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A temporary event notice is a form that you provide to the Licensing Section, the police and environmental health, letting them know about the planned event.

There are two types of temporary event notice:

- > a standard temporary event notice, which is given no later than 10 working days before the event to which it relates
- > a late temporary event notice, which is given not before 9 and not later than 5 working days before the event.

Application for a temporary event notice for Peterborough City Council and Rutland County Council

You can [apply online for a temporary event notice](https://www.gov.uk/apply-for-a-licence/temporary-event-notice/peterborough/apply-1) (<https://www.gov.uk/apply-for-a-licence/temporary-event-notice/peterborough/apply-1>).

Fees

The cost of a temporary event notice is £21.00, payable to Peterborough City Council.

Qualifying criteria

For the purpose of a temporary event notice:

- > a temporary event is a relatively small-scale event attracting fewer than 500 people
- > the event must last no more than 168 hours and can be held either outdoors or indoors
- > any premises can only be used for 15 temporary events per year, up to a total maximum of 21 days
- > you must be over 18 in order to hold a temporary event.

The notice should detail:

- > if alcohol is to be supplied, a statement confirming that it is a condition of using the premises that the supplies are made under the premises user's authority
- > a statement relating to:
 - > details of the licensable activities, the event period, the times activities will be taking place, the maximum number of people proposed to be allowed on the premises
- > any other required information.

Further [guidance and allowances on temporary event notices](https://www.gov.uk/temporary-events-notice) (<https://www.gov.uk/temporary-events-notice>) is available from Gov.uk.

Once the police or environmental health receive your temporary event notice, they have three working days to make any objections to it on the grounds of any of the four licensing objectives:

- > prevention of crime and disorder

- > prevention of public nuisance
- > public safety
- > protection of children from harm.

If they object, we will organise a hearing to consider the evidence and may decide that your event cannot proceed. If there is an objection to a late temporary event notice, the event will not be allowed to proceed. Otherwise the event can go ahead as planned.

Regulation summary

A [summary of the eligibility criteria \(http://www.legislation.gov.uk/ukxi/2014/2417/pdfs/ukxi_20142417_en.pdf\)](http://www.legislation.gov.uk/ukxi/2014/2417/pdfs/ukxi_20142417_en.pdf) for this licence is available from the Office of Public Sector Information.

Will tacit consent apply?

Yes. This means that you will be able to act as though your application is granted if you have not heard from us by the end of the target completion period.

Failed application redress

We would advise to contact our licensing team in the first instance.

If a counter notice is given in relation to an objection notice, the applicant may appeal against the decision. Appeals must be made to the local Magistrates' court within 21 days. An appeal may not be brought later than five working days from the day of the planned event.

Consumer complaint

We would always advise that in the event of a complaint the first contact is made with the trader by you - preferably in the form a letter (with proof of delivery). If that has not worked, if you are located in the UK, [Consumer Direct \(http://www.direct.gov.uk/consumer\)](http://www.direct.gov.uk/consumer) will give you advice. From outside the UK contact the [UK European Consumer Centre \(http://www.ukecc.net/\)](http://www.ukecc.net/).

Other redress

If a licensing authority decides not to issue a counter notice in relation to an objection notice, the chief police officer can appeal the decision. Appeals must be made to the local Magistrates' court within 21 days. An appeal may not be brought later than five working days from the day of the planned event.