



TEMPORARY EVENT NOTICE

There are two types of Temporary Event Notice (TEN) –

Standard TEN

- the premises user must, no later than 10 clear working days before the day on which the event is due to start, give duplicate copies of the notice to the relevant Licensing Authority, together with the fee of £21.00, one copy of the notice to the relevant Chief of Police and one copy of the notice to Environmental Health.

Late TEN

- the premises user must, no later than 5 clear working days but no earlier than 9 clear working days before the event, give duplicate copies of the notice to the relevant Licensing Authority, together with the fee of £21.00, one copy of the notice to the relevant Chief of Police and one copy of the notice to Environmental Health.

Anyone, aged 18 or over, can give a maximum of 5 TENs per calendar year, 2 of which can be Late TENs and a Personal Licence holder can give a maximum of 50 TENs per calendar year, 10 of which can be Late TENs.

No more than 499 people may attend the event. Other restrictions are in place for premises. Please read the guidance notes carefully before making an application.

Complete the notice and send two copies with the fee of £21.00 (cheque payable to 'Borough of Pendle') to –

Licensing Authority - Planning, Economic Development & Regulatory Services,
Pendle Borough Council,
Town Hall,
Market Street,
NELSON
Lancs.
BB9 7LG

Also, send one copy of the notice to each of the following –

Chief of Police - The Licensing Team,
Lancashire Constabulary,
Pennine Divisional Headquarters,
Burnley Police Station,
Parker Lane,
BURNLEY
Lancs.
BB11 2BT

Environmental
Health -

Housing, Health &
Engineering Services,
Pendle Borough Council,
Town Hall,
Market Street,
NELSON
Lancs.
BB9 7LG