



LICENSING (SCOTLAND) ACT 2005

GUIDANCE FOR THE COMPLETION OF THE APPLICATION FOR AN OCCASIONAL LICENCE

*Before completing an application for an Occasional Licence **please carefully read these guidance notes**. If you do not follow this guidance and answer every question accurately your application may be returned to you and this may delay the determination of your application.*

*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.*

This guidance should be read along with Clackmannanshire Licensing Board's current Statement of Licensing Policy.

1. 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. **Please ONLY TICK ONE BOX**

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 applying on behalf of a Voluntary Organisation you will be asked to provide written evidence that you are an authorised representative of that organisation and are entitled to apply for an occasional licence on their behalf. Where an occasional licence is issued to a representative of a voluntary organisation you must remember that alcohol can only be sold at an event connected with the voluntary organisation's activities. The purpose of the event and how it is connected to the Organisation's

activities must be clearly declared in the event details section of the application form

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 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 for its entire duration..

2. 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. **Please include an e-mail address, as this is the simplest way for us to communicate with the applicant and event organiser (if different)**

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 written evidence that you are entitled or authorised to make licensing applications on behalf of the Club or Organisation.

3. THE PREMISES (where the event is to be held)

Please describe the premises fully and carefully (how many levels, detached or semi detached, commercial area or mixed commercial residential etc) 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 you 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.

The Licensing standards Officer may wish to visit the proposed venue prior to the event.

Activities (during the event)

Please provide full 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 the 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 contact details for the event organiser (including telephone number and email).

Please provide details of any performers, It will not be sufficient to say "live Band.

Provide details of any organisations involved in promoting the event, or who are event sponsors or beneficiaries.

Provide a link to any website where the event is being promoted or where ticket sales are being made.

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

Please answer yes or no as to whether or not **SIA Licensed stewards** will be provided at the event. Please bear in mind that in certain circumstances SIA Licensed stewards may be required as a condition imposed on the licence. If stewards are required you will be required to provide the details and badge numbers of the Stewards in advance of the event so that verification checks can be made by the Licensing Standards Officers or the Police. 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. Provide a contact name, telephone No and email address for all food suppliers.

4. 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.

5. 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.

****IMPORTANT** This section is regularly marked by applicants as "N/A", please answer fully**

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. This box should contain an itinerary or schedule of events. It should include the approximate start and finish times of live and recorded music, anticipated service time of meals and buffets. Details of the planned timings of any performances, presentation and speeches. Any other activity taking place should be detailed with the anticipated start and finish time

6. 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.

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 the numbers of individual children or young persons attending should be provided if known. Please answer this question accurately as it will affect the way in which your application is assessed.

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 and Young Persons 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).

If your event includes the attendance of very young children (Under 5's) you may be asked to provide an additional statement to demonstrate how you will manage compliance with the protecting children and young persons from harm licensing objective

7. AGE VERIFICATION POLICY.

It is a mandatory condition of every occasional licence that the licence holder has an age verification policy for use on the premises during the licensed period. The policy must detail the steps the licensee (and all staff) will take to verify the age of any persons who appears to the seller of alcohol to be **under the age of 25 years of age**. There are no exceptions to this rule and you and any staff authorised to make sales of alcohol may be asked to provide evidence of the age verification policy in use at your event. It is recommended that the policy is in writing, is explained to all members of staff and a copy of the policy is submitted with your application. A copy should be kept with the licence at the event.

8. 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.

9. PUBLIC ENTERTAINMENT LICENCE (PEL)

Premises that are only licenced to sell alcohol under an occasional licence may also need to hold a Public Entertainment Licence, for any entertainment that is offered at the event. Please ensure that you have answered the question that relates to a PEL, and that you understand the requirements for PEL Licensing before submitting your application.

Note

If you require any further information or assistance in the completion of an application for an Occasional Licence please contact either the, Licensing Standards Officer, or Licensing Administrator on 01259 450000.