

Report to: Licensing Committee Meeting – 20 March 2025  
 Director Lead: Matthew Finch, Director – Communities & Environment  
 Lead Officer: Narelle Plowright, Senior Licensing Officer

| <b>Report Summary</b>    |   |
|--------------------------|---|
| <b>Report Title</b>      | Temporary Event Notices received and acknowledged between 1 October until 31 December 2024    |
| <b>Purpose of Report</b> | To inform Members of Temporary Event Notices that have been received during the period above. |
| <b>Recommendations</b>   | That the report be noted.   |

## **1.0 Background**

1.1 The Licensing Act 2003 introduced a light touch system for ad hoc, permitted temporary activities. A Temporary Event Notice (TEN) is given by an individual and authorises the premises user to conduct one or more licensable activities at premises.

1.2 There are two types of TEN which are:

- A standard TEN, to be given no later than 10 working days before the event to which it relates; and
- A late TEN, can be given 9 and not later than 5 working days before the event. Late TENs are intended to be used by premise user who is required for reasons outside their control to for example, change the venue at short notice.

1.3 Only the Police and Environmental Health can make representation against the TEN. Once the Police and Environmental Health receive a TEN, they have 3 working days to make any objections to it on the grounds of any of the four licensing objectives:

1. Prevention of crime and disorder
2. Prevention of public nuisance
3. Public safety; and the
4. Protection of children from harm.

If no objections are received the event will go ahead as planned. If an objection is received for a standard TEN the Council will have to organise a hearing to consider the objection and may impose conditions or decide that the event cannot go ahead. If an objection is received against a late TEN, no hearing is held and the application is refused.

1.4 A detailed list of Temporary Event Notices received during the previous quarter is attached at **Appendix 1**.

## **2.0 Proposal/Options Considered**

2.1 To provide Members with details of the Temporary Event Notice received for their consideration.

## **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Licensing Act 2003  
Section 182 Guidance