

## **GUIDANCE ON COMPLETING THE APPLICATION FORM**

PLEASE READ THROUGH THE GUIDANCE FOR APPLICATIONS ON OCCASIONAL LICENCES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

Please read this Guidance carefully before completing the occasional licence application form.

**All** relevant parts of the application form **MUST** be completed otherwise the application may be bounced.

### **1. LICENCE DETAILS**

Please give: **EITHER** -

- The premises licence number – only where the application is being made by a premises licence holder or a registered club **OR**
- The personal licence number – only where the application is being made by a personal licence holder **OR**
- The name of a voluntary organisation – only where the application is being made by a voluntary organisation. [Note: there may be a requirement for a voluntary organisation to have a person who is trained to the standard of a personal licence holder or who has a personal licence. This person is NOT the applicant in these circumstances. The applicant is still the voluntary organisation UNLESS the organisation has approached a personal licence holder to apply for the licence on their behalf. In this instance, the personal licence should be made aware that, as licence holder, they may be liable for anything that happens at the event]

### **2. PERSONAL DETAILS**

The details must reflect the type of applicant. In other words –

- if a premises licence holder or registered club is applying, the details must be of the premises licence holder (not the designated premises manager unless he/she is the same person as the premises licence holder); or
- if a personal licence holder is applying, the details must be of the personal licence holder; or
- if a voluntary organisation the details should be for the secretary of that organisation.

### **3. THE PREMISES**

Please provide a full description of the premises. This could be a public hall, located in a town centre. It could be a marquee located in a field on specific roads or a barn at a particular farm for example.

## **APPENDIX: 2/1**

The description of the activities should be as detailed as possible. "Sale of alcohol", "party", "Barn Dance", "Gala" is not sufficient. What particular activities are taking place, for example, "ceilidh dance, giving of prizes, quiz, dinner followed by disco, beetle drive, sale of work with refreshments."

Please include the post code as part of the address of the premises.

### **4. DURATION OF LICENCE**

Please insert the dates that the licence is required. Please remember that the maximum duration for an Occasional Licence is 14 days.

### **5. DETAILS OF TIMES**

Please insert the times for sale of alcohol ON the premises or put N/A if this section is not relevant.

Please insert the times for sale of alcohol OFF the premises or put N/A if this section is not relevant

Please insert the times for EACH activity – other than the sale of alcohol – that is to be carried out at the event.

### **6. CHILDREN**

**Under the Act –**

**Children are defined as being "0-15" years; and**

**Young Persons are defined as being "16 & 17" years**

You will need to distinguish between children and young persons at this section, particularly if different ages have access to different parts of the premises or are admitted until different times at the event.

Please complete each section or put N/A if no children or young persons are permitted entry to the event.

### **7. CHECKLIST**

Please tick to ensure you submit the application fee of £10.00.

### **8. SIGNATURE AND DECLARATION**

Please read this carefully before you sign **and** date the application.

**NOW PLEASE COMPLETE APPENDIX 2 WHICH MUST BE SUBMITTED TO THE BOARD WITH THE APPLICATION FORM.**