



Temporary Events Notice Guidance Notes

Please read this guidance in conjunction with the notes contained on pages 7 – 13 of the Temporary Events Notice application form.

There are two types of TENs :-

- a standard TEN, which must be submitted no later than ten clear working days prior to the commencement date of the event.
- a late TEN, which is given not before 9 and not later than 5 clear working days prior to the commencement date of the event.

Late TENs are intended to be used by premises users who are required for reasons outside their control to, for example, change the venue at short notice. They should not be used save in exceptional circumstances. (see note 8 on page 11 of the TEN form)

A 'working day' is defined as any day other than a Saturday, a Sunday, Christmas Day, Good Friday or a day which is a bank holiday. The working days notice period **excludes the day on which the event is due to start and the day it is received by the Authorities.**

Please Note

The Council does not have discretion to reduce the minimum working days notice period. The Council strongly advises premises users to give notice up to **three months** prior to the event, so that there is sufficient time to deal with any queries that arise

Procedure for giving a Standard/Late Temporary Event Notice

The premises user is required to submit:

- Two copies of the TEN form along with the fee of **£21** to the Licensing Authority
- One copy of the TEN form to the Police
- One copy of the TEN form to Environmental Health

Addresses for Service of Temporary Events Notices:-

Licensing Section	Dyfed Powys Police	Environmental Health
Department for	Police Licensing Officer	Practitioner
Communities	Ammanford Police	Pollution Section
Carmarthenshire County	Station	Ammanford Town Hall
Council	Foundry Road	Iscennen Road
3 Spilman Street	Ammanford	Ammanford
Carmarthen	Carmarthenshire	SA18 3BE
SA31 1LE	SA18 2LS	

Envelopes should be marked “URGENT TEMPORARY EVENTS NOTICE”

The fee for a standard/late Temporary Event Notice is £21, all cheques should be made payable to Carmarthenshire County Council.

Correct Postage

If posting the Temporary Events Notice, please ensure you have provided sufficient postage to cover the delivery. Applications with insufficient postage may not be accepted.

It may take some time for the postal service to return the documents by which time it may be too late to re-submit the notice.

Limits on the number of Temporary Events

The limits, including those relating to the number of notices which can be submitted in respect of a premises and by an individual are set out in the General Notes on page 7 and certain other notes on the prescribed TEN form.

When calculating the number of days to which a notice applies, please note that any event beginning before midnight and continuing into the next day would count as two days towards the limits.

The notice must be submitted using the prescribed form .

Licensable activities

These are set out in Note 6 on page 9 of the TEN form.

Live Music Act

Certain performances of live music no longer need to be authorised following the changes introduced in October 2012. Further advice regarding this change is available from the licensing section.

Processing Temporary Event Notices

Where the application is not within the statutory parameters described in the guidance notes attached to the TEN form, the licensing authority will issue a counter notice to the premises user.

Where the TEN is in order, the relevant fee paid, the event falls within the prescribed limits and there has been no objection from the police or environmental health on the basis of any of the four licensing objectives, the licensing authority will record the notice in its register and send an acknowledgement to the premises user. The police and environmental health have three working days to object to a TEN following receipt of the notice.

Standard TEN – objection

If the licensing authority receives an objection notice from the police or local authority exercising environmental health functions that is not withdrawn, it must (in the case of a standard TEN only) hold a hearing to consider the objection (unless all parties agree that this is unnecessary). The licensing committee may decide to allow the licensable activities to go ahead as stated in the notice. If the notice is in connection with licensable

activities at licensed premises, the licensing authority may also impose one or more of the existing licence conditions on the TEN (insofar as such conditions are not inconsistent with the event) if it considers that this is appropriate for the promotion of the licensing objectives. If the authority decides to impose conditions, it must give notice to the premises user which includes a statement of conditions (a “notice (statement of conditions)”), and provide a copy to each relevant party. Alternatively, it can decide that the event would undermine the licensing objectives and should not take place. In this case, the licensing authority must give a counter notice.

Late TEN - objection

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead. In these circumstances there is no scope for a hearing or the application of existing conditions.

Discussions prior to submitting a TEN

Where it is proposed to hold a major event, organisers are advised to contact Carmarthenshire County Council at an early stage before a formal notice is made. This will enable the Police and Environmental Health to consider and discuss with organisers their event management plan and avoid potential objections and delays. Please note that the person giving notification of a Temporary Event Notice to Carmarthenshire County Council is responsible for the Health, Safety and Wellbeing of those attending and working at the event as well as complying with the requirements of the Licensing Act 2003. It is therefore recommended that a Risk Assessment as well as a Fire Risk Assessment be undertaken prior to each event, see general advice note17.

This person must also ensure that the event does not cause a noise nuisance to residents in the vicinity of the event. If the event is to take place outdoors, in a marquee, or in an agricultural or similar building, then please ensure that this is identified on your application (a plan may be useful to assist in responding to your application).

Planning Laws

The giving of a temporary event notice does not relieve the premises user from any requirements under planning law for appropriate planning permission where it is required.

For General Temporary Events information please contact:-

**The Council’s Licensing Section
Department for Communities
Carmarthenshire County Council
3 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LE**

**Tel: 01267 234567
Fax : 01267 229141
e-mail
SCHLicensing@carmarthenshire.gov.uk**

As a public body, we are under a duty to protect the public funds that we administer, and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information see the Council's website or contact this department.

GENERAL ADVICE FOR EVENT ORGANISERS :-

1. The Venue

A comprehensive line drawing of the venue should be prepared. The line drawing should cover the entire area that persons have access to during the event and should accurately show the complete lay out and in particular:-

- a) All entrances and exits to the licensed area, and all structures or buildings to be used.
- b) Car parking facilities.
- c) Stage/band or disco.
- d) Bar.
- e) Seating.
- f) Electrical sockets.
- g) Sanitary Accommodation
- h) Any changes in level or steps.
- i) All barriers or partitions within the licensed area.
- j) Flood lights.

The plan should clearly show the dimensions of all exits, the licensed area and any structure within.

2) Car Parking

- a) Organisers should ensure that adequate provision is available for car parking and that the land identified is suitable for the purpose.
- b) All entrances and exits must be adequate for the vehicles attending the event and meet the approval of the Dyfed Powys Police Authority. All entrances and exits must be clearly sign posted and organisers should ensure that no vehicles are permitted to park on the public highway adjacent to any access points.
- c) Separate entrances and exits should be provided for vehicles and pedestrians.
- d) Dedicated car parking marshals should be provided to manage the parking of vehicles and ensure that any adjacent public highways are not obstructed.
- e) All car-parking stewards to be provided with high visibility clothing and torches.
- f) Flood lighting must be provided for the area during the areas of darkness.
- g) The land must be cleared of all hazards e.g. fence posts/wire/agricultural machinery and any holes filled to prevent injury to pedestrians or damage to vehicles.
- h) Any non-removable hazard must be clearly highlighted and made safe.

3) Access for Emergency Vehicles

Organisers are required to ensure that clear access is maintained for emergency vehicles throughout the period of the event. Where practicable a dedicated entrance should be set-aside for the purpose

4) Telephone

A telephone must be provided at the venue for the use of the Organiser or stewards in an emergency. Where a mobile telephone is to be used the organiser must ensure that the telephone has an adequate signal and is available throughout the duration of the event.

5) Stewarding

- a) Stewards should be provided by the ratio of 1 for every 100 persons or part of 100 persons attending at the premises/event.
- b) Every steward must be provided with high visibility jacket/vest and powerful torch.
- c) All stewards must be briefed regarding their specific responsibilities prior to the event. They should also be familiarised with the emergency evacuation procedure for the event including any announcements to be undertaken by the disc jockey.
- d) Stewards should also be given an opportunity to familiarise themselves with the layout of the venue.
- e) Stewards should be positioned at each entrance and exit and also at key points for example adjacent to the stage, adjacent to the bar and adjacent to the sanitary accommodation.
- f) Additional stewards must be provided to marshal the car parking area and to ensure the security of any adjacent buildings or property to which members of the public do not access.

6) Permitted Numbers of Persons

The Temporary Events Notice is for a maximum number of 499 persons. This number includes all staff and performers. The organiser must demonstrate a system that will be used during the event to calculate the numbers of persons present e.g. pre-sold tickets or the use of a mechanical tally counters.

The Organiser must control the permitted number of persons throughout the duration of the event. It is a serious breach under the Licensing Act 2003 if the Occupancy capacity at an event where a Temporary Events Notice is in place exceeds 499 persons. This may result in the Notice Holder being prosecuted.

7) Seating

Details of any seating to be utilised should be provided as part of the application it is suggested that a seating layout plan is agreed with the Fire Officer.

8) First Aid Provision

It is recommended that at least two stewards are trained first aiders. An area should be set aside where any individuals requiring attention may be treated away from the main event. The area should also be provided with the necessary facilities to attend to any incident that occurs on the evening.

9) Marquees

- a) The applicant should ensure and provide a certificate from the marquee supplier indicating its flame retardancy rating.
- b) Marquees must be erected in accordance with the plans submitted with the application. Care must be taken to ensure that they are not erected close to boundary hedges or fences, which may restrict the use of any openings in the event of an emergency.
- c) All entrances and emergency exits identified must be unlaced and immediately openable during the event.
- d) The exits must open to the width specified by the Fire Officer and they must not be obstructed by tent pegs or guy ropes.

- e) Tent pegs and guy ropes adjacent to all openings must be highlighted with high visibility tape and tent pegs padded to prevent injury to pedestrians.
- f) It is recommended that suitable high visibility fence or tape should be provided along the length of the marquee to prevent pedestrians from walking into marquee guy ropes and pegs.
- g) Any floor covering provided must be securely anchored to avoid any trip hazards.

Where no floor covering is provided care should be taken to ensure that any holes or irregularities in the field have been properly filled to avoid injuries to pedestrians.

10) Agricultural Buildings

- a) Where agricultural buildings are used to accommodate events, organisers must ensure that all agreed emergency exits are available throughout the event. These exits must not be locked, bolted or secured in any other way whilst members of the public are at the premises.
- b) Any barriers or gates must not obstruct the main entrance to the premises.
- c) Any ticketing arrangements must be shown on the original line drawing and agreed with the Fire Officer.
- d) The building must be cleared of all combustible material and vehicles.
- e) Adequate measures should be taken to prevent access by members of the public to any areas or adjacent buildings that are not covered by the entertainment licence.

11) Staging

Staging must be suitable for the type of entertainment being provided. Ideally staging should be a purpose made mobile unit. However where applicants choose to construct staging from other materials for example trailers or pallets, it must be constructed so as to ensure the safety of both the public and performers.

In particular:-

- a) Where trailers are being used it is vital that they are securely anchored so as to withstand both the forces of any performers and those from the audience.
- b) All stages must have a smooth surface free from trip hazards. This is particularly relevant where the stage is to accommodate a band or choir. The stage must also have an adequate staircase with handrail for the use of performers and ideally continuous handrail to both the sides and the rear.

In order to meet the above criteria the surface of some agricultural trailers may have to be supplemented with a continuous surface for example plywood.

12) Sanitary Accommodation

The Organiser must provide sanitary accommodation at the event. Sanitary accommodation provided must be properly sited, port cabins used should be provided with adequate steps. Individual self-contained units should be secured against an available wall or fence. All sanitary accommodation should be provided with adequate illumination and supplies of water, hand towels etc provided.

13) Electrical Installation

Organisers should ensure that an Electrical Installation Inspection be undertaken at the event venue including the stage area, the sanitary accommodation, the bar installation and any catering facilities.

Where portable generators are to be used at the venue the relevant safety certificate or service schedule must be available for inspection. Care should be taken regarding the siting of generators to ensure that they are away from the premises, preferably secured within a compound and that any fuel is separately stored in a lockable steel container.

Organisers are advised to consult the electrical contractor well before the event to ensure that they allow sufficient time to complete both the installation and the necessary tests in time for the event. The electrical contractor should also be consulted regarding the additional lighting and flood lighting required on the site.

14) Bar and Catering Facilities

Organisers should forward details of the organisations or companies that will be providing any bar or catering facilities along with details of the type of food available e.g. barbecue, catering van etc.

15) Type of Entertainment being provided

The Organiser must also ensure that the type of entertainment being provided does not cause a noise nuisance to resident's in the vicinity of the event.

16) Waste Management - Make your event as 'green' as possible

If you are organising an event of any size, whether it's a music festival, sports match or street party, make it as 'green' as possible. Public events often create a huge amount of rubbish so planning in advance on how you will manage this waste is a good idea. Most events produce similar types of waste materials such as paper, cardboard, drinks cans, plastic bottles and food packaging - all of which can be recycled.

All waste produced at an event is also subject to strict legislation. By law you cannot simply put some black bags into the back of a van and take them home to go out with your general rubbish – this is illegal.

You have a 'duty of care' to make sure your waste is dealt with responsibly and you must make arrangements with a licensed waste company to deal with it.

For further information visit www.naturalresourceswales.gov.uk

17) Fire Safety requirements- The Regulatory Reform (Fire Safety) Order

The Fire Authority will be advised of your Temporary Event Notice (TEN) application and the 'responsible person' will be required to prepare a fire risk assessment. This is to ensure compliance with The Regulatory Reform (Fire Safety) Order and to assist in satisfying the Licensing Objective of Public Safety.

Responsibility for complying with the order rests with the 'responsible person' who would be the Premises Owner/ Manager or Event Committee. If you are the responsible person you must arrange for a competent person to carry out a fire risk assessment which must focus on the safety of all relevant persons in case of fire.

To assist you fire safety guides are available as free downloads from the Mid & West Wales Fire & Rescue Service website (www.mawwfire.gov.uk). To get to the relevant

area of the site please use the following links: Your Safety- Business Fire Safety- Fire Law & Guidance for Businesses.

A Ten allows you to apply for up to a maximum 'occupant capacity' of 499 persons on the area to be licensed at any one time.

Further advice regarding fire safety and your statutory responsibilities can be obtained from the Fire Safety Department of the Fire Brigade. Their contact details are given overleaf.

18) For further information regarding Health & Safety and Food Hygiene please contact:-

Mr Paul Willis
Principal Environmental Health Officer
Department for Communities
Carmarthenshire County Council
3 Spilman Street
Carmarthen
SA31 1LE
Tel: 01267 234567
Fax: 01554 742115
e-mail PWillis@carmarthenshire.gov.uk

For further information regarding Noise Pollution please contact:-

Mr Aled Morgan
Environmental Health Officer
Department for Communities
Carmarthenshire County Council
Ammanford Town Hall
Iscennen Road
Ammanford
SA18 3BE

Tel: 01267 234567
e-mail AWMorgan@carmarthenshire.gov.uk

For further information regarding Fire Safety please contact:-

Fire Safety Department
Mid and West Wales Fire Authority
Carmarthenshire County Command Headquarters
Lime Grove Avenue
Carmarthen
Carmarthenshire
SA31 1SP
Tel: 0870 6060699

This document is only intended as a general guide and should not be relied upon to outline all statutory responsibilities that event organisers may have. Organisers are advised to seek their own independent advice.



DYFED POWYS POLICE



Carmarthenshire Division Licensing Team

As an applicant for a Temporary Event Notice with Carmarthenshire County Council the Police ask that you read the below prior to submitting your application.

The Dyfed Powys Police Carmarthenshire Division Licensing Team can object to an application for a Temporary Event Notice, if they believe that by allowing the event to take place it will undermine the licensing objective, Prevention of Crime and Disorder. Especially when the sale of alcohol takes place.

The Police would ask that all applicants when completing a Temporary Event Notice form provide a Management Plan of how they propose to address various issues for the successful running of the planned event. This can be in the form of a letter or document attached to the application

By addressing various issues at this early stage it could avoid unnecessary delay in the granting of the licence.

The Police ask that consideration be given to the following.

Door Supervisors/Attendants

Does the size and type of event require Registered Door Supervisors licensed by the SIA to be on duty in addition to attendants?

The use of Plastic Glasses and Bottles.

Consider the use of plastic glasses and bottles at all types of events where alcohol is sold and especially at outdoor events.

Rubbish Bins.

Sufficient rubbish bins placed around the location of the event.

Toilets.

Adequate toilets either the use of a permanent building near to the event or temporary toilets on site, both to be clearly signed.

Young People Under the Age of 16 years.

What measures will be employed to control young people under the age of sixteen years attending the event especially if there is a beer tent. What level of supervision will take place.

Sales of Alcohol to those under 18 years.

What measures will be in place to stop the sale of alcohol to persons under the age of 18 years. Will there be Proof of age cards, adequate signage and supervision.

Beer Tents

Will the area designated for the sale of alcohol be identified, by what means and what measures will be employed to control numbers within that area? Will there be a separate area for families?

Numbers Attending the Event

With a maximum capacity of 499 for the event, what measures will be used to control numbers ?

Plan of Event Location

Consider providing a plan to show location where all licensable activities take place also location of toilets, car park and first aid posts. This will assist in making a response to the application.

Service of Temporary Events Notice

To avoid any unnecessary delay the Police copy of the application should be either be hand delivered to Ammanford Police Station or posted to:

Licensing Officer
Ammanford Police Station
Foundry Road
Ammanford
Carmarthenshire
SA18 2LS

Clearly marked ***TEMPORARY EVENT NOTICE***

The above does not apply to all events as they vary in size and types of Licensable Activities applied for. Use the guidance to help plan a successful event.

If you require any further assistance please contact the Police Licensing Officer at **Dyfed Powys Police on 101 Ext 26464**