EAST LOTHIAN
LICENSING
BOARD

LICENSING (SCOTLAND) ACT 2005, SECTION 142

APPLICATION FOR OCCASIONAL LICENCE GUIDANCE

REFERRAL NOTES FOR COMPLETING APPLICATION FORM

1. Application to be sent to: Licensing
   John Muir House
   Haddington
   East Lothian EH41 3HA

2. The application requires to be lodged not later than **42 days** prior to the date of the function together with the appropriate fee.

3. For marquee or outside events – A copy of a detailed plan should be lodged with the application, showing the area and grounds which are required to be licensed.

4. The Board can only consider applications for Occasional Licence applied for by such person whom are listed below:

   i) the holder of a premises licence
   ii) the holder of a personal licence and
   iii) a representative of any voluntary organisation

5. Applicants should advise Council's Environment and Consumer Services Department on **01620 827365** of any intention to prepare and serve food at the function. Applicants should also advise what toilet facilities are to be provided.

6. Applicants should advise Council's Environmental Protection Department on **01620 827365** if they are intending to have live or amplified music.

7. It is the policy of the Licensing Board that events that are predominantly organised for children should not necessarily attract the need for an alcohol licence to be granted in relation to it. Therefore, applications for events mainly focused towards children and families, where the majority of attendees will be children, young persons and families, will be required to justify why an alcohol licence is required and may be required to attend a Licensing Board hearing for a determination.