

**Licensing (Scotland) Act 2005**  
**The Occasional Licence (Scotland) Regulations 2007**  
**Application for an Occasional Licence**

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.

To: <b>The Depute Clerk to the Board          Aberdeenshire Council          Gordon House          Blackhall Road          Inverurie          AB51 3WA</b>  <i>Telephone: 01467 628208</i> <i>Fax: 01467 628500</i> <b>Legal Post: LP-3: Inverurie</b>	<p style="color: blue; font-weight: bold; font-size: 1.2em;"><i>Aberdeenshire Licensing Boards</i></p> <p style="color: blue; font-weight: bold; font-size: 1.2em;"><i>Central Aberdeenshire Licensing Board</i></p>
<b>1. LICENCE DETAILS (see note 1)</b>	
Premises licence number (if applicable)	
Personal Licence number (if applicable)	
Name of voluntary organisation (if applicable)	

<b>2. PERSONAL DETAILS.</b>			
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)			
Surname			
Forenames			
DATE OF BIRTH	Day	Month	Year

ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR  
CORRESPONDENCE PURPOSES

Post town

Post code

TELEPHONE NUMBERS

Daytime

Evening

Mobile

FAX NUMBER

E-mail address (if you would prefer us to correspond with you by e-mail)

### 3. THE PREMISES

Description of Premises

Description of activities to be carried on in the premises

Full postal address of premises which this application refers to

#### 4. DURATION OF LICENCE

From:

To:

5. Is alcohol to be sold on & off the premises **YES/NO\*** - provide relevant details as to hours requested when alcohol will be sold on/off the premises \*delete as appropriate

Times for sale of alcohol for consumption on premises

Times for sale of alcohol for consumption off premises

Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises

6. CHILDREN (see note 2)

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)

Age 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

7. CHECKLIST

I have -

Please tick

- Made or enclosed payment of the fee for the application

8. SIGNATURE AND DECLARATION BY APPLICANT (see note 3)

DECLARATION

**IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

(Criminal Law (Consolidation)(Scotland) Act 1995 Section 44(2)(b))

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

Signature

Date

## NOTES

1. Section 56 of the Licensing (Scotland) Act 2005 provides that only:-
  - The holder of a premises licence;
  - The holder of a personal licence; or
  - A representative of any voluntary organizationis eligible to apply for an occasional licence
2. Where alcohol is to be sold for consumption on the premises, the Act requires that a clear statement be made as to whether children or young persons are to be allowed entry and, if they are, a statement of the terms on which they are allowed entry
3. 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.
4. Information on the Licensing (Scotland) Act 2005 is available on the website of the Scottish Parliament (<http://opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>)

**N.B. THE APPLICATION FEE FOR AN OCCASIONAL LICENCE 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 LICENCE APPLICATIONS REQUIRE TO BE LODGED AT LEAST 6 WEEKS PRIOR TO AN EVENT.**

**CENTRAL ABERDEENSHIRE DIVISIONAL LICENSING BOARD**

**APPENDIX 1**

Please provide details of how you will comply with the Licensing Objectives under the Licensing (Scotland) Act 2005 in the boxes provided:

<b>1. Preventing crime and disorder</b>	
<b>2. Securing public safety</b>	
<b>3. Preventing public nuisance</b>	
<b>4. Protecting and improving public health</b>	
<b>5. Protecting children from harm</b>	

**Signature:**

**Date:**

**SUPPLEMENTARY INFORMATION**

<p><b>1. <u>Event</u></b></p> <p>(a) Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc).</p> <p>(b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc).</p>	<p>(a)</p> <p>(b)</p>
<p><b>2. <u>Attendance</u></b></p> <p>(a) Approximately how many people are expected to attend?</p> <p>(b) How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)</p> <p>(c) In the main, what age group will form the majority of those attending? Tick one box.</p> <p>(d) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)</p>	<p>Under 18 <input type="checkbox"/>      30 - 50 <input type="checkbox"/></p> <p>18 - 30 <input type="checkbox"/>      Over 50 <input type="checkbox"/></p>
<p><b>3. <u>Stewarding</u></b></p> <p>Please note it is an offence under the Private Security Industry Act 2001 to <u>employ</u> unlicensed door stewards. Unpaid volunteers performing this function are not covered by the Act, however. More information can be found at <a href="http://www.the-sia.org.uk/home">http://www.the-sia.org.uk/home</a></p> <p>(a) Please state the number, if any, of stewards to be present at the event.</p> <p>(b) Of that number, please state how many will be SIA registered stewards and how many will be volunteers.</p>	<p>(a)</p> <p>(b)</p>