



Guidance to assist persons submitting a Temporary Event Notice

This guidance document is issued to assist anyone submitting a Temporary Event Notice (TEN) under the Licensing Act 2003.

Temporary Event Notices (TENs) are a notification process under the Licensing Act 2003 for temporary licensable activities that are not already authorised by a premises licence or club premises certificate, or where an existing authorisation does not cover the specific activity, area or hours proposed.

Temporary Event Notices may be used to cover:

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of a club
- The provision of regulated entertainment, and
- The provision of late night refreshment (hot food/drink supplied between 11pm and 5am)

Current limits and restrictions on the use of Temporary Event Notices

1. Only an individual aged 18 or over may give a TEN; an organisation cannot give one.
2. A premises user may give up to 50 TENs in a calendar year if they hold a personal licence, or up to 5 TENs in a calendar year if they do not. Late TENs count towards these totals.
3. A standard TEN must be given at least 10 clear working days before the event. Clear working days do not include the day the council receives the notice, the day of the event, weekends or bank holidays.
4. A single premises may have up to 15 TENs in a calendar year, provided the total number of days covered by TENs at that premises does not exceed 21 days.

5. No more than 21 days in total may be authorised by TENs at the same premises in any calendar year.
6. There must be at least 24 hours between temporary events at the same premises where the events are given by the same premises user or by an associate.
7. A single TEN can be used to authorise activities for up to 168 hours (7 days).
8. TENs can only be used for events where fewer than 500 people will be on the premises at any one time. This includes staff, performers, security, contractors, the audience and customers.

PLEASE NOTE working days do not include Bank Holidays, Saturdays and Sundays.

Late TENs

A late TEN may be given where there are fewer than 10 clear working days before the event, but at least 5 clear working days remain. It cannot be given earlier than 9 clear working days before the event.

A personal licence holder may give up to 10 late TENs in a calendar year. A premises user who does not hold a personal licence may give up to 2 late TENs in a calendar year. These late TENs count towards the overall annual TEN limits.

If the police or Environmental Health object to a late TEN, the licensing authority must issue a counter notice and the event cannot lawfully go ahead under that TEN. There is no hearing process for a late TEN objection.

What information should be included in the TEN?

The TEN must be on the prescribed form and must state:

- The licensable activities to take place during the event.
- The period (not exceeding 168 hours) during which it is proposed to use the premises for licensable activities.
- The times during the event period, that licensable activities will take place.
- The number of persons to be at the event (maximum of 499).
- Where the TEN includes the supply of alcohol, whether the alcohol is supplied for consumption on or off the premises, or both.

Can you give a Temporary Event Notice on behalf of someone else?

No. The 'premises user' is the individual who must give the temporary event notice.

Can a temporary event notice be withdrawn?

Yes. A temporary event notice may be withdrawn by the 'premises user' by giving the licensing authority a notice no later than 24 hours before the beginning of the event period.

Can anyone object to a TEN?

The police or Environmental Health may object if they consider that allowing the event would undermine any of the four licensing objectives: the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm. An objection must be given within 3 working days of receiving the TEN.

If the Police or Environmental Health object to a late TEN, the notice will not be valid and the event cannot go ahead.

If there is an objection to a standard TEN, the council's Licensing Committee will hold a hearing no later than 24 hours before the event (unless all parties agree that a hearing is not needed).

At the hearing, the committee may allow the TEN, issue a counter notice preventing the event, or, where the premises already has a premises licence or club premises certificate, impose existing licence conditions on the TEN if appropriate for the promotion of the licensing objectives.

Submitting a TEN

Paper submissions: Send the Temporary Event Notice (TEN) and £21 fee to us at the address below. Please also send copies of the notice to Lancashire Police and Environmental Health.

Electronic submissions: Please submit [here](#).

Check first: Review the existing premises licence or club premises certificate to see if your event's activities, hours, and area are already covered. Only submit a TEN if the proposed activity is not authorised, or a temporary extension / variation is required for an existing authorisation.

Relevant contact details

Licensing Unit

Wyre Council
Civic Centre
Breck Road
Poulton le Fylde
FY6 7PU
licensing@wyre.gov.uk

Police Licensing Department

Lancashire Constabulary
Bispham Police Station
Red Bank Road
Blackpool
FY2 0HJ

Environmental Health

Wyre Council
Civic Centre
Breck Road
Poulton le Fylde
FY6 7PU

Appeals

If you disagree with the Licensing Committee's decision on a standard Temporary Event Notice (TEN) you can appeal to your local magistrates' court. You must do this within 21 days, and at least 5 working days before the date of the event.

Other things to consider

Events on Council land: If the notice relates to land or premises owned by Wyre Council permission must be sought from the Council **BEFORE** the TEN is submitted.

Planning your event: Please refer to our website [here](#) or contact the Events Team on 01253 887525 for further information.

Keeping people safe

While a TEN covers smaller events (up to 499 people), public safety remains a core licensing objective. The following outlines how organisers can meet modern protective security expectations, protect their attendees, and prepare for upcoming statutory security duties (Martyn's Law).

If you are organising an event, you should think about how you would keep people safe if there was a serious incident, including a terrorist attack. This is part of sensible event planning and is separate from the Temporary Event Notice process.

A new law called Martyn's Law, officially the Terrorism (Protection of Premises) Act 2025, will require some premises and events to have plans in place to help protect the public from terrorism. The main requirements are not yet in force, but organisers should start thinking about them now and check current GOV.UK and ProtectUK guidance.

Martyn's Law may apply where 200 or more people are expected to be at a premises or event at the same time. Higher requirements may apply where 800 or more people are expected. Whether the law applies will depend on the type of premises or event and the final detailed rules.

A TEN can only be used where fewer than 500 people will be present at any one time. Even so, you should still think about terrorism safety, especially if your event is part of a larger site or public gathering.

Your plan should explain what staff, volunteers or stewards would do in an emergency. This could include how people would leave the area, where they could move to if it is safer to stay inside, how to keep people away from danger, and how you would communicate with the public and emergency services.

Staff and stewards should also be familiar with the simple UK counter terrorism advice: Run to safety if you can, Hide if you cannot run, and Tell the police when it is safe to do so.

Ask one named person to be the safety lead for the event. They should know when to call for help, who to contact, and how to pass clear instructions to staff, volunteers and stewards.

Brief everyone helping at the event before it starts. Show them the site layout, entrances and exits, first aid point, meeting point, who is in charge, and how to report a concern quickly.

Make sure helpers know how they will communicate during the event. This could be by radio, charged mobile phones, a messaging group, or agreed hand signals if noise levels are high.

Before the event, organisers should consider simple and practical steps such as briefing staff and stewards, checking entrances and exits, knowing how to report suspicious behaviour or unattended items, keeping emergency contact details available, and speaking to the police, council, landowner or Safety Advisory Group if needed.

Keep an eye on crowding at entrances, exits, queues, bars, stages and narrow areas. Make sure emergency routes stay clear and that emergency vehicles could get access if needed.

If numbers are close to the TEN limit, have a simple way to count people in and out, such as tickets, wristbands, a clicker, or a named person monitoring numbers at the entrance.

If the event is outside, near a road, or expected to create queues, think about whether people could be exposed to vehicle movement. Use existing barriers, street furniture, stewarding or other suitable controls where needed.

If the event continues after dark, check that there is enough lighting for people to move around safely and for staff or stewards to notice problems.

Free terrorism awareness training is available through ProtectUK, including ACT Awareness e-learning. Event organisers are encouraged to use this training and make sure staff, volunteers and stewards know what to do if something does not look right or if an incident happens.

Useful official sources include [ProtectUK e-learning](#), [GOV.UK Martyn's Law factsheets](#), and the [SIA Register of Licence Holders](#).

Although a standard TEN must be given at least 10 clear working days before the event, organisers are encouraged to submit their notices much earlier where the event is larger, unusual, outdoors, likely to create queues, or may need advice from the police, Environmental Health, the Safety Advisory Group or a Counter Terrorism Security Adviser.

If you use paid or contracted security staff, check that they hold the correct Security Industry Authority (SIA) licence for the work they are doing. Stewards who only guide people, check tickets or give directions may not need an SIA licence, but they must not carry out security duties such as door supervision or guarding unless properly licensed.

Before your event, ask yourself:

- Do we know who is responsible for safety on the day?
- Have staff, volunteers and stewards been told what to do in an emergency?
- Do we know how people would leave safely, or where they would go if it is safer to stay put?
- Are entrances, exits and crowded areas being checked before and during the event?
- Do we know how to report suspicious behaviour, unattended items or a serious concern?
- Do we know who will call 999 or 101 if police help or advice is needed?
- Do staff and stewards know the Run, Hide, Tell advice?
- Do we have a simple way to count people in and out if numbers may get close to the TEN limit?

- Have we checked official guidance from ProtectUK, GOV.UK and the SIA where relevant?
- Do we have emergency contact details available during the event?
- Are emergency routes, gates and access points clear for emergency vehicles?
- If we are using paid security staff, have we checked they have the right SIA licence?
- Have we spoken to the police, council, landowner or Safety Advisory Group if the event is larger, unusual or higher risk?

Currency of guidance

This guidance reflects GOV.UK information on Temporary Event Notices, the Home Office revised guidance issued under section 182 of the Licensing Act 2003, and current GOV.UK and ProtectUK information on the Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law. Applicants should check current GOV.UK, ProtectUK and Wyre Council information before submitting a notice, as legislation, forms, operational contact details and counter terrorism requirements may change.