

Alcohol License Application Process

If you wish to sell alcohol at your event, it is necessary to obtain a Temporary Event Notice (TEN) from Cherwell District Council. This should be applied for at least 10 working days before the event takes place, together with an online payment of £21 (link below).

<https://www.cherwell.gov.uk/directory-record/1860/temporary-event-notice>

There are online guidance notes to assist with the completion of the application, however you will need the following information for page 2:

Premises postcode: **OX15 6DB**

Premises look-up: **Hornton Sports Pavilion, Bell Street, Hornton. OX15 6DB**

Does the premises have a premises license: **No**

Nature of the premises: **Village Hall**

Once submitted, Cherwell District Council normally respond in five to ten working days by email. If the application is approved, the TEN attached to the email should be printed out and displayed during the event.