

## **Licensing (Scotland) Act 2005 Guidance on Applying for an Extended Hours**

**Before lodging your Extended Hours application please ensure that you have read the following guidance.**

1. What is an Extended Hours application?
2. Who can apply?
3. How do you apply?
4. What needs to accompany the application?
5. How much is the application fee?
6. How will the application be processed?
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8. What happens after my application is granted?
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### **1. What is an Extended Hours application?**

The Licence Holder of a current Premises Licence issued under the Licensing (Scotland) Act 2005 can apply to the Licence Board for an extension of their licensed hours under section 68 of the 2005 Act. The application can specify a duration of up to one month and can only be made in relation to

- a special event or occasion to be catered for on the premises; or
- a special event of local or national significance.

### **2. Who can apply?**

An application can only be made by the Licence Holder of the relevant Premises Licence or their authorised Agent.

### **3. How do you apply?**

To apply for Extended Hours you should complete the appropriate application form and submit it to the Licensing Authority with the relevant fee and where necessary, supporting documents.

By Email:

To [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk). You must also email any supporting documents and proof of the relevant fee being paid.

By Post:

Licensing  
East Lothian Council  
John Muir House  
HADDINGTON  
EH41 3HA

In Person:

Your application can be submitted at any of our local offices:

|                       |              |                         |
|-----------------------|--------------|-------------------------|
| Bleachingfield Centre | Brunton Hall | George Johnstone Centre |
| Countess Crescent     | Ladywell Way | 35 Winton Place         |
| DUNBAR                | MUSSELBURGH  | TRANENT                 |
| EH42 1DX              | EH21 6AF     | EH33 1AE                |

Please note, staff cannot complete the form for you.

#### **4. What needs to accompany the application?**

There is no requirement to provide specific documentation with every application. If your application relates to an event, such as a music or festival it may be helpfully to provide evidence of your involvement such as an event management plan. In certain circumstances the Licensing Board may request that further documentation is provided prior to the application being determined.

#### **5. How much is the application fee?**

The fees charged for an Extended Hours Application is set by the Scottish Government and cannot be changed by the Licensing Board.

The current application fee is £10.

Applications lodged in person can be paid by Cash, Cheque, Postal Order or Credit/Debit Card.

Applications lodged by post can be paid by Cheque or Postal Order only (**Do not send cash by post**).

Payments can be made online at [Pay for it | East Lothian Council](#)

Cheque and Card payments will only be accepted from the applicant or their registered agent.

Cheques should be made payable to East Lothian Council

**APPLICATION FEES WILL NOT BE REFUNDED IF AN APPLICATION IS WITHDRAWN OR REFUSED**

## **6. How will the application be processed?**

Once an application has been received copies are sent to Police Scotland and the Council's Licensing Standards Officer for reports. Both have 10 days in which they may respond to the Licensing Board. Once reports have been received the application will be reviewed by the Clerk to the Licensing Board. The Clerk will consider the terms of the application and any policy issues highlighted by the reports before deciding whether or not to grant, amend or refuse the application. If the Clerk cannot determine the application, it will be referred to the Licensing Board.

Please be aware that if an objection or representation is received then your application may not be reviewed by the Clerk. Instead it will be referred directly to a meeting of the Licensing Board for consideration. If this happens you will receive letter requesting your attendance at the meeting and explaining the reason you are being called. Although you are not legally required to attend it is recommended that you do so. We will contact you, in writing, after the meeting to advise you of the Licensing Board's decision

## **7. How long will it take to process the application?**

Applications should be lodged not less than 6 weeks before their intended start date. Exceptional circumstances may be considered in a shorter timeframe by the Clerk to the Board.

## **8. What happens after my application is granted?**

You will receive notification advising that your application has been granted and an attached licence.

## **9. What happens if my licence is refused?**

You will receive notification advising that your application has been refused.

## **10. Other FAQs**

**What are Licensed and Unlicensed Premises?** "Licensed Premises" hold a Premises Licence issued under the 2005 Act that allows them sell alcohol on a daily basis – traditional public houses, nightclubs or dedicated off sales are examples of "Licensed Premises". "Unlicensed Premises" simply refers to any premises other than those that are "Licensed" to sell alcohol on a continual basis.

### **Can I get further information?**

Yes. If you have any further questions about the application process, the Licensing team will be happy to assist you. Please note that the Licensing Team cannot offer you legal advice.

You can contact the Licensing Team by phone or email:

Phone: 01620 827664

Email: [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)