

To All Clergy, PCC Secs. And Churchwardens

The Licensing Act 2003

I sent a paper out to clergy in February 2005, but many of you are now finding that you have further queries, so with the help of the Diocesan Registrar, here are some notes that you may find of use:

The Act introduced with effect from 24 November 2005 regulations relating to a *temporary event notice* given to the local authority and to the police. An individual such as a churchwarden or an organisation such as a PCC is allowed to hold 5 temporary events a year (each one lasting up to 96 hours). The maximum number of people who can attend each event is 500. A maximum of 12 events in any period of 12 months can be held in each premises such as a church or church hall. Thus each of 2 churchwardens could have 5 notices and another PCC member could have 2. If more than 12 temporary events are to be held or more than 500 people are to attend an event a full premises licence will need to be obtained from the local authority.

A temporary event notice should be given e.g.

- If there is a stall with wine or other alcohol for sale
- If wine is included with a supper for which tickets are sold

A PCC does not need to give a temporary event notice if it does not charge for the alcohol e.g. free wine with a free church lunch. But if a charge is made for a meal and wine is supplied with the meal that is treated as selling alcohol even if a separate charge is not made for the wine. A PCC cannot get round this by asking for a donation instead of charging for the meal.

PCCs do not need to give a temporary event notice in order to have prizes of alcohol in raffles and tombolas.

A church hall may be let out for temporary events.

The process of giving a temporary event notice involves completing a form with several pages. Every temporary event notice given requires the payment of a fee of £21. A temporary event notice can be downloaded from the www.culture.gov.uk web site. A Google search against "temporary event notice" has a link direct to the site and gives more useful information.

It may be appropriate for a church hall to have a full premises licence to permit the sale of alcohol. There must be a personal licence holder who is the designated premises supervisor authorised to sell the alcohol from the premises.