



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 East Suffolk Council; or payment can also be made by telephone using a credit/debit card by telephoning 01394 444802.

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?

The easiest way to submit your TEN is online at:

https://my.eastsuffolk.gov.uk/service/Temporary_event_notices

Alternatively, a notice can be submitted via email to licensing@eastsuffolk.gov.uk; If you choose this method you will need to make payment online at <https://www.eastsuffolk.gov.uk/make-a-payment/> selecting 'Other payment – Licences – Temporary Event Notice'. A cheque made payable to East Suffolk Council is also acceptable, but no cash payments can be taken.

The licensing team will send the information to the Environmental Health Team and the Suffolk Constabulary on your behalf if you are giving notice electronically.

Alternatively, you can send your completed TEN (with payment) to:

Licensing Department
East Suffolk 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:

Environmental Health
East Suffolk 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.

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.