

Yorkshire Le Tour

2 - 5 MAY 2019



Guidance for Licensed Premises & Temporary Event Notices

The Tour De Yorkshire is expected to bring large visitor numbers to Yorkshire. The likely increase in demand will bring opportunities and some challenges for Licensed Premises.



Licensing Act 2003

The information is designed to be helpful and assist your planning for the events. You are responsible for ensuring that your Premises operates safely and in compliance with legal requirements, including the duty to promote the four Licensing Objectives:-

- The Prevention of Crime and Disorder
- Public Safety
- The preventions of Public Nuisance
- The Protection of Children from Harm

Guidance for Licensed Premises & Temporary Event Notices

North Yorkshire Police are providing advice to Licence Holders to help you plan ahead. We have also put together some recommendations we would strongly encourage Licence Holders to follow.

Check your Premises Licence

Ensure your Premises Licence covers everything you intend to do. If it doesn't, you will need to make an application to vary your licence or serve a Temporary Event Notice as soon as possible. Don't leave your licence arrangements to the last minute or you may find that your event cannot go ahead. Remember that some applications will require an Event Management Plan and so will take longer to process.

Staff

Ensure:

- You have sufficient staff to cope with any increase in demand.
- Staff can get to and from work (remember to check which roads will be closed and when).
- Staff training is up to date.

Deliveries and Stock

Ensure:

- You consider what additional stock will be needed and place orders well in advance.
- You have sufficient security, storage and/or refrigeration for additional stock.
- You make arrangements for deliveries in advance to avoid road closures and prevent delays getting stock to the premises.

Premises

Ensure:

- Any CCTV is in good working order and displays the correct time and date.
- You remove or secure any tables and chairs outside the premises.
- All fire exits are safe and clear.
- You have sufficient free tap or bottled water.
- You know what the permitted capacity is for your premises and you have arrangements in place to ensure that you do not exceed this capacity.

Recommendations:

- Premises on route decant all drinks in to non-glass vessels
- Premises (where it is not already a condition on the Licence) consider whether SIA Door Supervisors and/or a First Aider are required.

Please let the Police know if you:

- Plan to show any other sporting events
- Have bookings for large numbers of coach parties.

- Intend to submit Temporary Event Notices (TENS) – see guidance below
- Intend to set up a temporary camping or caravan site
- Intend to set up a temporary car park
- Are planning a village party.

Do I need a Licence for my Event?

If your event involves licensable activities, and your premises are not licensed, a Temporary Event Notice (TEN) may be required.

Licensable activities are:

- the provision of regulated entertainment - plays, films, live music, recorded music, dancing;
- the provision of late night refreshment - the sale of hot food or drink between 11pm and 5am;
- the sale or supply of alcohol.

Certain regulated entertainments are not licensable depending on the time of day and audience size. Please check your event with your Licensing Authority at your local council (see contact details at the end of this leaflet).

For existing licensed premises a TEN may be required if you wish to extend your hours, add licensing activities or extend your licensed area.

A TEN has a number of limitations:

- no more than 499 people are allowed on the premises at any one time for each event
- a TEN event can last up to 168 hours - seven days
- each premises can hold no more than 15 TEN events per calendar year
- the maximum total period covered by a TEN at any premises is 21 days per year
- there must be a minimum of 24 hours between each event notified by the same event organiser at any premises
- multiple TEN applications can be submitted at the same time but each event is a separate TEN with a separate fee payable and the limits set out above cannot be exceeded
- anyone over the age of 18 can submit a maximum of 5 TENS per year
- Personal Licence Holders can submit a maximum of 50 TENS per year.



Applications must be submitted to the council giving at least ten working days' notice of the event. For a late TEN, at least five working days' notice must be given - and further limitations should be expected.

If your event does not fit into the limitations of a TEN a premises licence may be required. Applications for a licence should be submitted to the Licensing Authority at your local council at least two months before your event.

For further information and advice please contact your local Licensing Authority:

Craven District Council Licensing Team

1 Belle Vue Square
Broughton Road
Skipton
BD23 1FJ

Email: licensing@cravencd.gov.uk
Tel: 01756 706251

Harrogate Borough Council Licensing Team

Civic Centre
St Luke's Avenue
Harrogate
HG1 2AE

Email: licensing@harrogate.gov.uk
Tel: 01423 500600 ext 58157

Ryedale District Council

The Licensing Team
Ryedale District Council Ryedale House
Old Malton Road
Malton
YO17 7ZG
Email: ronnie.mcclure@ryedale.gov.uk
Tel: 01653 600666

**Selby District Council
The Licensing Authority**

Selby District Council
Civic Centre
Doncaster Road
Selby
YO8 9FT
Email: licensing@selby.gov.uk
Tel: 01757 292027

York City Council

Eco Depot
Hazel Court
York
YO10 3DS
Email: licensing@york.gov.uk
Tel: 01904 551438

Scarborough Borough Council

The Licensing Authority
Scarborough Borough Council
Town Hall
St Nicholas Street
Scarborough
YO11 2HG
Email:
Licensing.services@scarborough.gov.uk
Tel: 01723 232323

Richmondshire District Council

Licensing Team
Mercury House
Station Road
Richmond
DL10 4JX
Email: licensing@richmondshire.gov.uk
Tel: 01748 829100

Hambleton District Council

Licensing Team
Civic Centre
Stonecross
Northallerton
DL6 2UU
Email: licensingteam@hambleton.gov.uk
Tel: 01609 767079

**North Yorkshire Police
Alcohol Licensing Unit**

North Yorkshire Police
Fulford Road
York
YO10 4BY
E-mail:
nyplicensing@northyorkshire.pnn.police.uk
Tel: 01609 643273

CHECKLIST

TDY 2019-North Yorkshire Police Licensing

This is going to be a spectacular event for the area. We want to ensure that you plan ahead and keep ahead. Here is a checklist to help you:

What you need to think about	In Place Y/N
Is a Temporary Even Notice needed? (Please submit your TEN as early as possible.)	
How many staff are needed?	
Is staff training up to date? (Check the conditions attached to the Premises Licence)	
Where do they live? How will they travel? What transport do they need?	
How will you ensure staff have sufficient fuel?	
What roads will be closed? How will this impact on staff's travel plans?	
What extra time will they need for travelling?	
What extra stock is needed for this event?	
Do you need to arrange deliveries in advance to avoid road closures or prevent delays in getting stock to premises?	
What secure storage arrangements do you have?	
What arrangements are needed for refrigeration?	
What arrangements are needed to ensure security of premises' takings?	
Do you need to remove table and chairs from outside area or secure them on the day?	

Are you expecting large numbers of people? (make sure you let your local police team know if you are expecting large numbers or coach parties)	
Do you need a first aider?	
How many toilets are needed to ensure there are sufficient for the anticipated attendance?	
Are Door Supervisors (SIA accredited only) needed to support you with any potential Anti-Social Behaviour?	
If Door Supervisors are needed, how many will be needed and where will they be positioned?	
What checks are needed to ensure fire exits are clear and in full working order?	
If you have CCTV, is it in full working order? Does it show the correct time and date?	
Very hot weather – how will you ensure there is sufficient free tap or bottled water?	
Adverse weather – what shelter is needed for your capacity?	
What arrangements are needed to control the numbers seeking shelter in order to ensure no potential risk or breach of Premises Licence?	
What consideration is being given to the use of non-glass vessels or toughened/shatterproof glass?	
Glass bottled drinks – will these be decanted into non-glass vessels? If so, what is needed?	
Let your local police team know if you are viewing any other sporting events.	
Make sure there is no excessive consumption of alcohol- remember it is an offence to continue to serve somebody who has had too much to drink.	

Thank you for taking time to read this.

North Yorkshire Police Licensing team are happy for you to contact them to discuss any concerns or issues you may have.

