

## Christmas and New Year Temporary Event Notification Dates

Time is running out for service of Temporary Event Notices for the Christmas period.

If you are holding a special event at a venue that does not have a premises licence under the Licensing Act 2003 you may need a Temporary Event Notice.

Publicans should check their Christmas and New Year Opening hours detailed on their licence to ensure they have the hours required, particularly as many licences have earlier hours for Mondays.

If your premises licence does not specifically detail extended hours over the Christmas period then you may need to apply for a Temporary Event Notice (TEN) from the Local Authority.

Applications can be made in person, by post or on line.

**To take account of the holiday period, the following deadlines apply:**

<b>Date of Event</b>	<b>Last Date for Service on Local Authority &amp; Police</b>
Saturday – 17/12/2011	Friday - 02/12/2011
Sunday – 18/12/2011	Friday - 02/12/2011
Monday – 19/12/2011	Friday - 02/12/2011
Tuesday - 20/12/2011	Monday - 05/12/2011
Wednesday – 21/12/2011	Tuesday - 06/12/2011
Thursday – 22/12/2011	Wednesday - 07/12/2011
Friday - 23/12/2011	Thursday - 08/12/2011
Saturday - 24/12/2011 (Christmas Eve)	Friday - 09/12/2011
Sunday – 25/12/2011 (Christmas Day)	Friday - 09/12/2011
Monday – 26/12/2011 (Boxing Day)	Friday - 09/12/2011
Tuesday – 27/12/2011 (Holiday)	Friday - 09/12/2011
Wednesday – 28/12/2011	Friday - 09/12/2011
Thursday – 29/12/2011	Monday - 12/12/2011
Friday – 30/12/2011	Tuesday - 13/12/2011
Saturday – 31/12/2011 (New Years Eve)	Tuesday - 13/12/2011
Sunday – 01/01/2012 (New Years Day)	Tuesday - 13/12/2011
Monday – 02/01/2012 (Holiday)	Tuesday - 13/12/2011

Remember, you must also serve a copy of your TEN on the Chief Officer of Police. Failure to do so means the TEN is invalid.