

Please quote: TEN
Your reference:
Date: as postmark
Please ask for: Licensing
Telephone direct: 01424 451042
E-mail: licensing@hastings.gov.uk
Web: www.hastings.gov.uk/licensing



Licensing Team
Aquila House, Breeds Place
Hastings, East Sussex TN34 3UY

Dear Sir/Madam

Licensing Act 2003 – Temporary Event Notice.

Please find enclosed the forms required for your application for a TEN.

You are required to send the original signed copy and a photocopy of the form, together with the fee of £21.00, (cheques made payable to Hastings Borough Council), to this department at Licensing, Aquila House, 4th Floor, Breeds Place, Hastings, TN34 3UY .

A copy MUST also be sent to The Chief Officer of Police, Police Licensing Officer, Police Station, Terminus Road, Bexhill on Sea, TN39 3NR. Email: EastSussex.Licensing@sussex.pnn.police.uk

A copy MUST also now be sent to the Environmental Health Noise Pollution Officer, Hastings Borough Council, Aquila House, Breeds Place, Hastings, TN34 3UY. Email: EnvProtection@hastings.gov.uk

I draw your attention to the guidance notes, which should assist you in the completion of the forms, however should you require additional assistance please feel free to contact one of the licensing staff on the above number.

I remind you that a minimum of 10 working days notice is required by law. This means that Saturday, Sunday and any bank holidays are not included as working days. The notice MUST be received by both the police, environmental health and the licensing authority a full 10 working days before the date of the event.

Following amendments to the Licensing Act 2003, there are now Late TENs allowed to be submitted. However these MUST be received by the police, environmental protection and licensing authority NOT LESS THAN 5 full working days before the date of the event.

Hastings Borough Council would appreciate as much notice as possible to ensure that the police and ourselves can give your application full consideration.

Further information and a PDF format form is available from our website www.hastings.gov.uk.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Bob Brown'.

Bob Brown
Licensing Manager

