

LICENSING (SCOTLAND) ACT 1976

APPLICATION FOR OCCASIONAL EXTENSION

Form 40

Aberdeenshire Licensing Boards

North Divisional Board

Application for the Grant of an Occasional Extension^A of Permitted Hours in Licensed Premises in terms of Section 64(2) of the Licensing (Scotland) Act 1976

FOR OFFICIAL USE ONLY

Date of Receipt of Application:	
Date sent to Police, Fire and D.E.H.:	
Date sent to Board Member:	
Decision and Date thereof	
Date Extension Issued:	

PLEASE READ THE NOTES OVERLEAF BEFORE COMPLETING THIS APPLICATION FORM

1. Name, designation and address of applicant. (e.g. name of individual natural person or name of company, firm or registered club)	
2. If the applicant is a company or firm, state name, designation and address of employee of agent. ^B (where registered club – name of Secretary)	
3. Type of Licence held (public house/hotel etc.) or date and place of registration of club. ^C	
4. Name and address of licensed premises or club for which Occasional Extension is required.	
5. (a) Type of Occasion or Function Booked. ^D (b) Is the Function Private or Open? (c) Are tickets to be issued in respect of the function? (d) How many invitees/attendees are expected?	(a) (b) (c) (d)
6. Name, address and telephone number of person booking function. ^E	
7. Signature of person booking function. ^F	
8. (a) Date on which Occasional Extension required? (b) Terminal hour at present in force. ^G (c) Hours during which Occasional extension is required.	(a) (b) (c)

Date:.....

Signature of Applicant/Agent:

Address of Agent (if any):
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NOTES

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- A An Occasional extension is appropriate for extended hours for a function in the Licence Holder's own premises. If the function is outwith the premises e.g. a barn dance, beer tent, etc., then an "Occasional Licence" should be applied for.
- B This is only relevant where the licence is in the name of a Company or Firm (or registered club). The licence itself will specify a "Designated employee or agent" responsible for the day-to-day running of the premises.
- This employee's name **and no other** must appear here.
- C This should be as stated on the existing licence. Registered Clubs should state the date and place of registration as set out in the Certificate of Registration.
- D Details should be given. "Customer Demand" is not sufficient.
- Applicants should provide as much information as they can about the function. Information such as "Dance" or "Party" alone will not be sufficient.
- E An address and telephone number where the person may be contacted should be given here.
- F The person booking the function must sign the application form here **and not** the Licence holder who is applying for the occasional extension unless it is a function organised by the Licence holder or registered club itself.
- G Where there are already regular extensions in force providing for a later terminal hour than 11.00p.m., then the later hour should be stated here.