



# The Licensing Act 2003

## Guidance notes for Temporary Events

The information in this leaflet will give some general guidance on temporary events notices. The Council will do all that it can to assist with notifications. However, specific guidance on every notification may not be possible.

A temporary event is where a person wishes to hold an event that is specified as a Licensable Activity. If the location to the event does not hold a current premises licence or the licence does not cover the activity to be held, you will need to give notice to the Council of the details of the event.

You must submit the application to the Council, Chief Officer of Police and the Environmental Health officer for the area at least **10 working days** before the event is due to take place, unless it is a late notice as explained below.

The Police address is:

Police Licensing Officer, Mole Valley  
PO Box 101  
Guildford,  
Surrey,  
GU1 9PE

The Address for the Environmental Health Officer is:

Environmental Health Team  
Mole Valley District Council  
Pippbrook  
Dorking  
Surrey  
RH4 1SJ

Mole Valley District Council suggests that longer should be considered, particularly for large events (where at least 1 month is recommended).

To give notice the following conditions must be met;

- the premises user (the person giving the notice) must be over 18,
- the maximum period of a temporary event is 168 hours (7 days),
- there must be at least 24 hours between events,
- the maximum number of persons attending is up to 499,
- the maximum number of events a person may give notice of is 50 for personal licence holders (10 late Notices), and 5 for non personal licence holders (2 late Notices), per year, and
- single premises may only hold 15 events per year.
- Maximum of 21 days per year.

- Late Temporary Event Notices (i.e. those submitted less than 10 working days but at least 5 days before the beginning of the event) will be accepted unless police or environmental health officers object. This will be limited to 2 for a non-personal licence holder and 10 for personal licence holders.

For example, if you are the personal licence holder of a public house, and you run a bar for other non-licensed premises for special events, e.g. a beer tent at a festival, you may give notice of 50 events per year. However you can only give notice of 12 events per year for your pub. You can give up to 10 late notices per year and this will be taken up within your 50 notices per year allowance.

If there is an objection by the Police or the Environmental Health Officers, the Council is required to hold a hearing on the notice by a licensing sub committee. They will determine whether your application is acceptable, or if necessary amend or impose conditions on your activities. You have the right to appeal against any decision they make to the Magistrates Court.

The Council will serve a counter notice upon you if there is an objection or any other conditions specified in the Act are not met or exceeded.

The Council must acknowledge receipt of the notice and may notify other statutory consultees about the notice e.g. The Fire Service for their information. We therefore recommend that a full risk assessment of the event is in place prior to the notification to the Council. The notice to the Council must include the following information:

- the proposed licensable activities,
- the total period of the event,
- the specific times within the event where licensable activities will take place,
- the maximum number of persons attending at the same time,
- where on the premises the licensable activities will take place
- Any other matter that is relevant to the event

### **Fee**

The fee for a temporary event notice is £21 cheques made payable to Mole Valley District Council and must be submitted with the notification to the authority.

### **Contact details**

Send two copies of the application and the fee of £21 to:

Environmental Health  
Licensing Team  
Mole Valley District Council  
Pippbrook  
Dorking  
Surrey  
RH4 1SJ

Tel: 01306 879351  
Email: [licensing@molevalley.gov.uk](mailto:licensing@molevalley.gov.uk)  
Fax: 01306 879329

Web site: [www.molevalley.gov.uk](http://www.molevalley.gov.uk)

*This leaflet is produced as a guide and should not be considered authoritative, for further information regarding your application you should refer to the Licensing Act 2003, the Section 182 guidance issued by the Secretary of State and Mole Valley District Council's Licensing Policy. These documents will give you specific and detailed information as to what is expected and can all be viewed via the Councils web site.*