

# LICENSING (SCOTLAND) ACT 2005, SECTION 68

## Extended Hours Application

Before completing this form please read the guidance notes at the end of the form.

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.

This application should only be completed by the Licence Holder of the appropriate Premises Licence or their Agent.

To:			
The Depute Clerk to the Board Aberdeenshire Council Gordon House Blackhall Road Inverurie AB51 3WA		<i><b>Aberdeenshire Licensing Boards</b></i>	
<i>Telephone: 01467 628208</i> <i>Fax: 01467 628500</i> <b>Legal Post: LP-3: Inverurie</b>		<i><b>Central Aberdeenshire Licensing Board</b></i>	
Section 1: PREMISES LICENCE DETAILS			
a) Premises Licence Number			
b) Name and Address of Premises:			
Post Code		Telephone Number	
c) Full Name and Address of Current Licence Holder:			
Post Code		Telephone Number	

Section 2: NATURE OF EXTENDED HOURS APPLICATION

a) Details of Event:

This application is in relation to - (tick relevant box)

a special event or occasion to be catered for on the premises, or

an event of local or national significance

b) Provide details of event to which application relates and reasons why the extended hours are required: (see note 1)

c) Duration of Extended Hours Application (see note 2)

Provide the proposed duration that the Extended Hours Application is to have effect

Date From:

Date To:

d) Times that Extended Hours Application will have Effect (see note 3)

Times for sale of alcohol for consumption on the premises:

Times for sale of alcohol for consumption off the premises:

Section 3: CHILDREN (see note 4)

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

Describe arrangements as to how the applicant will promote the licensing objective of protecting children from harm

**Section 4: CHECKLIST**

I have made or enclosed payment of the fee for the application  
Please tick

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Signature and declaration by applicant (see note 5)

**DECLARATION**

The contents of this Application are true to the best of my knowledge and belief.

Signature ..... Print Name .....

Date .....

Capacity:     APPLICANT / AGENT (delete as appropriate)

Telephone number and email address or signatory .....

.....

Postal Address of Signatory .....

.....

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## **NOTES**

1. In terms of Section 68 of the Licensing (Scotland) Act the Licensing Board may extend the licensed hours if it **considers it appropriate** to do so in connection with a special event or occasion to be catered for on the premises, or an event of local or national significance.
2. In terms of Section 68(2) of the Licensing (Scotland) Act 2005, the duration applied for may not exceed a period of **one month**.

Please ensure that the 'from' and 'to' dates of the proposed duration reflect the days on which the **extension** should begin and end.

(e.g. A Premises Licence allows a premises to trade until 01:00 and said premises lodges an extended hours application to trade until 02:00 in respect of a special event - such as a Wedding Reception. If the Wedding Reception takes place on a Friday evening, then the Extended Hours Application should specify the start date as the Saturday from 01:00 to 02:00 and not Friday - since the extension would not take effect until 01:00 on the Saturday morning).

3. An Extended Hours Application does not allow a premises to sell alcohol for consumption off the premises if the relevant Premises Licence only allows the sale of alcohol on the premises and vice versa.

An extension of hours for the sale of alcohol for consumption off premises cannot extend outwith the hours of 10:00 - 22:00.

4. Detail here the arrangements proposed for children. You may have child provisions within the operating plan but they may not cover the period of the extended hours. Where hours are extended at the end of core hours then special consideration should be given to the licensing objective of protecting children from harm.
5. Data Protection Act 1998

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

**N.B. THE APPLICATION FEE FOR AN OCCASIONAL EXTENSION IS £10.00. CHEQUES SHOULD BE MADE PAYABLE TO 'ABERDEENSHIRE COUNCIL'. THE APPLICATION FEE IS NOT REFUNDABLE IN THE EVENT THAT THE APPLICATION IS REFUSED, CANNOT BE PROCESSED IN TIME, OR IF THE EVENT IS SUBSEQUENTLY CANCELLED AFTER A LICENCE HAS BEEN GRANTED.**

**OCCASIONAL EXTENSION APPLICATIONS REQUIRE TO BE LODGED AT LEAST 4 WEEKS PRIOR TO AN EVENT.**