

EAST RENFREWSHIRE LICENSING BOARD
LICENSING (SCOTLAND) ACT 2005, SECTION
68 EXTENDED HOURS APPLICATION

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form 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.

This application should only be completed by the Licence Holder of the appropriate Premises Licence or their Agent.

| Section 1: PREMISES LICENCE DETAILS | | | |
|--|--|-------------------------|--|
| a) Premises Licence Number | | | |
| b) Name and address of premises: | | | |
| | | | |
| Post Code | | Telephone Number | |
| c) Full Name and address of current licence holder: | | | |
| | | | |
| Post Code | | Telephone Number | |
| Section 2: Nature of Extended Hours Application | | | |
| a) Details of Event: | | | |
| <p>This application is in relation to- (Tick relevant box)</p> <p>a special event or occasion to be catered for on the premises, <input type="checkbox"/></p> <p>or an event of local or national significance <input type="checkbox"/></p> <p>will children be present Y/N</p> <p>if so how many and please provide ages</p> | | | |

b) Provide details of event to which application relates and reasons why the extended hours are required: (see note 1)

c) Duration of Extended Hours Application (See note 2)

Provide the proposed duration that the Extended Hours Application is to have effect

| | | | |
|-------------------|--|-----------------|--|
| Date From: | | Date To: | |
|-------------------|--|-----------------|--|

If the extension is **not** to have effect every day during the proposed duration, then provide further details of the days that the extension is to have effect:

d) Times that Extended Hours Application will have Effect (See note 3)

| | | |
|---|------------|--|
| Times for sale of alcohol consumption on premises: | for | Times for sale of alcohol for consumption off premises; |
| | | |

Section 3: CHECKLIST

| | |
|---|--|
| I have made or enclosed payment of the fee for the application Please tick | |
|---|--|

8. Signature and declaration by applicant (see note 4)

DECLARATION

The contents of this Application are true to the best of my knowledge and belief.

Signature Print Name

Date

Capacity : APPLICANT / AGENT (delete as appropriate)

Telephone number and email address of signatory

.....

Postal Address of signatory

.....

.....

NOTES

1. In terms of Section 68 of the Licensing (Scotland) Act the Licensing Board may extend the licensed hours if it **considers it appropriate** to do so in connection with a special event or occasion to be catered for on the premises, or an event of local or national significance.
2. In terms of Section 68(2) of the Licensing (Scotland) Act 2005, the duration applied for may not exceed a period of **one month**.

Please ensure that the 'from' and 'to' dates of the proposed duration reflect the days on which the **extension** should begin and end.

(e.g. A Premises Licence allows a premises to trade until 00:00 and said premises lodges an extended hours application to trade until 01:00 in respect of a special event – such as a Wedding Reception. If the Wedding Reception takes place on a Friday evening, then the Extended Hours Application should specify the start date as the Saturday from 00:00 to 01.00 and not Friday – since the extension would not take effect until 00:00 on the Saturday morning.)

3. An Extended Hours Application does not allow a premises to sell alcohol for consumption off the premises if the relevant Premises Licence only allows the sale of alcohol on the premises and vice versa.

An extension of hours for the sale of alcohol for consumption off premises cannot extend outwith the hours of 10.00 to 22:00.

4. 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.

The information you supply on this form will be used by East Renfrewshire Board to process your application for a licence. We will also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records and for certain research and statistical reasons. The Licensing Board will use this information because we need to do so in terms of the Licensing (Scotland) Act 2005. The information will be shared with Police Scotland in full and a redacted version will be shared with other statutory consultees including community councils, The NHS, the licensing standards officer, and neighbouring property owners in some cases. This is necessary to provide this service and to fulfil the council's legal obligations in terms of the Act and to perform a task carried out in the public interest. We also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as outlined by law.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

If you do not have access to a computer and wish a paper copy please let us know by contacting Business Support, Licensing, Chief Executives Department, Council HQ, Rouken Glen Road, G46 6UG

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to East Renfrewshire Licensing Board. We will use the information in the same way as your personal information and may verify the information you have given with the person and may use it as if it is your information and to assist in determining your application.