



TEMPORARY EVENT NOTICES ENVIRONMENTAL HEALTH ADVICE

At paragraph 17.7 of the Council's Licensing Policy Statement, the authority encourages the earliest possible notice of events taking place, particularly outdoor events. This can be an informal approach before a TEN is submitted, or submission of a TEN in good time.

The Council has an Events Safety Advisory Group which can provide advice on event management; email eventsafety@burnley.gov.uk or browse here <https://www.burnley.gov.uk/news-events/events-safety>

The Environmental Health Officer (EHO) acts in the interests of public protection and, alongside the police, can object to a TEN or Late TEN where they feel the event could undermine the licensing objectives. The most significant environmental health issues arise from public nuisance and public safety.

A TEN is submitted 10 or more working days before the event and an objection is followed by a formal hearing to decide if the event can go ahead. A Late TEN can be submitted between 5 and 9 working days before the event. When an objection is made to a Late TEN it is simply cancelled & the event cannot go ahead. **Submitting Late TENS therefore carries a significant risk of an event being cancelled.**

In both situations the EHO has just 3 days to consider the event, the proximity to residential premises, the likelihood of issues arising and make an objection. It is therefore very helpful for you to provide as much information, at the earliest opportunity, to assist the EHO's decision making. Relevant information would include noise management plans, lighting arrangements, live music set times, site plans, erection of temporary structures, temporary electricity & water supplies, toilets etc. This information provides reassurance that the event will be well managed and that appropriate measures are in place to minimise disturbance to neighbours, and reduce risks to those attending. If you can convince the EHO that these things are in hand, it is less likely that an objection will be necessary.

Events requiring TENS vary considerably in scale from Christmas fairs selling alcohol, to live music festivals with up to 499 people. The measures required to uphold the licensing objectives will obviously vary greatly depending on the nature of the event.

Your cooperation in making information available is crucial to the smooth passage of your TEN.