Guidance Note (GUI) **2**

**Licensing Guidance for Event Organisers**

The information provided in this document should not be considered as exhaustive. If there are any doubts about licensing requirements, event organisers should contact the Licensing Team for clarification.

When organising events, the following activities may require a licence or other type of authorisation:

* The sale or supply of alcohol.
* The provision of regulated entertainment.
* The provision of late-night refreshment (hot food or drink between 11pm and 5am).
* Sales of goods (street trading).
* Fundraising.
* Animal exhibitions.

**Alcohol, regulated entertainment, and late-night refreshment**

In general terms, an authorisation is always required for the following:

* The sale of alcohol.
* The provision of regulated entertainment that takes place before 8am or after 11pm.
* The provision of live music, and
* The provision of late-night refreshment (the provision of hot food or drink between the hours of 11pm and 5am the following day).

An authorisation may also be required for other types of regulated entertainment such as plays, film exhibitions, indoor sports, boxing, wrestling and performances of dance. You should contact the Licensing Team for advice on regulated entertainment.

Authorisations

For events where there will be 499 people or less at the event, a temporary event notice can be given to the Council. Notices can be given no later than five working days prior to the event (not including the day the notice is submitted or the first day of the event).

For more than 499 people, you will need to apply for a premises licence. The process for applying for a premises licence is more detailed than a temporary event notice so applications should be submitted no later than two months prior to the event.

Even though late-night refreshment may be authorised under a temporary event notice or a premises licence, you may still require a street trading consent (more information can be found in the section on street trading below).

**Sales of goods (street trading)**

A street trading consent can be used to authorise any sales of goods at an event. The term ‘street’ means any place which the public have access without payment. This means that selling goods at events where there is an entry fee does not require a consent.

However, the provision of late-night refreshment will always require either a premises licence or a temporary event notice. In addition, if the provision of late-night refreshment is at an event where the public has access without payment, a street trading consent is required.

Selling articles for the benefit of charitable purposes does not require a street trading consent but may require a street collection permit.

**Street collections**

Fundraising activities, which involve collecting money or selling articles for the benefit of charitable (or similar) purposes in any street or public place, require a street collection permit.

**Small Society Lotteries**

Fundraising activities such as raffles and tombolas’ are classed as small lotteries and may require a small society lottery registration.

However, a lottery is exempt if it is incidental to a non-commercial event. For example, a raffle at a school fete would not require a registration so long as the tickets are sold, and the results are announced, during the fete.

**Animal Exhibitions**

A licence is required if someone keeps or trains an animal for exhibition. If the organiser of an event books an animal for exhibition, you should ask to see the supplier’s licence.

**Contact information**

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