

EAST LoTHIAN LICENSING BOARD

Licensing (Scotland) Act 2005

Application for Extension of Licensed Hours

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. Application must be lodged 14 days prior to the event.

You may wish to keep a copy of the completed form for your records.

| 1. LICENCE DETAILS (see note 1) | |
|--|--|
| Premises licence number | |
| Premises name and full postal address (including post code, which this application refers to) | |
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| | |
| | |

| 2. APPLICANTS DETAILS | |
|--|--|
| Name of individual | |
| Company/Partnership | |
| TELEPHONE NUMBERS | |
| Daytime | |
| Evening | |
| Mobile | |
| FAX NUMBER | |
| EMAIL ADDRESS (if you would prefer us to correspond you by e-mail) | |
| | |

| 5. PROVIDE EXTENDED HOURS APPLIED FOR (see notes 2 and 3) | | |
|---|-------------------|---------------|
| Day | Commencement Time | Terminal Hour |
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |

| |
|-------------------------------|
| 4. DURATION OF LICENCE |
| From: [enter date] |
| To: [enter date] |

| |
|---|
| 3. THE EVENT OR OCCASION |
| Specify the type of event or occasion to be catered for on the premises and the organiser |

| | |
|--|--------|
| 7. CHECKLIST (Please tick yes/no) | |
| • I have Made or enclosed payment of the fee for the application | YES/NO |

| | |
|---|------|
| 8. SIGNATURE AND DECLARATION BY APPLICANT (see note 4) | |
| DECLARATION | |
| <i>IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION</i> | |
| The contents of this Application are true to the best of my knowledge and belief. | |
| SIGNATURE | DATE |

NOTES

- Section 68 of the Licensing (Scotland) Act 2005 provides that the holder of a premises licence is eligible to apply for an extension of licensed hours in connection with:-
 - a special event or occasion to be catered for on the premises, or
 - a special event of local or national significance.
- This application must be lodged at least 28 working days before the event. This excludes the day of the event and the day of lodging. Delivering on a Saturday, Sunday, after 5pm or on public holidays is not lodging.
- The extension of licensed hours may be for such period as is specified in the application or such other period as the Board considers appropriated, but it must not exceed one month.
- 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
- 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>)

6. East Lothian Licensing Board may extend the licensed hours as per Section 68 of the Act. It should be noted that, as per the Statement of Licensing Policy 2018 -2023, the following considerations will be applied to each application:

Each extended hours' application will be assessed on its own merits. When the extended hours sought, in respect of on sales premises, fall outwith the on sales policy hours as appropriate to the premises, the applicant will require to demonstrate to the Board that there are good reasons for the hours sought and that the hours are appropriate in the circumstances.

The Board will not grant an extended hours application where the applicant fails to satisfy the Board that a genuine special event is taking place and the application merely relates to extra drinking time. Where the applicant is seeking extended hours they must clearly demonstrate to the Board in their application the nature of the special event taking place.

The Board considers that this approach is consistent with the objective of protecting and improving public health.

The applicant will require to provide the Board with sufficient information to enable a decision to be made. This information will include: -

- the hours sought
- a detailed description of the special event or occasion
- the proposed activities to take place during these hours
- when each activity will take place
- why the event or occasion is considered to be special
- why the event or occasion cannot take place within the on sales policy hours appropriate to the premises.

The Board will not normally grant applications for early drinking prior to travelling to sporting events.