

**Steve Wearing  
Licensing Manager**

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**Our Ref:** SW/TENS

**Contact:** Licensing Department

**Ext:** 7481/7848

**Your Ref:**

**Date:**

Dear Sir/Madam

**Licensing Act 2003 - Temporary Event Notice**

I refer to your proposal to hold an event involving the provision of licensable activities at certain premises within the South Lakeland District Council area in the near future.

I understand that the present licensing arrangements (if any) for the premises to be used for your event do not permit the licensable activities you are intending to provide. In view of this, you will be required to serve a Temporary Event Notice (TEN) specifying the licensable activities to be provided at your proposed event.

The regulations relating to TENs provide that the person proposing to hold the event (the premises user) must deliver, duly completed and signed:-

**Two copies of the TEN along with the fee of £21.00 to: -**

Licensing Manager  
South Lakeland District Council  
Central Services Directorate  
South Lakeland House  
Lowther Street  
Kendal LA9 4UQ

And

**One copy of the TEN to :-**

Chief Officer of the Police  
(FAO: Clive Davidson)  
Cumbria Constabulary  
Busher Walk  
Kendal LA9 4RJ

**At least 10 working days (not including the event day) before the event.**

I enclose herewith one blank copy of a TEN form. Please read the notes attached (pages 5 to 10 inclusive) before completing and signing the form. Once duly completed, please take two further copies of the form and deliver the three forms in accordance with the requirements set out above. Under the Licensing Act, we are required to endorse one copy of the TEN form and, before the end of the first working day following the day on which it was received, return it to you as an acknowledgement of receipt.

Subject to there being no police objections to your proposed event within 48 hours of them receiving their copy of the TEN, and provided that you have complied with all other regulations contained within the notes attached to TENs, you will be authorised to operate your proposed event.

Please do not hesitate to contact me if you have any queries in the meantime.

Yours faithfully

**Mrs A Williams**  
**Licensing Administrator**

Enc.

