

FEE: £10

EAST RENFREWSHIRE LICENSING BOARD

LICENSING (SCOTLAND) ACT 2005 S.56

APPLICATION FOR OCCASIONAL LICENCE

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.

1. LICENCE DETAILS (see note 1)	
Premises licence number (if applicable)	
Personal licence number (if applicable)	
Name of voluntary organisation (if applicable)	

2. PERSONAL DETAILS			
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)			
Surname			
Forenames			
DATE OF BIRTH	Day	Month	Year
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES			
TELEPHONE NUMBERS			
Daytime			
Evening			
Mobile			
FAX NUMBER			

E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)

3. THE PREMISES

Description of premises

Description of activities to be carried on in the premises

Full postal address of premises which this application refers to

4. DURATION OF LICENCE

From:

To:

(Note: for a period of not more than 14 days)

5. IS ALCOHOL TO BE SOLD ON & OFF THE PREMISES YES/NO* - PROVIDE RELEVANT DETAILS AS TO HOURS REQUESTED 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

6. CHILDREN (see note 2)

This section must be completed where alcohol is for sale for consumption on the premises

Are children or young persons permitted entry? YES/NO (if answered yes the remainder of this section must be completed)

Ages of children or young persons permitted entry

Times at which children or young persons permitted entry

Parts of premises to which children or young persons permitted entry

7. CHECKLIST

I have

Please tick yes/no

Enclosed a copy of my licence or constitution
(for voluntary Organisations)

Yes

No

Made or enclosed payment of the fee for the application

Yes

No

8. Signature and declaration by applicant (see note 3)

DECLARATION

IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

(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

DATE

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. Completed application forms together with the statutory fee (currently £10) together with a copy licence (or constitution in the case of a voluntary organisation) should be sent to the Clerk to the East Renfrewshire Licensing Board, Eastwood Park, Rouken Glen Road, Giffnock, East Renfrewshire, G46 6UG at least 28 working days prior to the date for which the Occasional Licence is required. Please note the fee is non-refundable.

5. Further information is available from the Clerk to the East Renfrewshire Licensing Board. Telephone Mrs McAuley on 0141 577 3014 or the Licensing Standards Officer, Dominic McMahon on 0141 577 3751.

Where an applicant holds a current licence granted by a Licensing Board other than East Renfrewshire Licensing Board, such licence (or a copy thereof) must accompany this application, unless such current licence (or copy) has already been exhibited to the Clerk of East Renfrewshire Licensing Board.

6. Voluntary organisations: Please note that a Licensing Board may issue in respect of any voluntary organisation in any period of 12 months:-

(a) not more than 4 occasional licences each having effect for a period of 4 days or more,
and

(b) not more than 12 occasional licences each having effect for a period of less than 4 days,

Provided that, in any period of 12 months, the total number of days on which occasional licences issued in respect of the organisation have effect does not exceed 56. For the avoidance of doubt the 12 month period will run from 1 January to 31 December in each year.

7. Information on the Licensing (Scotland) Act 2005 is available on the website of the Scottish Parliament (<http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>)

he 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.