 5 standard TENS in a calendar year, (2 for late TENS).
- the cost of a TEN is £21.

When to submit a TEN

Your standard Temporary Event Notice (TEN) must be completed correctly and submitted no later than 10 clear working days or for a Late (TEN) 5 clear working days prior to the event. The day of submission and the day of the event itself are not included as one of these working days so please ensure you submit them on time. You can submit a TEN for an event as soon as you know about it even if it is next year.

How to submit a TEN

The best way to submit your TEN is to go to the Councils website

<https://www.runnymede.gov.uk/article/14540/Temporary-events-notice>

This page is dedicated to TENS; it contains a link to online, downloadable or printable TEN forms.

The most convenient method is to use the online link to the GOV.UK website, the TEN form can then be completed and submitted online, conveniently this includes an online payment process.

Alternatively you can download and complete the Councils application form and email to licensing@runnymede.gov.uk or you can print a copy the form and email to the same address, post or hand deliver to the Licensing Section, Runnymede Civic Centre, Station Road, Addlestone KT15 2AH.

When you submit your application form it is your responsibility to send the Police and the Councils Environmental Health Officer a copy (unless it has been submitted electronically). If you submit your application online or by email the licensing section will do this for you, otherwise you must print copies and send them separately.

For payments, the online application process has a payment process built in to it, for all others we can take a payment by debit card over the phone, you must call us on 01932 425711 as soon as possible after submission to make your payment, the TEN will not be valid until payment has been made. Our office hours are 9am to 4pm Monday to Friday. You can also pay by cheque but be aware that the Council plans to phase out cheque acceptance in the near future.

What happens next?

The Council receives your application and will check to ensure it is fully completed, has been submitted in time, that the TEN criteria are met and payment has been made.

If it is incomplete it will be returned to you for completion.

If it has not been submitted in time it is void, the licensable activities which you had requested will not have any authorisation to take place and you will be committing a criminal offence if you proceed.

Once checked the Council will send you a copy of your TEN, normally by email. This is your acknowledgement that we have received your TEN.

The Police and Environmental Health then have 3 working days to assess the TEN and can make an objection based on the licensing objectives. Please note this is a rare occurrence but should there be an objection you will be informed on the day of the objection.

At the event you must keep the copy of the TEN at the premises, we recommend this is displayed behind the bar or other space where it cannot be tampered with.

FAQ's

Q What is the difference between a standard TEN and a late TEN.?

A Standard TENS must be submitted no later than 10 clear working days prior to the event. For a Late (TEN) 5 clear working days prior to the event. Late TENS are intended to assist where for example a late booking is made at a premise. If there is an objection to a late TEN then there is no right of appeal and the licensable activity cannot go ahead.

Q Does the person who gave the TEN have to be at the event.

A No, they do not have to be there but they will remain liable for any prosecution for certain offences which may be committed at the premises. i.e. The sale of alcohol to someone who is drunk and allowing disorderly conduct on the premises. The person who signs the form is responsible for ensuring that the number of people attending do not exceed the permitted limits of a TEN i.e. 499.

Q What happens if the Police or Environmental Health object to my TEN.

A If it was a late TEN the licensable activity cannot go ahead. For a standard TEN there would be a hearing at Council where conditions may be imposed on the event or a counter notice may be issued to prevent the event's licensable activity being carried out. Hearings can be prevented where there has been an objection by the applicant and objector agreeing to modify the TEN to address concerns.

Q How soon can I submit my TEN.

A Our advice is to submit your TEN as soon as you have sufficient information about the event to be able to complete the application. The golden rule is do not leave it till the last minute, if you do this and there are any problems with the form etc. you risk the licensable activity at event not going ahead.

Any Other questions call us on 01932 425711 and ask, we are here to help.

For a fuller explanation of TENS you can look at the Section 182 guidance published by the Government. This explains in plain easy to understand the finer points of TENS.

<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>