

Temporary event notices – further information from the council

Fee:

Currently £21 (cheques should be made payable to SNC)

Council Address: (x 2 copies required)

South Northamptonshire Council
Licensing Dept
Springfields
Towcester
NN12 6AE

Local Police Address: (x 1 copy required)

PC David Bryan
Campbell Square Police Station
The Mounts
Northampton
NN1 3EL

Please note:

A TEN must be received by the council and the police at least 10 working days prior to the event;

A late TEN (see Q.3 and Note 7) must be received between five and nine working days prior to the event, but cannot be submitted just because a TEN has been refused.

These days do not include the day the TEN is received or the actual day of the event. (Working days are classed as Monday to Friday, excluding Bank Holidays).

The legislation is very clear.

Section 100(7) Licensing Act 2003 states: -

The temporary event notice—

(a) must be given to the relevant licensing authority (in duplicate) no later than ten working days before the day on which the event period begins, and

(b) must be accompanied by the prescribed fee.

Section 104(1) of the Act states: -

The premises user must give a copy of any temporary event notice to the relevant chief officer of police no later than ten working days before the day on which the event period specified in the notice begins.

It follows that if the TEN is received with less than ten working days notice, or a late TEN is received with less than five working days notice it **will be** refused.

If in doubt, please do not hesitate to contact Licensing on 01327 322322