

Temporary Event Notices

What is a permitted temporary event?

Temporary Event Notices can be used to authorise small scale occasional events with less than 500 attendees where “licensable activities” are planned to take place.

You may need to submit a Temporary Event Notice for authorisation if you are hosting or organising any events that take place in any premises or open space.

What activities need a licence?

- The sale of alcohol - unless you are selling it by wholesale or the alcohol is being given away with no charge being made.
 - The supply of alcohol at private members clubs.
 - The supply of regulated entertainment (see below).
 - The supply of late night refreshments, which is hot food or drink supplied to the public from 11pm to 5am (for consumption on or off the premises).
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What is regulated entertainment?

Entertainment, which takes place in front of an audience, and includes:

- A performance of a play (for example, a pantomime or amateur dramatic production including a rehearsal).
 - An exhibition of a film.
 - An indoor sporting event.
 - A boxing or wrestling event.
 - A performance of live music (for example, karaoke, a band or a choir).
 - Any playing of recorded music.
 - A dance performance.
 - Providing facilities for making music, dancing and entertainment of a similar nature.
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Exemptions

The Licensing Act 2003 specifies the following as **not** requiring a licence:

- Film exhibitions solely to demonstrate a product, advertise goods or services, or provide information, education or instruction.
 - Any film exhibition at a museum or art gallery.
 - Entertainment at a religious service or a place of public worship.
 - Entertainment at a garden fete or similar event for charitable purposes.
 - Morris dancing.
 - Entertainment from carnival floats.
 - Free food and drink between 11pm and 5am.
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Who can submit a Temporary Events Notice?

Any person over 18, who will be responsible for all aspects of the event, can submit a Temporary Event Notice.

- No more than **15 Temporary Event Notices** may be given relating to the same premises in any calendar year.
- At least 24 hours must lapse between events.
- No more than 499 people can attend.
- Your event may be over different days and only one Temporary Event Notice is required, provided the event does not exceed a total of **168 hours**.

A Temporary Event Notice is treated as being from the same premise user even if an associate gives it. The Act defines an associate as a spouse, child, parent, grandchild, grandparent, brother or sister or their spouses or agent or employee of that person or their spouse.

Provided that the above criteria are met, only the Police may intervene to prevent an event covered by a Temporary Event Notice taking place or agree a modification of the arrangements for such an event. They can only do so on the grounds of crime prevention.

The limits set out above cannot be exceeded.

If any of the above limits are, or are likely to be, exceeded you will need to apply for a Premises Licence under Section 17 of the Licensing Act 2003.

A Temporary Event Notice will only authorise you to provide the licensable activities specified on the application form and for the times you have given on the application form.

When and how do I submit a Temporary Events Notice?

The easiest way to apply for a Temporary Event Notice is to apply online through our website at www.staffordbc.gov.uk/temporary-event-notice.

If you are applying with a hard copy of the application form, you will need three copies of the standard form.

Two copies of the form and the fee of £21 must be sent to the Licensing Team, and one copy to the Police at least **10 working days** before the event begins.

Section 193 of the Act defines a “working day” as any day that does not include bank holidays, Christmas Day, Good Friday, Saturdays and Sundays.

The date of submission of the forms and the date of the event are also not included in the 10 days notice.

Failure to serve the forms correctly will result in an invalid application.

All sections of the Temporary Events Notice must be fully completed and signed.

Only one event can be applied for on one form.

A late Temporary Event Notice is one given between 5 and 9 clear working days before an event, not counting the date of submission of the date of the event. You must tick the box on the application form to acknowledge your Temporary Event Notice is late.

There is nothing to prevent forms being submitted for several events at a single time so long as the above limits are not exceeded. However, each event to which a notice relates will require a separate application form and separate fee of £21 payable to Stafford Borough Council.

Stafford Borough Council will either acknowledge receipt of the notice or, in consideration of any Police objection, provide a counter notice stating that the event cannot go ahead.

Police Objections

If the Police believe that allowing the event may lead to crime, they must, no later than 48 hours after being given a copy of the Temporary Events Notice, give the premises user and Stafford Borough Council an objection notice under crime prevention grounds.

The Police, with the agreement of the premises user, can modify the Temporary Event Notice in which case the counter notice issued by Stafford Borough Council may be withdrawn.

Otherwise, Stafford Borough Council must hold a hearing to consider the notice at least 24 hours before the event.

Police Powers

The Police have the power to close down events with no notice on grounds of disorder, the likelihood of disorder or because of public nuisance caused by noise coming from the premises

Discussions prior to submitting a Temporary Event Notices

Where it is proposed to hold a major event, organisers are asked to contact Stafford Borough Council, Environmental Health and the Police at an early stage before formal notice is made. This will enable the Police to consider and discuss with organisers their operating schedule and avoid potential objections and delays

Planning Laws

A Temporary Events Notice does not relieve the premises user from any requirements under planning law for appropriate planning permission where it is required

Children

Under the Licensing Act 2003 it will be unlawful to allow any unaccompanied child under the age of 16 to be present on premises where the Temporary Event Notices is **exclusively or primarily used for supply and consumption of alcohol**.

It will also be unlawful to permit children under 16 not accompanied by an adult between midnight and 5am into any premises operating under a Temporary Events Notice supplying alcohol for consumption.

Temporary Event Notices for venues that hold a Premises Licence

Temporary Event Notices can be given for premises that already hold a Premises Licence or a Club Premises Certificate. For example, to use a pub for an event involving regulated entertainment such as for a wedding where the Premises Licence does not authorise such a provision of regulated entertainment. Also, it could be used where the premises wants to stay open later than is specified on their Premises Licence for a particular event.

Contact Details

2 Applications and fee of £21 to be sent to:

The Licensing Team
Environmental and Health Services
Stafford Borough Council
Civic Centre
Riverside
Stafford
ST16 3AQ

Telephone: 01785 619745

Email: ehlicensing@staffordbc.gov.uk

1 Application to be sent to:

Staffordshire Police Licensing
Early Intervention and Prevention Unit
Block 9 Ground Floor
Weston Road
Stafford
ST18 0YY

Telephone: 01785 235699

Email: licensinghq@staffordshire.pnn.police.uk

Further information on the Licensing Act 2003 can be obtained from Stafford Borough Council, The Licensing Team.

How we use your personal information

Information you supply to us will be dealt with in line with data protection legislation.

We will only share your information with/ or on The Public Register, The Home Office, other Government agencies, Council departments and Enforcement agencies and the National Fraud Initiative when necessary or where the law otherwise requires or allows us to do so.

For further information, please see www.staffordbc.gov.uk/privacynotices.