



Licensing (Scotland) Act 2005 Guidance Notes - Application for an Occasional Licence

Before completing an application for an Occasional Licence please carefully read these guidance notes.

Clackmannanshire Licensing Board require you to lodge your application at least 42 days prior to the event to be able to guarantee to consider your application

LICENCE DETAILS

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

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

is eligible to apply for an occasional licence

When completing question 1 please **tick** whether you are a Premises Licence Holder, a Personal Licence Holder, a representative of a voluntary organisation or a representative of a members club.

If you are the holder of a Premises Licence please include the Name of the premises, the licence Number and the issuing Board.

If you are a Personal Licence holder please include the licence number and issuing Board.

If you are a voluntary organisation please clearly identify the name of the voluntary organisation and likewise clearly identify the name of the members club that you represent.

If you are the holder of a Premises or Personal Licence and your occasional licence is granted, it will be subject of a mandatory condition that ***"every sale of alcohol made on the premises to which the licence relates must be authorised (whether generally or specifically) by the holder of a Personal***

Licensing Board



Clackmannanshire
Council

www.clacksweb.org.uk

Licence. Please provide details in the box provided of the Personal Licence holder who will be responsible for this function. In most cases it will be expected this Personal Licence Holder will be at the event.

PERSONAL DETAILS

Clearly identify your title, enter your surname, forename(s), date of birth and home address as required. Please take time to include the post town and postal code in the correct section of the form. Please also provide contact telephone numbers as it is likely that the Licensing Standards Officer and the Police will need to make contact with you to verify the contents of your application for an Occasional Licence. If you would like us to correspond with you via e-mail please include an e-mail address.

If you are applying on behalf of a members club or voluntary organisation please state your position e.g. Secretary/President. If you are not an office bearer in the organisation please provide some evidence that you are entitled or authorised to make licensing applications on behalf of the Club or Organisation.

THE PREMISES (where the event is to be held)

Please describe the premises carefully and include information in relation to the parts of the premises which you wish to be licensed. This would include for example, the "main hall only" if it were only part of a building your were seeking to licence. If the premises you intend to be licensed are temporary or mobile premises such as a marquee, trading stall or vehicle please describe fully and provide dimensions of the stall and the precise location where this marquee/stall will be sited for the duration of the event.

Please provide the full postal address including the post code of the premises to be licensed if the premises are of a temporary nature please also include a map or plan showing the proposed location that temporary premises will be located for the duration of the event. A simple sketch will suffice for this purpose.

Activities (during the event)

Please provide details and a description of the activities to be carried on the licensed premises during the event. This should include information relating to the activities to take place for example, bingo night, race night, other sporting event. It should also include a reference to whether there will be dancing, adult entertainment, stand-up comedians or other live performances, live music or televised sports and any other relevant information. This information is required to enable Licensing Board to make a decision on your application. For birthday parties please provide the age, date of birth, name and address of the subject. For other family celebrations please provide the name/address of the subject(s)

Please provide information as to approximately how many persons will attend the event.



Please answer yes or no as to whether or not stewards will be provided at the event. Please bear in mind that certain circumstances stewards may be required as a condition of the licence. If stewards are required or are provided they should be properly licensed by the Security Industry Authority. It is the responsibility of the Licence Holder to ensure that all such stewards are properly licensed where required.

Food

Please provide details of any food being provided at the event. If possible advise us who, is providing the food for the event or if family members at the event are simply providing food/buffet. If possible advise what time the buffet or food will be available or served and when the food will arrive at the premises or venue.

DURATION OF LICENCE

Please provide the start time and date as well as the end date and time of the event. This will not necessarily be identical to the times during which you wish to serve alcohol but should reflect the times during which the event will take place.

CONSUMPTION OF ALCOHOL

Please answer the questions relating to whether or not alcohol will be sold for consumption **on** the premises, for consumption **off** the premises or both.

Please provide details as to the hours requested when alcohol will be sold on and off the premises. Please bear in mind that alcohol can only be sold for consumption off the premises between the hours of 10am and 10 pm. Alcohol sold for consumption off the premises must be removed from the premises by no later than 10.15pm.

Please also note that no alcohol can be consumed on or removed from the licensed premises after a period of 15 minutes has elapsed after the end of the licensed hours.

Please provide a statement as to the times during which activities other than the sale of alcohol will take place. It may be that some events will start prior to the sale of alcohol commencing or continue after sales of alcohol have stopped.

CHILDREN AND YOUNG PERSONS

In the terms of the Licensing (Scotland) Act 2005 children are defined as "persons under the age of 16 years". Young persons are defined as " persons who are 16 or 17 years of age. When completing the following section please remember to differentiate between children and young persons.

Licensing Board



**Clackmannanshire
Council**

www.clacksweb.org.uk

In **Part 1 of question 6** please identify whether or not children and young persons will be required to be accompanied by an adult over the age of 18 for the duration of the event.

Please provide a statement of the ages of children and young persons who will be allowed to attend the event. The answer in relation to this question should simply be a figure showing the minimum and maximum ages (for example 0 -17 years). Details of individual children or young persons attending are not required.

Please detail the times during which children and young persons will be

permitted entry to the occasion. You should carefully consider the implications of Licensing Objective "Protecting Children from Harm" when completing this section and with that in mind it may be appropriate to have different times at which children and young person will be allowed to remain at the event.

Please identify the parts of the premises to which children and young persons are to be permitted entry. (Generally the term "All Public Areas" will apply, but some circumstances may require further description).

DECLARATION

Please sign and date the form and remember to enclose the fee which is currently set at £10.00. It is an offence to make a false declaration in or in connection with this application.

Please return the completed form together with the relevant fee to:

**The Licensing Administrator
Clackmannanshire Council
Kilncraigs
Alloa
FK10 1EB**

If you require any further information please contact the Licensing Administrator on telephone number 01259 452093 or email address licensing@clacks.gov.uk