

Event Guidance Note 13

Licensing

This governs and controls all licensable activities which may take place at an event. The key controls would be designed to:-

- Prevent Crime and disorder;
- Ensure Public safety;
- Prevent public nuisance; and
- Protect children from harm.

Licensable Activities

- Sales of Alcohol
- The sale of Hot food and/or drink between 11pm and 5am
- The Provision of regulated Entertainment

Types of Licence:-

Premises Licences.

This type of licence will be required to provide any licensable activity in a specified place. The "Premises" can be a fixed building, a temporary structure e.g. a tent or delineated outside space. A premises licence may be either granted on an open ended basis (subject to an annual licence fee), or may be granted for shorter periods for occasional events.

You may also have more than one premises licence for a place. Where alcohol is also to be sold a named premise supervisor must also be designated. This person is usually called a Designated Premises Supervisor or DPS.

Personal Licence for Alcohol Sales

Applicants for this type of licence must be:-

- Over 18;
- A relevant licensing qualification;

- Are free from relevant criminal convictions;
- Have not had a licence revoked in the last 5 years.

Temporary Event Notices (TEN's)

This type of licence is required for short-term occasional events or temporary variations to a premises licence/club certificate providing that the activity does not:-

- last for more than 168 hours (7 Days);
- less than 500 people are present at any one time;
- And that an aggregate of no more than 21 days' activities are conducted at any one premise per year.

Guidance, Application forms and information on licensing is available from the Council at www.maidstone.gov.uk/business/licences_and_street_trading or alternatively you can contact the Licensing Section on 01622 602000 and information can be posted to you.

Guidance on licensing is also available from the Government:

- http://www.culture.gov.uk/what_we_do/alcohol_and_entertainment/default.aspx

Key Points

- Always apply early for any licence that you require (Minimum is 2 Months)
- You could be prosecuted if you do not have the appropriate licence for your event.
- If you intend to sell alcohol at an event, you will need to obtain a licence.
- The event organiser needs to recognise the importance of managing the sale and consumption of alcohol. This can have a significant impact on the control of your event, particularly if it is aimed at young persons. Remember it is an offence to sell alcohol to anyone under 18.
- Any person employed at an event to control admissions, keep order, remove people causing disorder, or searching premises or people must be licensed by the Security Industry Authority (SIA) The link for the SIA is www.the-sia.org.uk/home/licensing/door.htm

SAG Guidance EVT 13
Version 1 25/05/12