

Giving the Notice

Only an individual aged 18 or over proposing to use premises (premises user) for one or more of the licensable activities is entitled to give a TEN.

The TEN must be given to the Licensing Authority at least 10 working days before the day on which the event period begins. **Please note working days do not include a Saturday, Sunday or Bank Holiday.**

The TEN must be submitted in duplicate, accompanied by the prescribed fee (£21.00) and a copy given to the police at: **Thames Valley Police, Licensing, Headquarters (South), Kidlington, Oxfordshire, OX5 2NX.**

Limits on temporary event notices:

- No more than 499 people (including staff/organisers) attending at any one time.
- An individual is limited to giving 5 TENs in a calendar year, unless they are a personal licence holder for the sale of alcohol, in which case they can give 50.
- A limit of 12 temporary event notices may be given in respect of any particular premises in a calendar year.
- An event may last for no more than 96 hours.
- The maximum aggregate duration of the periods covered by temporary event notices at any individual premises is 15 days.

Only the police can object to a TEN on the grounds of crime and disorder. If they do object, the event cannot go ahead unless it is possible to find a solution by negotiation. The police have 48 hours in which to object to notices. If they do, a hearing will be held within 7 working days of the deadline, on a date set by the Licensing Authority

Completed notices for West Berkshire must be submitted to the Senior Licensing Officer at:

Property & Public Protection, Environmental Health and Licensing, West Berkshire District Council, Council Offices, Faraday Road, Newbury, Berkshire, RG14 2AF. Tel: 01635 519209.

Notices can be given by post, courier or by hand, it is best to deliver notices by hand where possible. The Licensing Authority will acknowledge receipt of the notice by returning one copy to the premises user.

Notices given electronically

Links to the website to make applications on-line are currently under construction. Completed notices can be e-mailed to licensing@westberks.gov.uk. You will be required to pay the fee by debit /credit card payment to our Cash Office at Market Street tel: 01635 42400.

The licensing authority will notify the Chief of Police no later than the first working day after the notice is given and will acknowledge receipt of the notice by returning a signed copy to the premises user