

Premises Owner  
Chapeltown  
Leeds 7

Contact: Entertainment Licensing  
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Email: [entertainment.licensing@leeds.gov.uk](mailto:entertainment.licensing@leeds.gov.uk)

Date: February 2019

Dear Premises Owner,

**TEMPORARY EVENT NOTICE (TEN)**

**Leeds Black Music Festival and West Indian Carnival Weekend – 25<sup>th</sup> & 26<sup>th</sup> August 2019**

As you will be planning ahead for the weekend celebrations of the 2019 Leeds Black Music Festival and the West Indian Carnival, this letter provides some important licence information.

If you are planning on providing the sale of alcohol and/or regulated entertainment in premises (including land) that are not already licensed then you will need a Temporary Event Notice (TEN) (NB: if there is an existing premises licence check that the activities/hours are adequate for your event). Where you intend using a premises or land for licensable activities under a TEN, then you should make sure that you have the landowner's permission to do so, and before notifying your TEN to the Licensing Authority (Leeds City Council).

A TEN is also needed if you are to sell hot food and/or hot drink any time between 11pm and 5am.

The cost of a TEN is £21 and is submitted on a form that you can obtain from Entertainment Licensing, or you can apply online at <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/leeds/apply-1>

There are restrictions on a TEN, these are:-

The event/premises must hold no more than 499 persons at any one time.

No less than ten working days' notice should be provided of a TEN (this excludes the day you submit the form and the day of the first event). The following table provides the last submission dates for the 2019 August Bank Holiday weekend:

<b>Event start date</b>	<b>Standard TEN date – last date for submission of TEN notification to LCC Entertainment Licensing (the Licensing Authority)</b>
Saturday, 24 <sup>th</sup> August	9 <sup>th</sup> August
Sunday, 25 <sup>th</sup> August	9 <sup>th</sup> August
Monday, 26 <sup>th</sup> August	9 <sup>th</sup> August

If you miss these dates there is the facility for a 'late' TEN, but our suggestion is that you submit your notice as soon as possible.

There are also restrictions on the number of TENs that a premises can hold (15 per calendar year), and the number of TENs that a person can submit.

All of this information and the form to be used can be obtained from our webpage: [www.leeds.gov.uk/Business/Pages/Temporary-event-notice.aspx](http://www.leeds.gov.uk/Business/Pages/Temporary-event-notice.aspx). Alternatively contact us by telephone on 0113 378 5029, or e-mail us at [entertainment.licensing@leeds.gov.uk](mailto:entertainment.licensing@leeds.gov.uk).

The Police and the council's Environmental Health Services will assess each TEN and may object should it be felt that a TEN will cause nuisance to local residents.

Last year the number and duration of TENs did result in some nuisance, therefore the Police and Environmental Health Services will be looking for any TENs submitted for the August Bank Holiday weekend this year to be within the following hours:

Saturday, 24<sup>th</sup> August - between 12 midday and 12 midnight

Sunday, 25<sup>th</sup> August - between 12 midday and 2am the following morning

Monday, 26<sup>th</sup> August - between 12 midday and 12 midnight

We would like to take this opportunity to thank you in advance for complying with licensing regulations and ensuring the Bank Holiday weekend runs smoothly.

Yours faithfully,

Entertainment Licensing