

Occasional Extensions / Occasional Licences

Occasional Extensions

The Licensing Boards may extend the licensed hours in respect of premises by such period as the Boards consider appropriate. The Boards will normally only do so in connection with

- (i) a special event or occasion to be catered for on the premises, or
- (ii) a special event of local or national significance.

The grant of an extension of licensed hours can only last for 1 month.

Where the hours sought fall outwith the on-sales hours specified in this statement, the applicant will require to demonstrate the hours requested are appropriate in the circumstances. The applicant shall provide the Boards with sufficient information to enable a decision to be made. This will include –

- the hours sought
- the description of the special event or occasion
- what activities are proposed to take place during those hours
- when each activity will take place
- how the request complies with the licensing objectives.

The Boards will have complete discretion as to whether they grant the application taking into account any objections and representations. The Boards may hold a hearing for the purpose of determining any application, but this is not mandatory. Where the Boards do not hold a Hearing, the Boards will ensure that before determining the application, the applicant is given an opportunity to comment on any objections or representations.

On occasions of local, national or possibly international significance the Boards have the authority to apply a general extension of licensing hours.

The Boards will notify those affected of the granting of any general extension of hours. Such grants will always be posted on the Licensing Section of Aberdeenshire Council's website at –

www.aberdeenshire.gov.uk

Occasional Licences

It is possible to make an application for an occasional licence authorising the sale of alcohol on premises which are not licensed premises. This may be made by –

1. The holder of a premises licence, or
2. The holder of a personal licence, or
3. A representative of any voluntary organisation (includes registered clubs)

An occasional licence can last up to a maximum of 14 days.

The holders of a premises licence or a personal licence may make unlimited applications.

There are restrictions on the number of applications a voluntary organisation or registered club can make, in any period of 12 months –

- not more than 4 occasional licences each having effect for a period of 4 days or more; and
- not more than 12 occasional licences each having effect for a period of less than 4 days

Please note that the combined duration of all occasional licences in any 12 month period must not exceed 56 days.

Where a representative of a voluntary organisation applies for an occasional licence for a barn dance, or a marquee dance, the Boards expect there to be a person in charge of the bar at the event who has completed training to the same standard as that required to obtain a personal licence under the Act, and evidence of that training must be submitted to the relevant Board with the application for the occasional licence.

In all other circumstances, where a voluntary organisation applies for more than four occasional licences in any calendar year, the Boards expect there to be a person in charge of the bar at the event who has completed training to the same standard as that required to obtain a personal licence under the Act, and evidence of training must be submitted to the relevant Board with the application for the occasional licence.

A valid application requires the completion in full of the application form and all appendices. Please note failure to provide a current e-mail address may result in your application being delayed.

To allow time to consult the Police and the LSO and for objections/comments to be made, applications should be submitted as far in advance of the event as possible but **not later than 6 weeks** before the event is due to take place. Applicants should also be aware that they may also require a public entertainment licence and/or a late hours catering licence issued by Aberdeenshire Council in terms of the Civic Government (Scotland) Act 1982.

The Boards consider that activities such as dances, discos, dinner dances, wedding-receptions, parties where a disco or band is provided are generally acceptable for granting an occasional licence. This list is not exhaustive.

Central

The Board considers the commencement of the sale of alcohol shall not be earlier than 9.00 a.m. (10.00 a.m. for off sales) For the terminal hour beyond which alcohol must not be sold on the premises, the Board considers 1.00 a.m. (10.00 p.m. for off sales) daily to be appropriate.

Applicants seeking licensed hours for times outwith the Board's policy, will require to demonstrate to the Board that the additional requested hours are appropriate in the circumstances.

South

The Board considers the commencement of the sale of alcohol shall not normally be earlier than 11:00 a.m. (10:00 a.m. for off-sales). For the terminal hour beyond which alcohol must not be sold on the premises, the Boards consider the following to be appropriate:-

Where there is *no specific* entertainment - 01:00 a.m. daily (10:00 p.m. for off-sales)

Where there *is specific* entertainment - 01:30 a.m. daily (10:00 p.m. for off-sales)

Applicants seeking licensed hours for times outwith the Board's Policy, will require to demonstrate to the Board that the additional requested hours are appropriate in the circumstances.

Conditions

The Boards are aware of the mandatory conditions which are set out both in the Act and in Regulations. The Boards will consider on an individual basis whether it is necessary or expedient to impose additional conditions, to promote one or more of the licensing objectives or otherwise to give effect to the provisions of this policy statement or to the provisions of the Act. Such conditions may require a representative of a voluntary organisation to have undergone relevant training. The decision whether to impose any conditions will be made on an objective basis, any representations made and any other relevant information available to the Boards when considering the application. The Boards will seek to avoid the imposition of disproportionate conditions.

The Boards have agreed to the following pool of local conditions:-

1. The main bar to be situated in a suitable place separate from dance floor or to be partitioned off from the dance floor area.
2. No under 18's to be allowed in the main bar area.

3. The licence holder or their nominee and sufficient responsible persons are to be present throughout the event to ensure its safe conduct and compliance with the Licensing (Scotland) Act 2005.
- 3(a) The licence holder must ensure that sufficient staff/volunteers are on duty to ensure a safe and responsible event. Such persons must be easily identifiable as such to persons present and should be made aware of their duties, policies and practices by the licence holder. They must be responsible, capable and not drink alcoholic liquor for the duration of the event. Their duties are to:-
 - Confirm that persons who seek access to the event have paid for admission or have appropriate passes/invitations.
 - Supervise entrance doors/access points at all times to ensure that no fire or other exits are blocked.
 - Be aware of the fire safety precautions and procedures and all other policies and practices appropriate to the event.
 - Provide assistance to patrons, including customer care, directions to facilities and health and safety.
 - Remain on the premises until the end of permitted hours and all patrons have vacated the premises.
 - Be aware of the provisions of the Licensing (Scotland) Act 2005 which impact on the event.
 - Carry out other "non-licensable activities" as deemed appropriate by the licence holder.
4. A sufficient number of **Security Industry Authority licensed stewards** must be present to address the identified needs/risks of the event. They will be responsible for controlling the licensed area of the event during licensed hours and until attendees have dispersed from this area at the end of the event. SIA stewards **must:-**
 - **Actively police** the premises including fenced area if applicable, to perform all "manned guarding" activity as directed by the event organiser which are in line with their role under the Private Security Act 2001.
 - Supervise entrance doors/access points at all times.
 - Identify and refuse entry to drunken persons.
 - Be aware of the fire safety precautions and procedures.

- Be made aware of the drug prevention policy.
 - Ensure that no fire or other exits are blocked.
 - Be easily identifiable to those present at the event as an SIA registered steward and display the appropriate identification.
 - Not drink alcoholic liquor for the duration of the event.
 - Ensure that no patron removes glasses, or open or closed vessels from the premises when exiting for any reason.
 - Be responsible, capable and aware of their duties.
 - Remain on the premises until the end of permitted hours and all patrons have vacated the premises.
5. An adequate number of staff/volunteers/stewards should have knowledge of first aid procedure.
 - 6(a) All stewards/staff/volunteers must be aware of their responsibilities under the Licensing (Scotland) Act 2005.
 - 6(b) Bar staff must be able to identify and refuse service of alcoholic beverages to drunken persons.
 7. An accurate and appropriate counting method must be in place to enable the provision of attendee numbers within the event at any particular time.
 8. All refreshments to be decanted in to plastic containers at the point of sale.
 9. Entry to the event must be by ticket only purchased prior to the day of the event /or by -----hours on the day of the event (delete whichever inappropriate).
 10. A system must be employed to identify and distinguish between those attending the event that are under or over 18 years of age. Identification by way of a passport or driving licence must be seen as proof of age.
 11. There can be no re-entry to the event if ejected.
 12. A separate under 18's bar to be provided where soft drinks only are sold.
 13. No glass, cans or other containers allowed to be taken into **licensed area** of the event by attendees. Suitable receptacles for these items must be provided at the entrance to the licensed area.

Some or all of the conditions may attach to the licence having regard to the circumstances of the licence application. Applicants will be given a period of time in which to comment on any conditions before they are attached to the licence.