



TEMPORARY EVENT NOTICES (TENS)

What are TENS?

TENS are a way of providing permission for a small, one-off event at a premises or area (including outdoor places) where licensable activities are not normally allowed.

Is there a fee?

There is a statutory fee of £21. This can be paid by cheque made payable to Suffolk Coastal District Council or Waveney District Council; or payment can also be made by telephone using a credit/debit card by telephoning 01394 444802 for Suffolk Coastal D.C or 01502 523620 for Waveney D.C.

What are the main rules?

There are very strict limits on TENS:

- There must be no more than **499** people at a TEN event at any one time (this includes organisers, stewards, performers, etc, as well as audience and spectators).
- A premises can hold no more than **15** TEN events per calendar year.
- The maximum length a TEN event can last is **168 hours** (7 days). However, the combined duration of TEN events at individual premises must not exceed **21 days** per calendar year.
- Personal licence holders can submit up to **50** TENS per calendar year.
- Anyone over the age of 18 who is not a personal licence holder can submit up to **5** TENS per calendar year.

Is there a deadline for submitting a TEN?

The Licensing Team, the Police and Environmental Health must receive copies of the completed Notice with at least **10 working days*** notice of the proposed event. Therefore, because of the very tight time scales involved, we would welcome the forms as early as possible to ensure the safe and effective running of the event.

Late TENS.

- A 'late TEN' can be given no later than **5 working days*** but no earlier than **9 working days*** before the event in relation to which the notice is being given.
- A notice given later than 5 working days before the event will be returned as void.
- A 'TEN' cannot become a 'late TEN' because it has been served late. There is a clear distinction which must be made on the notice itself.
- The number of late notices that can be given in any one calendar year is limited to 10 for personal licence holders and 2 for non-personal licence holders.

- These count towards the total number of temporary notices (i.e. 50 TENs for a personal licence holder and 5 for a non-personal licence holder.

* A “working day” is defined as any day other than a Saturday, a Sunday, Christmas Day, Good Friday or a day which is a Bank Holiday. “Ten Working Days” notice means ten working days exclusive of the day on which the event is to start and the day it is received by us.

How do I submit a TEN or LATE TEN?

Send the completed TEN (with payment) to the local authority area in which the premises concerned is situated:

Licensing Department
Suffolk Coastal District Council
East Suffolk House, Riduna Park
Station Road, Melton
Woodbridge
IP12 1RT
Email: licensing@eastsuffolk.gov.uk

Licensing Department
Waveney District Council
Riverside
Canning Road
Lowestoft
NR33 0EQ
Email: licensing@eastsuffolk.gov.uk

Send ONE copy (a photocopy can be used) of the completed Notice to the Police Licensing team:

**Duty Inspector
Lowestoft Administration Office
Suffolk Constabulary
Old Nelson Street
Lowestoft
NR32 1PE**

Send ONE copy (a photocopy can be used) of the completed Notice to the Environmental Health Team at Waveney District Council.

**Environmental Health
Suffolk Coastal District Council
East Suffolk House, Riduna Park
Station Road, Melton
Woodbridge
IP12 1RT**

**Environmental Health
Waveney District Council
Riverside
Canning Road
Lowestoft
NR33 0EQ**

All copies must be received by the relevant authorities within the time scales stated above: 10 working days or 5 working days for a late notice.

N.B. If you wish to send your application via email and make payment by telephone the licensing team will send the information to the Environmental Health Team and the Suffolk Constabulary on your behalf.

How will I know if the TEN has been approved?

Providing the TEN is approved, the Licensing Team will return an endorsed copy of the Notice to you and a covering letter confirming that the event can go ahead.