



## Application for an Occasional Licence

To:

**Clerk to the Licensing Board  
Clackmannanshire Council  
Kilncraigs  
Alloa  
FK10 1EB**

Before Completing this Form Please Carefully Read the Guidance Notes issued along with the Application. If completing by Hand Please Write Legibly in **BLOCK CAPITALS**. In all Cases Ensure that your Answers are Inside the Boxes and Written or Typed in **BLACK INK**. Use additional sheets if necessary.

You May Wish to Keep a Copy of the Completed Form for Your Records.

1. Licence Details (see note 1)	
I am a :- (please tick one only)	
Premises Licence Holder	<input type="checkbox"/>
Personal Licence Holder	<input type="checkbox"/>
Representative of a Voluntary Organisation	<input type="checkbox"/>
Representative of a Members Club	<input type="checkbox"/>
Name and Address of Premises	
Licence number and Issuing Licensing Board (if applicable)	
Personal licence number (if applicable ) Issuing Licensing Board	

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Name of voluntary organisation or Members Club (if applicable)			
Name of Personal Licence Holder and Licence No. of person responsible for authorising sales of alcohol at event (see guidance notes)			
<b>2. Personal Details</b>			
Full Name	Surname	First Name	
If you are applying on behalf of a Club or voluntary organisation please state your position in that club/organisation or provide other evidence that you are authorised or entitled to apply on their behalf.			
Address where ordinarily resident to be used for correspondence purposes.			
Telephone Number			
Email Address (if you would prefer us to correspond with you by email)			
Age, Date & Place of Birth	Years	Date of Birth	Place of Birth
<b>3. The Premises (See note and answer fully)</b>			
Description of Premises -			
Full Postal Address of Premises which this Application Refers to			

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Description of Activities to be Carried on in the Premises ( <b>see note and answer fully</b> )	
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Approximately how many persons will attend event ?	
Will Stewards to be provided ?	Yes/No
Is food to be provided at the event	Yes/No
If Yes - please provide details	

#### 4. Duration of Licence

Start Time and Date	End Time and Date

#### 5. Alcohol Consumption

Is Alcohol to be sold for consumption on the premises?	Yes/No
Is Alcohol to be sold for consumption off the premises?	Yes/No
Provide details as to hours required when alcohol will be sold on/off* the premises *delete as appropriate	
Times for sale of alcohol for consumption - On premises	Times for sale of alcohol for consumption - Off premises

Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises
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<b>6. Children</b> (This section must be completed where alcohol is for sale for consumption on the premises)			
Are children or young persons permitted entry?		Yes/No	
<b>If Yes - the remainder of this section must be completed</b>			
Will Children (0-15yrs) and Young Persons (16 &17 yrs) require to be accompanied by a parent or person over the age of 18 yrs?			
Ages of Children of Young Persons Permitted Entry		Times at which Children or Young Persons Permitted Entry	
Parts of Premises to which Children or Young Persons Permitted Entry			
<b>7. Signature and Declaration by Applicant</b>			
<b>DECLARATION</b>			
<b>IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION</b>			
(Criminal Law (Consolidation) (Scotland) Act 1995 Section 44(2)(b))			
The contents of this Application are true to the best of my knowledge and belief			
Signature		Dated	

## \* Data Protection Act 1998

The Information on this Form May be Held on an Electronic Public Register Which May be Available to Members of the Public on Request

Checklist	
I have made or enclosed payment of the fee for the application	

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## NOTES

1. Section 56 of the Licensing (Scotland) Act 2005 provides that only:-

- The holder of a premises licence;
- The holder of a personal licence; or
- A representative of any voluntary organisation

is eligible to apply for an occasional licence

2. Where alcohol is to be sold for consumption on the premises, the Act requires that a clear statement be made as to whether children or young persons are to be allowed entry and, if they are a statement of the terms on which they are allowed entry

3. Data Protection Act 1998

The information on this form may be held on an electronic register which may be available to members of the public on request.

4. Information on the Licensing (Scotland) Act 2005 is available on the website of the Scottish Parliament

[http://www.opsi.gov.uk/legislation/scotland/acts2005/asp\\_20050016\\_en\\_1](http://www.opsi.gov.uk/legislation/scotland/acts2005/asp_20050016_en_1)

**Clackmannanshire Licensing Board has a duty to protect public funds that it administers and may use this information for the prevention and detection of fraud. For more details, please contact The Councils, Senior Auditor, on telephone number 01259 452047**

*If you require any further information please contact the Licensing Administrator on telephone number 01259 452093 or email address [licensing@clacks.gov.uk](mailto:licensing@clacks.gov.uk)*