

# Hammersmith And Fulham Council

## TEN APPLICATION – CALCULATING 10 WORKING DAYS

Example: You are planning an event for **4<sup>th</sup> June 2006**.

Latest Date for receipt of TEN

### May

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6 *	7 *
8	9	10	11	12	13 *	14 *
15	16	17	18	19 1 working day	20 *	21 *
22 2 working days	23 3 working days	24 4 working days	25 5 working days	26 6 working days	27 *	28 *
29 *Bank Holiday	30 7 working days	31 8 working days				

### June

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 9 working days	2 10 working days	3 *	4 *
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

\* Don't count these, they are not working days

**Date of Event**  
Count back 10 working days from the date of the event

Therefore, for an event on 4th June 2006:

- Any TEN received on or before 18th May, 2006 would be accepted
- Any TEN received on or after 19th May would have to be rejected

**We need to receive your TEN 10 working days before the date of the event (exclusive of the day of the event AND exclusive of the day of service), our Policy Statement advises that you give at least 28 days notice. Remember, the earlier you submit your application the better in case there are any problems with your Notice.**