

Contact Addresses:

Fiona M. Stewart
Depute Clerk
St. Leonard's
Sandyhill Road
Banff
Telephone 01261 – 813320

James R. Buchan
Depute Clerk
St. Leonard's
Sandyhill Road
Banff
Telephone 01261 – 813311

Debbie Mackie
Clerical Assistant
St. Leonard's
Sandyhill Road
Banff
Telephone 01261 – 813318

Anne McLaren
Clerical Assistant
St. Leonard's
Sandyhill Road
Banff
Telephone 01261 – 813319

Aberdeenshire Licensing Boards

North Division

Notes for Guidance of Applicants On Applications for Occasional Licences and Occasional Extensions

March 1997

*Aberdeenshire Licensing Boards
North Division*

*Neil W. McDowall
Clerk*

*James R. Buchan
Depute Clerk*

*St. Leonard's
Sandyhill Road
Banff AB45 1BH*

*Circulation:
Licence holders in North Division*

*Telephone: 01261 – 813320
Fax: 01261 – 815 664
Rutland Exchange Box: 521328*

Licensing (Scotland) Act 1976
Section 33 and Section 64

Applications for Occasional Licences and Occasional Extensions

1. Lodging of Applications

- (1) **All application forms should be lodged with the Council Offices at St. Leonard's, Sandyhill Road, Banff at least 21 days prior to the date of the function to allow Council staff sufficient time to process the application.**
- (2) Applications made within 21 days of the date required will still be accepted and processed but no guarantees will be given that such applications will be granted in time for the required event.

2. Application Forms

- (1) **Applicants should not that the application forms for Occasional Licences/Occasional Extensions changed in March 1997. Previous forms are no longer valid and will not be accepted by Council staff.**
- (2) Applicants should complete the application forms and answers should be place in the **unshaded** boxes.
- (3) Application forms should be obtained for each occasion required from the area finance offices in Banff, Turriff, Fraserburgh and Peterhead or from the Licensing Section at Sandyhill Road, Banff.

- (4) A separate application form is required for each "occasion". Most "occasions" consist of one-off events such as a barn dance or a birthday party. Some "occasions" can last longer such as the Turriff Show or Peterhead Scottish Week.

3. Which Application Form Should Be Used When

Applications for occasional extensions should be completed where the applicant requires the extension for premises that are already licensed in terms of the Licensing (Scotland) Act 1976 i.e. Public Houses, Hotels, etc. The holder of an Off-Sales Licence cannot obtain an occasional extension (purple form)

Applications for occasional licences are appropriate for functions which are not taking place in licensed premises i.e. Barn Dances, Marquee Dances, Beer Tents etc. (Green Form)

4. Late Applications

As stated at No. 1 above, late applications will be accepted and processed but no guarantees will be given as to whether applications will be granted in time.

James R. Buchan
Depute Clerk to the Board