



LICENSING (SCOTLAND) ACT 2005, SECTION 142

OCCASIONAL LICENCE APPLICATION FORM

Before completing this form please read the guidance notes.

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) _____

2. PERSONAL DETAILS (cont)

Address where ordinarily resident to be used for correspondence purposes

Post town _____ Post code _____

Telephone Numbers

Daytime Tel. _____ Evening Tel. _____

Mobile No. _____

Fax No. _____ Email _____

3. THE PREMISES

Description of premises

Description of activities to be carried on in the premises – (including number of persons expected to attend)

Full postal address of premises which this application refers to _____

4. DURATION OF LICENCE

Date: From _____ To _____

Time: From _____ To _____

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.

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 for yes) made or enclosed
payment of the fee for the application

YES ☐

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

DECLARATION

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 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 2018

The information on this form may be held on an electronic register which may be available to members of the public on request.

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

**PLEASE SUBMIT THIS SHEET WITH YOUR
OCCASIONAL LICENCE APPLICATION FORM**

SUPPLEMENTARY INFORMATION

1. Event

(a) Please detail the type of event (e.g. birthday party, anniversary, ceilidh, etc.)

(b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc.)

2. Attendance

(a) Approximately how many people are expected to attend?

(b) How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)

(c) In the main, what age group will form the majority of those attending?
Please tick one box

☐ Under 18 ☐ 18 – 30 ☐ 30 – 50 ☐ over 50

2. (cont)

- (d) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)
-

3. Stewarding

Please note it is an offence under the Private Security Industry Act 2001 to employ unlicensed door stewards.

Unpaid volunteers performing this function are not covered by the Act. More information can be found at Security Industry Authority.

- (a) Please state the number, if any, of stewards to be employed at the event.
-

- (b) Of that number, please state how many will be SIA registered stewards and how many will be volunteers.
-

4. Layout Plans

Please indicate if –

- (a) there is a plan attached to a Public Entertainment Licence issued for the premises; or
- (b) the premises relate to a members club which has been issued with a premises licence; or
- (c) if neither of the above, please attach a detailed layout plan of the venue with the application
-
-
-

5. Applications Lodged by Voluntary Organisations or Members Clubs Only

Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December

6. Will alternatives to glass receptacles be provided?

7. To what standard will those serving alcohol be trained?

Please provide details of any training certificate held.

LICENSING OBJECTIVES

All holders of occasional licences must demonstrate how they will promote the 5 Licensing Objectives. Please provide practical examples of what you plan to do to comply with each objectives.

8. How will you prevent Crime and Disorder at the event?

9. How will you secure Public Safety at the event?

10. How will you prevent Public Nuisance at the event?

11. How will you promote and protect Public Health at the event?

12. How will you protect Children from harm at the event?

SIGNATURE AND DECLARATION BY APPLICANT

**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 _____