

How to Apply for a Temporary Event Notice (TENs)

Step-by-Step Guide:

1. Visit the Website:

- Go to Stafford Borough Council Licensing
<https://www.staffordbc.gov.uk/licensing-alcohol-and-entertainment#:~:text=Anyone%20who%20plans%20to%20sell,do%20not%20acknowledge%20this%20information>
- or GOV.UK TENs Application
<https://www.gov.uk/apply-for-a-licence/temporary-event-notice/stafford/apply-1>

2. Find Alcohol Licensing:

- Navigate to "Licensing and Permits" and look for "Alcohol Licensing" or "Temporary Event Notices (TENs)".

3. Download the Form:

- Download the TENs application form or apply online.

4. Complete the Form:

- Fill in details about your event, personal information, and alcohol specifics.

5. Prepare Documents:

- Gather required documents like proof of identity and venue details.

6. Submit the Application.

- Submit the form and documents online or by mail.

7. Pay the Fee:

- Pay the £21 fee via the specified methods.

8. Notify the Hall Manager:

- Inform the Village Hall manager and provide a copy of the TENs once issued.

9. Display the TENs:

- Display the approved TENs at the event.

10. Ensure Compliance:

- Ensure the applicant is present and responsible for alcohol sales at the event.

Important Notes:

- **Apply well in advance to allow processing time.**
- **Keep a copy of the TENs and related correspondence.**

Temporary Event Notice (TENs) Overview

Requirements:

- Needed for selling alcohol, providing entertainment, or serving late-night refreshments.
- Event must have fewer than 500 people and last no more than 168 hours.
- Applicant must be at least 18.

Application Limits:

- Up to 5 TENs per year (50 if holding a personal licence).
- A premises can have up to 15 TENs annually.

How to Apply:

- Apply at least 10 working days before the event.
- Pay a £21 fee.
- Council will notify police and environmental health if applied online.