

Licences for events

What activities require a licence?

You will need a licence to carry out the following activities:

- Sale by retail of alcohol
- Provision of late night refreshment: sale of hot food or hot drink between 23:00 and 05:00

The consumption of alcohol is not licensable. So an event at which people bring along their own alcohol doesn't require a licence. However, if the cost of an event ticket includes a glass of wine, for example, then authorisation will be required.

In addition, you may need a licence for provision of regulated entertainment.

What is regulated entertainment?

Regulated entertainment is defined as one or more of the following **but please see the below sections which provide details of various exemptions:**

- Performance of a play
- Exhibition of a film
- Indoor sporting events
- Boxing/wrestling
- Live and/or recorded music (but not background/incidental music)
- A performance of dance or entertainment of a similar description.

Entertainment is only regulated entertainment where it takes place in the presence of an audience and is provided, at least partly, to entertain that audience. Events that are held in private are not licensable unless those attending (i.e. the guests) are charged with a view to making a profit (including raising money for charity).

Exemptions apply to:

- Provision of entertainment at a place of religious worship or for the purposes of a religious meeting or service
- Garden fetes (unless the event is promoted for private gain)
- Education, rehearsals, advertisements and demonstration of products
- Live simultaneous television or radio broadcasts
- Morris dancing

In addition, there are a number of exemptions for entertainment between 08:00 and 23:00, such as live unamplified music, or not-for-profit film exhibitions held in community premises. For confirmation on whether the entertainment you are planning is licensable, please contact the Licensing Team for advice.

What types of licence are available?

If the premises does not already have a licence to cover the activities proposed, you may need to submit a temporary event notice (TEN) or apply for a premises licence.

If you wish to hold 15 events or fewer in any one year, you may be able to submit a TEN. TENs can authorise licensable activities at an event which last up to 7 days with no more than 499 attendees. Premises can have a maximum of 15 TENs per year, with a maximum total duration of 21 days. There has to be a gap of at least 24 hours in between TENs at the same premises.

If your event falls outside of these limits, it's likely you will need to apply for a premises licence - we're happy to guide you through this process.

Can I hold an outdoor event, in a field or marquee?

Premises licences and TENs can authorise licensable activities at any premises, which can include open spaces and temporary structures as well as buildings or parts of buildings.

How much does a premises licence cost?

Community buildings are exempt from paying an application fee, provided there is no sale of alcohol or late night refreshment. If these activities are included, the licence fees are set by central government and depend on the rateable value of the premises.

How do I submit a temporary event notice?

TENs can be submitted via www.bracknell-forest.gov.uk/licencetemporaryandoccasionalevents. If a temporary event notice is submitted electronically, the licensing authority will send the TEN to the Police and Environmental Protection on behalf of the premises user.

Alternatively, a TEN form is also available to download and print from the same link. The premises user should submit one copy of the notice and the fee to Licensing Team, Bracknell Forest Council, Time Square, Market Street, Bracknell, RG12 1JD; a copy to Environmental Protection at the same address and a copy to Licensing, Thames Valley Police Headquarters (South), Kidlington, OX5 2NX.

The fee is £21.

Standard TENs must be served on all 3 authorities at least 10 clear working days before the event (this does not include the day the authorities receive the TEN or the date of the event). **Late TENs** must be served on all 3 authorities between 5 and 9 clear working days before the event (this does not include the day the authorities receive the TEN or the date of the event). Any TEN given less than 5 clear working days before the date of the event will be void and the activities to which it relates will not be authorised.

What happens once I've submitted the temporary event notice?

Where the TEN is in order, the relevant fee paid and the event falls within the prescribed limits, the licensing authority will record the notice and send an acknowledgement letter.

The Police and EP have a period of three working days from when the notice was given to the authority to object to it on the basis of any of the four licensing objectives. If an objection is received to a standard TEN, the premises user will be contacted to discuss options, including modification of the TEN, imposition of existing licence conditions if the TEN is for an event at a licensed premises or a Panel hearing to consider the objection notice. If an objection is received to a late TEN, the event will be immediately vetoed. There is no provision for a hearing nor is there a facility to appeal against the decision.

Do I have to display the temporary event notice during the event?

You can either prominently display the notice or have a responsible person hold it during the event. If the notice is lost or stolen, you should request a copy from the licensing authority.

How do I get more information on licensing for my event?

More details can be found at <http://www.bracknell-forest.gov.uk/alcoholandentertainmentlicences>. You can also contact the licensing team for advice on the options available. The team can provide you with application forms, details of fees, and guidance on how to apply.

Licensing Team
01344 352000
licensing@bracknell-forest.gov.uk