

# Temporary Event Notice

TEN

## Guidance for applicants

A temporary event notice allows premises to be used for short term licensable activities such as the sale of alcohol, regulated entertainment & late night refreshment, subject to certain conditions.

There are two types of TEN; a Standard TEN and a Late TEN:

### Standard TENS

A premises user must submit a standard TEN to the licensing authority and relevant persons at least 10 working days before the event. This does not include the day the TEN is received or the day of the event, any bank holidays, Good Friday & Christmas day.

If an objection is received from the Police or Environmental Health then either:

- A hearing will be arranged and the applicant will be notified of the details, the sub-committee will then make a decision to either grant, refuse or apply conditions to the application.
- Where a premises licence is held the licensing authority may choose to dispense with a hearing and apply one or more conditions from the premises licence to the TEN.

### Late TENS

Late TENS can be submitted between 9 and 5 working days before the event. Again this does not include the day the TEN is received or the day of the event, any bank holidays, Good Friday & Christmas day.

If the Police or Environmental Health object to a late TEN then it is immediately cancelled with no right of a hearing. You will be notified of this as soon as possible but not later than 24 hours before the event.

### Other Key Information

- TENS can be used to authorise relatively small-scale one off events held at premises involving no more than 499 people at any one time.
- Anyone aged 18 or over can give a maximum of five TENS per year (2 of which can be late TENS)
- Personal licence holders can give a maximum of fifty TENS per year (10 of which can be late TENS)
- Each event covered by a TEN can last no longer than 168 hours (7 days).
- No more than 15 TENS can be given for the same premises in any year.
- A maximum aggregate duration of the periods covered by TENS at any individual premises of 21 days in any year.
- There must be a minimum of 24 hours between events at premises
- Fee of £21.00 (cheques should be made payable to WMDC).

### What Next

- Complete the notice form below. Send a copy of the notice to the Licensing Office plus the fee of £21 and a further copy to West Yorkshire Police and Environmental Health.
- Notices may be sent in the post, submitted in person at our office or may also be made electronically through our website.
- Further information on submitting and using a TEN can be found in the notes section at the end of the form.

### Address List

Wakefield Council, Licensing Department, Wakefield One, PO Box 700, Burton Street, Wakefield, WF1 2EB

Telephone: 01924 302932 Fax: 01924 302928

Website: [www.wakefield.gov.uk/business/licensingandpermits/licensing/alcohol](http://www.wakefield.gov.uk/business/licensingandpermits/licensing/alcohol)

West Yorkshire Police (Licensing) c/o Paul Dean, Normanton Block C, High Street, Normanton, WF6 2DZ

Environmental Health, Wakefield One, PO Box 700, Burton Street, Wakefield, WF1 2EB

# Temporary Event Notice

TEN

Wakefield Council, Wakefield One, PO Box 700, Burton Street, Wakefield, WF1 2EB

Before completing this notice please read the guidance notes at the end of the notice. If you are completing this notice by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary.

You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

## 1. The personal details of premises user (Please read note 1)

### 1. Your Name

Title Mr  Mrs  Miss  Ms  Other (please state)

Surname  Forenames

2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)

Title Mr  Mrs  Miss  Ms  Other (please state)

Surname  Forenames

### 3. Your date of birth

Day  Month  Year

### 4. Your place of birth

### 5. National Insurance Number

6. Your current address (We will use this to correspond with you unless you complete the separate correspondence box below)

Post Town

Postcode

### 7. Other contact details

Daytime telephone

Evening (optional)

Mobile (optional)

Fax (optional)

Email address (if available)

8. Alternative address for correspondence (if you complete the details below, we will use this address to correspond with you)

Post Town

Postcode

9. Alternative contact details (if applicable)

Daytime telephone

Evening (optional)

Mobile (optional)

Fax (optional)

Email address (if available)

## 2. The Premises

Please give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the ordnance survey references). (Please read note 2)

Post Town

Postcode

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so please enter the licence or certificate number below.

Premises licence number

Club premises certificate number

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)

Please describe the nature of the premises below (Please read note 4)

Please describe the nature of the event below. (Please read note 5)

### 3. The licensable activities

Please state the licensable activities that you intend to carry on at the premises (please mark an "X" next to the licensable activities you intend to carry on). (Please read note 6)

The sale by retail of alcohol

The supply of alcohol by or on behalf of a club to, or to the order of, a member of a club

The provision of regulated entertainment

The provision of late night refreshment

Are you giving a late temporary event notice? (Please read note 7)

Please state the dates on which you intend to use these premises for licensable activities. (Please read note 8)

Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 9)

Please state the maximum number of people at any one time that you intend to allow to be present at the premises during times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 10)

If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both (please mark an "X" next to the appropriate box). (Please read note 11)

On the premises only

Off the premises only

Both

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment. (Please read note 12)

#### 4. Personal licence holders (Please read note 13)

Do you currently hold a valid personal licence? (Please mark an "X" in the box that applies to you)

Yes  No

If "Yes" please provide the details of your personal licence below.

Issuing licensing authority  Licence Number

Date of issue  Date of expiry

Any further relevant details

#### 5. Previous temporary event notices you have given (Please read note 14)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice? (Please mark an "X" in the box that applies to you)

Yes  No

If answering yes, please state the number of temporary event notices you have given for events in that same calendar year

Have you already given a temporary event notice for the same premises in which the event period (Please mark an "X" in the box that applies to you)

a) Ends 24 hours or less before; Yes  NO

Or

b) Begins 24 hours or less after the event period proposed in this notice?; Yes  NO

#### 6. Associates and business colleagues (Please read note 15)

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? (Please mark an "x" in the box that applies to you)

Yes  No

If answering yes please state the total number of temporary event notices your associate(s) have given for events in the same calendar year

Has any associate of yours already given a temporary event notice for the same premises in which the event period (Please mark an "X" in the box that applies to you)

a) Ends 24 hours or less before; Yes  NO

Or

b) Begins 24 hours or less after the event period proposed in this notice?; Yes  NO

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? (Please mark an "X" in the box that applies to you) Yes  No

If answering yes, please state the total number of temporary event notices your business colleague(s) has given for events in the same calendar year

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period (Please mark an "X" in the box that applies to you)

a) Ends 24 hours or less before; Yes  NO

Or

b) Begins 24 hours or less after the event period proposed in this notice?; Yes  NO

## 7. Checklist (Please read note 16)

I have (please mark the appropriate boxes with an "X")

Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated

Sent a copy of this notice to the chief officer of police for the area in which the premises are situated

Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises is situated

If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority

If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police

If the premises is situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions

Made or enclosed payment of the fee for the application

Signed the declaration in section 9 below

## 8. Condition (Please read note 17)

It is a condition of this temporary event notice that where the relevant licensable activities described in section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

## 9. Declarations (Please read note 18)

The information contained in this form is correct to the best of my knowledge and belief.

I understand that it is an offence:

- i. To knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale, and;
- ii. To permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000 or to imprisonment for a term not exceeding 6 months, or to both.

Signature

Date

Name of person signing

## 10. Acknowledgement (Please read note 19) *For completion by the licensing authority*

I Acknowledge receipt of this temporary event notice.

Signature

Date

Name of person signing

# NOTES

## General

In these notes, a person who gives a temporary event notice is called a “premises user”.

The police and local authority exercising environmental health functions may intervene on the grounds of any of the four licensing objectives (the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm) to prevent the occurrence of an event at which permitted temporary activities are to take place or to agree a modification of the arrangements for such an event. However, the licensing authority will intervene of its own volition in the cases described below.

First it will issue a counter notice if there is an objection to a late temporary event notice (see note 7 below).

Secondly it may issue a notice in relation to its decision to impose conditions on a temporary event notice (see note 2 below).

Thirdly, it will issue a counter notice if the first, second, third and fifth of the limits set out below would be exceeded. If any of the limits below are breached or if a counter notice has been issued, any licensable activities taking place would be unauthorised and the premises user would be liable to prosecution. The limitations apply to:

- The number of times a person may give a temporary event notice (50 times per year for a personal licence holder and 5 times per year for other people);
- The number of times a person may give a late temporary event notice (10 times per year for personal licence holders and 2 times per year for other people);
- The number of times a temporary event notice may be given in respect of any given premises (15 times in a calendar year);
- The length of time a temporary event may last for these purposes (168 hours or 7 days);
- The maximum aggregate duration of the periods covered by a temporary event notice at any individual premises (21 days per calendar year); and
- The scale of the event in terms of the maximum number of people attending at any one time (a maximum of 499).

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. The limits applying to late temporary event notices are included within the overall limits applying to the total number of temporary event notices. Note 15 below sets out the definition of an “associate”.

When permitted temporary activities take place, a premises user must ensure that either:

- A copy of the temporary event notice is prominently displayed at the premises; or
- The temporary event notice is kept at the premises either in his own custody or in the custody of a person present and working at the premises and whom he has nominated for that purpose.

Where the temporary event notice is in the custody of a nominated person, a notice specifying that fact and the position held by that person must be displayed prominently at the premises.

Where the temporary event notice or a notice specifying the nominated person is not displayed, a constable or an authorised person (for example, a licensing officer, fire officer or environmental health officer) may require the premises user to produce the temporary event notice for examination. Similarly, where the nominated person has the temporary event notice in his custody, a constable or authorised person may require that person to produce it for examination. Failure to produce the temporary event notice without reasonable excuse would be an offence.

It should also be noted that the following, among other things, are offences under the Licensing Act 2003:

- The sale or supply of alcohol to children under 18 years of age (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
- Allowing the sale of alcohol to children under 18 (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
- Knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (maximum fine on conviction is a fine not exceeding level 5 on the standard scale, currently £5,000);
- Allowing disorderly behaviour on the premises (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000)
- The sale of alcohol to a person who is drunk (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);
- Obtaining alcohol for a person who is drunk (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000);
- Knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (maximum fine on conviction is a fine not exceeding level 1 on the standard scale, currently £200); and
- Knowingly keeping or allowing to be kept on the premises any smuggled goods which have been unlawfully imported (maximum fine on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000).

In addition, where the premises are to be used primarily or exclusively for the sale or supply of alcohol for consumption on the premises, it is an offence to allow children under 16 to be present

when the premises are open for that purpose unless they are accompanied by an adult. In the case of any premises at which sales or supplies of alcohol are taking place at all, it is an offence for a child under 16 to be present there between the hours of midnight and 5am unless accompanied by an adult. In both instances, the penalty on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000.

### **Note 1**

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed “premises user”. Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user.

If you include an e-mail address in section 1(7) or 1(9), the licensing authority may send to this the acknowledgement of receipt of your notice or any notice or counter notice it is required to give under sections 104A, 106A or 107 of the Licensing Act 2003.

### **Note 2**

For the purposes of the Licensing Act 2003, “premises” means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

If a premises licence or club premises certificate has effect in relation to the premises (or any part of the premises) which you want to use to carry on licensable activities, it is possible that any conditions which apply to the licence or certificate may be imposed on the temporary event notice if certain pre-conditions are met. These pre-conditions are that the police or the local authority exercising environmental health functions object to the notice and the licensing authority decides:

- not to give a counter notice under section 105 of the Licensing Act 2003;
- the conditions apply to the licence or certificate; and
- the imposition of the conditions on the notice would not be inconsistent with the carrying on of the licensable activities under the notice.

### **Note 3**

A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution.

In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities are taking place to less than 500. If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers.

#### **Note 4**

A description of the nature of the premises assists the chief officer of police and local authority exercising environmental health functions in deciding if any issues relating to the licensing objectives are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

#### **Note 5**

A description of the nature of the event similarly assists the chief officer of police and local authority exercising environmental health functions in making a decision as to whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with a pay bar, the supply of beer at a particular farmers' market, a discotheque, the performance of a string quartet, a folk group or a rock band.

#### **Note 6**

The licensable activities are:

the sale by retail of alcohol;

the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;

the provision of regulated entertainment; and

the provision of late night refreshment.

Please refer to Schedules 1 and 2 to the Licensing Act 2003 for fuller details of the definitions and exemptions relating to regulated entertainment and late night refreshment.

Regulated entertainment, subject to specified conditions and exemptions, includes:

(a) a performance of a play; .

(b) an exhibition of a film; .

(c) an indoor sporting event; .

(d) a boxing or wrestling entertainment; .

(e) a performance of live music; .

(f) any playing of recorded music; .

(g) a performance of dance; and .

(h) entertainment of a similar description to that falling within (e), (f) or (g). .

If you are uncertain whether or not the activities that you propose are licensable, you should contact your licensing authority for further advice.

**Note 7**

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 10 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (i.e. 50 temporary event notices per year for personal licence holders and 5 temporary event notices for non-personal licence holders).

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead and a counter notice will be issued.

**Note 8**

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

**Note 9**

You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities throughout the entire 48 hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

**Note 10**

No more than 499 may be on the premises for a temporary event at any one time when licensable activities are being carried on. If you intend to have more than 499 attending the event, you should obtain a premises licence for the event. Your licensing authority should be able to advise you. The maximum figure of 499 includes not only the audience, spectators or consumers but also, for example, staff, organisers, stewards and performers who will be present on the premises.

**Note 11**

If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there. If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

### **Note 12**

Relevant entertainment is defined in the Local Government (Miscellaneous Provisions) Act 1982 (“the 1982 Act”) as any live performance or any live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means). Relevant entertainment therefore includes, but is not limited to, lap dancing and pole dancing.

The 1982 Act requires premises which provide relevant entertainment to be licensed under that Act for this purpose. Premises at which there have not been more than eleven occasions on which such entertainment has been provided within a period of 12 months, no such occasion has lasted for more than 24 hours and there has been a period of at least one month between each such occasion are exempt from the requirement to obtain a licence under the 1982 Act. Such premises are likely instead to require an authorisation under the Licensing Act 2003 to be used for such activities as these are a licensable activity (the provision of regulated entertainment – see note 6 above). A temporary event notice may be given for this purpose.

### **Note 13**

The holder of a valid personal licence issued under the Licensing Act 2003 may give up to 50 temporary event notices in any calendar year subject to the other limitations in the 2003 Act. A proposed premises user who holds such a licence should give the details requested.

### **Note 14**

As stated under Note 13, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 10 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1st January to 31st December inclusive in any year.

If an event straddles two calendar years, it will count against the limits on temporary event notices (12 for each premises, 21 days for each premises, 50 per personal licence holder and 5 for non-holders) for each year. However, only one notice needs to be given.

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 14 below sets out the definition of an “associate”.

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed.

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that

business involves carrying on licensable activities) count as if they had been given by the premises user. Note 15 below sets out the definition of an “associate”.

**Note 15**

An “associate” of the proposed premises user is:

- (a) the spouse or civil partner of that person; .
- (b) a child, parent, grandchild, grandparent, brother or sister of that person; .
- (c) an agent or employee of that person; or .
- (d) the spouse or civil partner of a person within (b) or (c). .

For these purposes, a person living with another as that person’s husband or wife is to be treated as that person’s spouse.

**Note 16**

It is a requirement that you send at least one copy of this notice to the licensing authority at least ten working days (or five working days for a late notice) before the commencement of the proposed licensable activities. The authority will give you written acknowledgement of the receipt of the notice. This will be important proof that you gave the notice and when you gave it for the purposes of the Act. Some premises may be situated in two licensing authority areas, for example, where a building or field straddles the local authority boundary. Where this is the case, at least one copy of the notice must be sent to each of the licensing authorities identified, together with the appropriate fee in each case. In such circumstances, you will receive acknowledgements from all the relevant licensing authorities.

One copy must be sent to each of the chief officer of police and the local authority exercising environmental health functions for the area in which the premises is situated at least ten working days for a standard notice (or five working days for a late notice) before the commencement of the proposed licensable activities. Where the premises are situated in two police areas or environmental health areas, a further copy will need to be sent to the further police force and local authority exercising environmental health functions.

**Note 17**

Under the Licensing Act 2003, all temporary event notices are given subject to a mandatory condition requiring that where the licensable activities involve the supply of alcohol, all such supplies must be made by or under the authority of the named premises user. If there is a breach of this condition, the premises user and the individual making the supply in question would be liable to prosecution. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

**Note 18**

It is an offence knowingly or recklessly to make a false statement in, or in connection with, a temporary event notice. (A person is to be treated as making a false statement if he produces,

furnishes, signs or otherwise makes use of a document that contains a false statement.) To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.

**Note 19**

You should not complete section 10 of the notice, which is for use by the licensing authority. It may complete this section as one means of giving you written acknowledgement of its receipt of the notice.

**Transparency Notice**

**Miscellaneous Licences (Sex shops, Sex cinemas, Sexual entertainment venues, Charitable collections, Tattoo, Piercing, Acupuncture, Electrolysis, Gambling, Licensing Act)**

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

**1. Who we are.**

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: [dataprotection@wakefield.gov.uk](mailto:dataprotection@wakefield.gov.uk)

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Licensing Office

Telephone: 01924 302932

Email: [licensingoffice@wakefield.gov.uk](mailto:licensingoffice@wakefield.gov.uk)

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Telephone: 01924 305211

Email: [dpo@wakefield.gov.uk](mailto:dpo@wakefield.gov.uk)

**2. How we use your data:**

The Licensing Office may need to collect the following information about you. The Licensing Officer has obtained your personal data from you to provide their service:

Name, address, date of birth, contact telephone number, email address, residency status, identification details, any criminal conviction details, proof of Right to work in the UK

We use this information to process your application for a licence.

Should you decide not to provide any of the information we request from you we will not be able to process your application and a licence will not be granted or renewed.

### **3. What authority does the Council have to collect and use this information?**

The information is processed under the Miscellaneous Provisions Act 1982.

### **4. How long will we keep your data?**

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of 6 years after which time it will be deleted from our systems. Retention is 99 years for anyone who has had their licence revoked, refused or suspended. The reason for keeping information for this period of time is due to financial regulations.

### **Your rights and your personal data**

Under the GDPR you have the following rights:

#### **Right of Access**

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

#### **Right to Rectification**

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

#### **Right to Erasure**

In certain circumstances, you may have the right to request your personal data is erased.

#### **Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

#### **Right to Portability**

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

#### **Right to Object to Processing**

In certain circumstances, you may have a right to object to the processing of your personal data.

#### **Automated Decision Making**

Part of our process includes automated decision making. You have a right to not be subject to a decision based solely on automated processing.

#### **Right of Complaint**

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

**6. Transfer of data outside the EU**

Not applicable.

**7. Automated decision making**

Not applicable.

**8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.