**Licenses**

**It is important to keep a good record of when licenses are due for renewal and to nominate one or two people within the organisation who are responsible for ensuring that licenses are kept relevant and up to date.**

**Some licenses you may need:**

1. **Premises licence**

Premises licenses are most suitable when licensable activities are a regular occurrence.

[Government guidance](https://beta.lambeth.gov.uk/Business-rates-services-and-licensing/licensing-and-permits/Apply-change-or-pay-for-a-licence/Apply-for-a-licence/Apply-for-premises-licence) lists the licensable activities that a premises licence can authorise:

* *the sale by retail of alcohol*
* *the supply of alcohol by a club-to-club members and guests*
* *the provision of regulated entertainment, including plays, films, indoor sports, music and dancing, gambling*
* *the provision of entertainment facilities*
* *the sale of late-night refreshments (hot food or drink supplied between 11.00pm and 5.00am).*

Government guidance also states that *Premises licences can also be used for one-off events at which more than 500 people are expected to attend’*

See [Lambeth Council information on applying for a premises license in Lambeth](https://beta.lambeth.gov.uk/Business-rates-services-and-licensing/licensing-and-permits/Apply-change-or-pay-for-a-licence/Apply-for-a-licence/Apply-for-premises-licence).

1. **Temporary Event Notice (TEN)**

Temporary event notices can be used for events that may happen infrequently or just once. A small-scale event involves 499 people or less, including staff, performers and organisers.

A TEN is required if you:

* *intend to sell or supply alcohol at any time*
* *provide regulated entertainment at any time, or*
* *sell hot food/drink between 11.00pm and 5.00am.*
* *play amplified music to 200 - 499 people*
* *Will include a licensable activity*

Some exemptions from needing a TEN include:

* showing educational or promotional films
* films shown as part of an exhibition in a museum or gallery
* incidental music (live or recorded) being played due to an unrelated activity nearby
* Unamplified live music between 8am-11pm
* Amplified music between 8am-11pm in a community hall, village or church premises where premises are not licensed to sell alcohol.
* Television and radio broadcasts that are live (pre-recorded broadcasts require a license)

See [Lambeth Council information on applying for a temporary event notice in Lambeth](https://beta.lambeth.gov.uk/Business-rates-services-and-licensing/licensing-and-permits/Apply-change-or-pay-for-a-licence/Apply-for-a-licence/Apply-for-a-temporary-event-notice-%28TEN%29)

**Provision of regulated entertainment**

*Gambling activities and lotteries*

* If you intend to host an event involving form of gaming or gambling, such as organising a lottery, raffle or bingo event then you need to check whether you require a Premises or TEN license to do so.
* Incidental non-commercial lotteries at events such as fetes, festivals and fairs do not require a license if:
  + you do not take in over £100 to cover cost of running the lottery.
  + do not take more than £500 to cover cost of prizes.
  + any proceeds beyond covering cost of the lottery are contributing to a ‘good cause’ which participants are made aware of.

More information is available on the [Gambling Commission website](https://www.gamblingcommission.gov.uk/public-and-players/guide/page/how-to-run-a-fundraiser-with-lotteries-or-raffles-at-events)

*Theatre*

* You **do not** need a license to perform a play if it is between 8am-11pm to an audience of no more than 500 people.
* If it does not meet these criteria, then it is a licensable activity under the [Licensing Act 2003.](https://www.legislation.gov.uk/ukpga/2003/17/contents)

[See Government Guidance on Entertainment Licensing](https://www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act#do-i-need-a-licence-to-put-on-a-play-or-a-performance-of-dance)

1. **Copyright licensing**

**If you are showing films in public or playing music, you may need an additional copyright licence.**

**Screening film in public settings**

* You will need a 'non-theatrical’ license to screen a film in a public setting. This applies even if screening to a non-paying audience.
* You can check which film licensing and copyright company owns the rights to the films you intend to screen. The Independent Cinema Office has [useful guidance on different film licenses](https://www.independentcinemaoffice.org.uk/advice-support/what-licences-do-i-need/film-copyright-licensing/) you can purchase.
* You can either apply for a ‘**Single-title screening license**’ for one-off showings or an ‘**Umbrella license**’ if you intend to regularly screen films.
* If you plan to generate profit from a screening you must also have a premises license.

**The Music Licence (PPL PRS)**

* You will need a license if you are playing live or recorded music in what is considered a ‘public’ setting. This includes charity and community hall settings. Building owners are also responsible for gaining proper licensing for the music played on the premises (for example, if you have hired a room where music is played).
* Most copyrighted music is licensed by PRS or PPL. You can apply for a license with either organisation [online](https://pplprs.co.uk/themusiclicence/)
* You can specify in you room hire agreement that hirers are licensed themselves to play music. However, it is most common for the building/ organisation owner to gain licensing for the building or venue if they know this will be a regular occurrence.

* Some examples where you require music licensing include:
  + Background music playing in an office, public space, community hall
  + Event in a community hall with music playing incidentally
  + Staff party or private party in a non-domestic setting (i.e., in a private home with only friends and family)
  + Dance teacher playing a CD for her dance class in a community hall
* The performance of music includes activities such as:
  + Playing music from the radio
  + Playing music from an amplifier
  + Streaming music online or via any website
  + Playing incidental background music

You do not need a license if music is uncopyrighted or if music is played in a domestic setting for friends and family.

Charities and community organisations can apply for a music license discount - see [Charity & Community Events Discount Policy](https://pplprs.co.uk/themusiclicence/sectors/charity/)