

## **GUIDANCE FOR SUBMISSION OF TEMPORARY EVENT NOTICES (TENs) DURING COVID-19 RESTRICTIONS**

On 11 July 2020, the Government updated its guidance in relation to working safely during COVID-19. The updated guidance confirmed that performing arts can now take place outdoors with a socially distanced audience present. This means that outdoor theatres, opera, dance and music can now be resumed so long as they take place outside, with a limited and socially distanced audience, and the appropriate risk assessments in place.

[Guidance published by the Department for Digital Culture, Media and Sport](#) aims to help performing arts organisations, venue operators and participants in the UK understand how they can work and take part in the performing arts safely, and keep their audiences safe.

The licensing authority is mindful that the recent relaxation of restrictions may result in an increase in TENs being submitted for events in the open air. However, notwithstanding the possibility of small scale events taking place, there is still an ongoing requirement to prevent the occurrence of illegal gatherings which could contribute to an increase in the spread of the virus and potentially result in a local lockdown.

In order to assist event organisers to deliver a safe event using the TENs process, we would strongly advise that the best approach in organising your event is to ensure that you have conducted a thorough risk assessment for the proposed entertainment and, in particular, follow Government guidance in relation to COVID-19 measures so as to ensure that performers and members of the public alike are safe and the risk of transmission of the coronavirus is reduced. This risk assessment also needs to demonstrate how illegal gatherings will be prevented.

To reduce the potential risk of objections being made by the Police or Environmental Health in relation to any TEN given, it is strongly suggested that you submit the risk assessment you have undertaken at the same time you give notification of the TEN.

This will enable the authorities to properly consider the measures you intend to put in place and may well prevent possible objections which would result in either the event not going ahead under a late TEN or a formal hearing being necessary for a standard TEN.

Please do not hesitate to contact us if you have any queries prior to the submission of a Temporary Event Notice.

Licensing Department  
01962 848 188  
[licensing@winchester.gov.uk](mailto:licensing@winchester.gov.uk)

The following links may be of assistance to individuals and businesses who are thinking of organising an outdoor event or for indoor events such as theatres, music and performance venues from 1 August as highlighted by the Prime Minister on 17 July 2020:

[Press Release – Audiences back in theatres from 1 August](#)

[Health Protection \(Coronavirus, Restrictions\) \(No.2\) \(England\) Regulations 2020](#)

[Working Safely during coronavirus – Restaurants, pubs, bars and takeaway services](#)

[HSE’s template risk assessment](#)

[Guidance for people who work in performing arts, including arts organisations, venue operators and participants](#)

[Events Industry Forum – Making outdoor event gatherings happen again](#)

[Maintaining records of staff, customers and visitors to support NHS Test and Trace](#)

[Guidance for small marriages and civil partnerships](#)

[Closing certain businesses and venues in England](#)

[Guidance for providers of outdoor facilities on the phased return of sport and recreation in England](#)