

**THE LICENSING (SCOTLAND) ACT 1976 AS AMENDED**  
**Section 33 - Occasional Licence / Section 64 - Occasional Extension**

**ABERDEENSHIRE LICENSING BOARD - CENTRAL DIVISION**

**Application for the Grant of an Occasional Licence (Section 33) or an Occasional Extension (Section 64)**

1.	(a)	Full name and address of applicant.	
	(b)	Date and place of birth.	
	(c)	Telephone Number.	
2.	(a)	If applicant not an individual natural person, state full name and address of employee or agent.	
	(b)	Date and place of birth of employee.	
	(c)	Telephone number of employee.	
3.		Type of Licence held or date and place of registration of Club.	
4.		Premises or place for which Occasional Licence / Occasional Extension is required.	
5.		Day, date and times for which the Occasional Licence or Extension is required.	
6.		Name, address and work / home telephone number of person organising event or occasion.	
7.		Full description of event or occasion.	
8.		Is the event private or public?	
9.		How many persons will attend the event or occasion?	
10.		How many of those attending will be under the age of 18 years?	

Date .....

Signature .....

*Applicant / Agent*

THE ABERDEENSHIRE LICENSING BOARD - CENTRAL DIVISION hereby GRANT / REFUSE the application subject to the following conditions, if any:-

.....  
 .....

..... Member

..... Member / Depute Clerk

*Note : Any applications for an Occasional Extension or an Occasional Licence must be lodged with the Clerk to the Board, Gordon House, Blackhall Road, Inverurie not less 14 days before the event or occasion to which the application relates.*

**REPORT BY POLICE**

The Chief Constable of the Grampian Police Force has caused inquiry to be made into this application and in his name I have to report that I am satisfied the occasion for which the application is made is of a legitimate and proper character and is in order subject to:-

.....  
.....  
.....

Date ..... Signature .....  
*Chief Inspector*

STANDARD CONDITIONS RE OCCASIONAL LICENCES AND PERMISSIONS

1. Bar to be situated in suitable place separate from dance floor or to be partitioned off from main dance floor area.
2. All refreshments to be decanted into glasses or disposable containers at the point of sale/dispensing.
3. Prior contact to be made with Grampian Fire Brigade regarding fire prevention measures to be taken, and all measures recommended by the Fire Brigade to be implemented prior to the commencement of the event.
4. Adequate lighting to be provided, both inside and out.
5.
  - (i) An adequate number of easily identifiable stewards to be on duty.
  - (ii) Stewards must be responsible, capable and aware of their duties.
  - (iii) Stewards must wear clothing which easily identifies their role at the event.
  - (iv) Stewards must actively police the function.
  - (v) Stewards must not imbibe alcoholic liquor for the duration of the event.
  - (vi) Stewards must remain on the premises until the function terminates and all patrons have vacated the premises.
6. Licence to apply to function room only.
7. Admission by ticket only issued prior to the event.
8. Admission by invitation only issued prior to the event.
9. Licence to end at ..... hours or at end of rroup/sale whichever is the earlier.
10. Other conditions to be specified.