

## Appendix G

### Licensing

#### Temporary Event Notice

Anyone organising a temporary event and wanting to supply or sell alcohol, provide late night refreshment, or put on regulated entertainment, will need to complete a Temporary Event Notice (TEN).

A Temporary Event Notice is a form that is provided to the local Council, the Police and Environmental Health Authorities letting them know about the planned event.

There are two types of Temporary Event Notice -

A Standard Temporary Event Notice, which is given no later than 10 working days before the event to which it relates; and

A Late Temporary Event Notice, which is given no earlier than 9 and no later than 5 working days before the event. There are restrictions on the number of Late TENs that an event organiser can submit in any one calendar year.

The timescale given for a Standard TEN is the minimum Notice required and wherever possible the TEN should be submitted at least 4 weeks before the event.

The fee for either type of Temporary Event Notice is currently £21.00.

#### What qualifies for a Temporary Event Notice?

For the purpose of a Temporary Event Notice, a temporary event is a relatively small-scale event attracting fewer than 500 people.

The event must last no more than 168 hours and can be held either outdoors or indoors.

A maximum of 15 temporary event notices can be given for a single premises, per calendar year, provided that the total number of days covered does not exceed 21.

You must be over 18 in order to give a Temporary Event Notice.

#### Premises Licence e.g. Alcohol, Entertainment, Late Night Refreshment

Applications need to be made to Derbyshire Dales District Council.

A premises licence authorises the premises/site in question to allow licensable activities to be carried out. Almost any business that provides one or more of these activities (i.e. sell alcohol, provide entertainment or provide late night refreshment) will need a premises licence. A premises licence application may also be submitted for one-off large-scale events, for example, a music festival, where an event is likely

to attract over 500 people which is outside the limits set for serving a temporary event notice.

Where the sale of alcohol is one of the activities you will be carrying out at your premises, you will also need at least one personal licence holder. A personal licence holder must be named on the premises licence as the responsible person and is known as the Designated Premises Supervisor (DPS).

### **What is regulated entertainment?**

Regulated entertainment is entertainment provided in the presence of an audience, for the purpose of entertaining that audience. Entertainment activities include

- The performance of a play
- The exhibition of a film
- An indoor sporting event
- Boxing or wrestling
- A performance of live music
- Any playing of recorded music
- Performance of dance
- Entertainment of a similar description (such as a karaoke)

Since this licensing legislation came into force (Licensing Act 2003), some entertainment has been deregulated and you will need to check with the District Council's Licensing Team to confirm whether or not your proposals require licensing.

### **Street Trading Consent**

Anyone wanting to hold an event on the street, where street trading will take place will need to apply for Street Trading Consent, through the District Council's Licencing Team.

Street trading means the selling, exposing or offering for sale of any articles in a street. A street includes any road, footpath, beach, any part of a street or other area to which the public have access without payment.

All street trading within the boundaries of the district is controlled by the District Council. Street trading is not permitted in any of the designated prohibited streets. Street trading within the remaining streets is only permitted when a licence or consent has been granted by the District Council.

The approval of street trading on Consent Streets within the District will be given in accordance with the District Council's Street Trading Policy.