

Sustainable Communities Department  
Licensing Team  
Floor 3, Zone B  
Bernard Weatherill House  
8 Mint Walk  
Croydon  
CR0 1EA  
Telephone 020 8760 5466  
Email: [licensing@croydon.gov.uk](mailto:licensing@croydon.gov.uk)

### **Temporary Event Notice (TEN)**

**These guidance notes should be read before completing your application form for a TEN. There are also notes attached to the application form.**

#### **What is a TEN?**

A TEN is required for any event which lasts for less than 168 hours (7 days) where alcohol will be sold or supplied, or entertainment provided. If hot food and/or hot drink is to be sold between 23:00 hours and 05:00 hours you will also need to submit a TEN.

#### **Who can submit a TEN?**

TENS must be submitted by an individual person rather than a company. You do not have to be a personal licence holder to submit a TEN.

You must submit your form at least 10 working days before the date of the event. Please note that working days do not include weekends or bank holidays. Also note that the day that we receive the TEN form and the actual first day of the event do not count as part of the 10 working days.

- **Each premises is allowed to have a maximum of 15 TENS or 21 days, whichever sooner per calendar year.**
- **A personal licence holder may have a maximum of 50 TENS per calendar year**
- **A person who does not have a personal licence may have a maximum of 5 TENS in each calendar year.**
- **There must be a gap of 24 hours between TENS.**

#### **How to submit a TEN**

Please complete the application form and send 2 copies to the address above.

**Also send one copy to Police Licensing** in their capacity of Responsible Authority (RA)  
Licensing Sergeant  
Licensing Office  
Metropolitan Police Service  
Croydon Police Station  
71 Park Lane  
Croydon CR9 1BP  
Email: [SNMailbox-.LicensingCroydon@met.police.uk](mailto:SNMailbox-.LicensingCroydon@met.police.uk)  
Tel: 020 8649 0167

**And one copy to the Environmental Health Pollution Enforcement Team** in their capacity of RA  
Floor 3, Zone B  
Bernard Weatherill House  
8 Mint Walk  
Croydon CR0 1EA  
Email: specialist.[pollution@croydon.gov.uk](mailto:pollution@croydon.gov.uk)  
Tel: 020 8760 5483

**Online:** <https://www.croydon.gov.uk/business/licences/entertain/ten> look to the far right of the web page and select “pay for it”. If using this method the Council will distribute to the RAs on your behalf.

**By Post:** Complete the application form and send 2 copies to the address above and you send copies to the RAs.

**At our office:** You may hand deliver it to Access Croydon which is situated on the ground floor of the address above. You will need to send copies to RAs.

**Email:** You may email your application to our email address above. Please note applications cannot be processed without payment. If using this method the Council will send to RAs on your behalf provided the fee has been received.

### **Fee**

A Temporary Event Notice costs £21 each, cheques and postal orders should be made payable to Croydon Council. Alternatively payment can be made by debit or credit card, if you wish to use this facility please telephone 0208 760 5466 or visit Access Croydon. We cannot accept cash payments.

### **Decision**

Provided the TENs form is correctly completed and payment received by the RAs 10 working days before the event, you will be notified within 48 hours by the Council if the form has been processed.

The RAs have a period of 3 working days from when they are given the TEN to object to it, on the basis of **any** of the 4 Licensing Objectives which are 1) the prevention of crime and disorder 2) public safety 3) the prevention of public nuisance 4) the protection of children from harm.

### **Further Information**

**Please note - individuals are permitted to submit Late TENs 5-9 working days before the event is to take place. A late TEN received less than 5 days before an event will be declined. Late TENs are only acceptable under exceptional circumstances.**

**A non personal licence holder may submit 2 Late TENs in a calendar year and a personal licence holder 10 Late TENs.**

**Statutory Guidance advises that Late TENs should be accepted by the Council in exceptional circumstances only.**

**Please note that a Licensing Sub Committee decision recommends that TEN applications be submitted no more than 3 months in advance.**

**Further information is available from the Home Office Website**

<https://www.gov.uk/temporary-events-notice>

[www.homeoffice.gov.uk/drugs/alcohol/alcohol-licences/temporary-events](http://www.homeoffice.gov.uk/drugs/alcohol/alcohol-licences/temporary-events)