

TEMPORARY USE NOTICE

Q What is a Temporary Use Notice (TUN)?

A **Temporary Use Notice (TUN)** is a notice which authorises a person or an organisation to conduct gaming activities for a temporary period of time at a particular premises; however, a TUN may only be granted if the premises user is already in possession of a relevant operating licence, as issued by the Gambling Commission.

Q What activities are permitted?

The gaming activities which the operator wishes to permit under the notice can only be those endorsed by the Gambling Commission, and must fall within the catalog of activities for which the operator is authorised to provide under the operating licence.

Q. What restrictions are imposed on the use of TUNs?

A premises may not be the subject of a TUN for more than 21 days in any 12 month period; however, the premises may be the subject of more than one notice on the provision that the total number does not exceed 21 days.

Q What information is required on the TUN?

The notice must be in the prescribed form and set out details of:

- The premises address
- The proposed gaming activities
- The period of time during which the notice shall be in effect
- The hours during which the activities shall take place
- Whether or not any activities specified within another TUN have taken place - or will take place – on the premises during the period of 12 months ending on the last day of the period specified in this notice

Q When should a TUN be submitted?

A Temporary Use Notice must be given to the local authority at least 3 months prior to the date when the notice shall be in effect.

Q To whom should the TUN be served?

Aside from this Licensing Authority, a copy of the notice must be given to the following responsible authorities:

- The Gambling Commission, Victoria Square House, Victoria Square, Birmingham, B2 4BP
- The Licensing Sergeant, C/o Council Offices, 37 Pembroke Road, London W8 6PW

- HM Revenue and Customs, National Registration Unit, Portcullis House, 21 India Street, Glasgow, G2 4PZ
- In cases where the premises are situated in the area of more than one licensing authority, the notice may give the notice to either authority, and shall give a copy to the other authority

Q Is there a fee involved for a TUN?

Yes, please check the Council's website for the current fee or contact the licensing team. **Application fees are non-refundable in the event that an application is withdrawn or rejected.**

Licensing Team
Council Offices
37 Pembroke Road
London
W8 6PW
020 7341 5152

Please note that a copy of the notice must be displayed on the premises for the duration of the event.