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# Temporary event notice

Last Modified March 20, 2019

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If you are running a one-off event which includes licensable activities in premises without a licence - or if the activities or times at which the event is to be carried out are not covered by an existing premises licence - a temporary event notice (TEN) will be required.

Licensable activities are the supply of alcohol, provision of regulated entertainment such as music, singing or dancing, and provision of late night refreshment such as hot food and hot drink between 11.00pm and 5.00am.

A TEN cannot be issued for events where more than 499 people are to attend, or where the event lasts more than 168 hours (7 days).

TENs may be applied for up to 15 times a year in respect of any individual premises, to cover a maximum duration of 21 days.

If you hold a personal alcohol licence you can apply for up to 50 TENs a year, otherwise you can apply for up to 5.

Applications must be submitted at least **10 clear working days** before the event can be held (the date of submission and the first date of the event do not count towards the 10 working day period).

A 'late' TEN application can be made between 5 and 9 clear working days before the event. Personal licence holders are limited to 10 'late' TENs per calendar year, non personal licence holders are limited to 2 'late' TENs.

## Apply for a temporary event notice

A TEN can only be applied for by an individual and not, for example, by an organisation, club or business. The individual giving the notice is the proposed "premises user". Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user.

Download and complete a [Temporary Event Notice application form](#) [PDF 136KB] to submit with the required fee of £21. You may wish to read the [guidance notes](#) [PDF 53KB] before submitting your application. Copies of the application must also be sent to Blackpool Police and to Blackpool Council's environmental protection team who have 3 working days to object.

An acknowledgment of your application will be sent to you within 5 working days.

Alternatively you can [apply online](#).

## Contact

### Licensing service

Municipal buildings, Corporation Street, Blackpool, FY1 1NF

**Telephone** 01253 478572

**Email** [licensing.la2003@blackpool.gov.uk](mailto:licensing.la2003@blackpool.gov.uk)

The Licensing Service is available to contact by telephone or to visit in person to the Licensing desk at Blackpool Council's Customer First Centre on Corporation Street between 10.00am and 4.00pm Monday, Tuesday, Thursday, Friday and Wednesday 10.00am-13.00pm.

[Licensing Act 2003 guidance notes](#)

[National Outdoor Events Association](#)

[Society of Event Organisers](#)

[Association of Event Organisers](#)

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