# Temporary Event Notices (TENs) Guidance

1. There are now two tiers of TENs, Standard TENs and Late TENs.
2. **Standard TENs**.

Two copies to be served on the Licensing Authority at least ten working days in advance with the fee of £21 (cheques made payable to Cotswold District Council). “Ten working days” means ten working days **exclusive** of the day on which the event **is to start**, **exclusive** of the day on which **the notice is given and exclusive** of weekends and Bank Holidays. Also, one copy to be served on the Police and Operational Services on the same day.

1. **Late TENs**

Two copies to be served on the Licensing Authority between 5 and 9 working days in advance with the fee of £21. “Five to nine working days” means five to nine working days **exclusive** of the day on which the event **is to start**, **exclusive** of the day on which **the notice is given and exclusive** of weekends and Bank Holidays. One copy to be served on the Police and Operational Services on the same day. If the Police or Operational Services object to a Late TEN a counter notice will be issued and there is no right to appeal. The Government’s intention is that Late TENs will not become the norm but are to be used in exceptional circumstances.

1. Personal Licence holders may apply for up to 50 TENs in any one calendar year of which 10 may be Late TENs.
2. If you do not hold a personal licence you may apply for 5 TEN’s in any one calendar year of which 2 may be Late TENs.
3. You will receive a copy back as acknowledgement that your notice was received and accepted.
4. Premises may only hold 15 TENs in any one calendar year. Total not more than 21 days per annum.

***Please note the notice MUST be received by the Licensing Authority and the Police and Operational Services within the timescales stated above. If the required notice is not given, your notice WILL be rejected. There can be no exceptions to this.***

Any queries please call the Licensing Function on (01285) 623000 or email [ers@publicagroup.uk](mailto:ers@publicagroup.uk)

**Addresses to be used:-**

Business Support Operational Services Gloucestershire Constabulary

Licensing Function Environmental Regulatory Services Licensing Unit

Environmental Regulatory Serv Trinity Road Police Headquaters

Trinity Road Cirencester No 1 Waterwells

Cirencester GL7 1PX Quedgeley

GL7 1PX Gloucester

GL2 2AN

Alternatively, you can email the TEN to [ers@publicagroup.uk](mailto:ers@publicagroup.uk) and pay by card over the telephone on 01285 623000 (we will send a copy to the Police and Operational Services) or apply online [www.cotswold.gov.uk](http://www.cotswold.gov.uk) and send a copy to the Police and Operational Services)

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