

**LICENSING (SCOTLAND) ACT 1976**

**APPLICATION FOR OCCASIONAL LICENCE**

Form 26

**Aberdeenshire Licensing Boards**

**North Divisional Board<sup>A</sup>**

Application for the Grant of an Occasional Licence<sup>B</sup> for Unlicensed Premises in terms of Section 33 of the Licensing (Scotland) Act 1976

**FOR OFFICIAL USE ONLY**

<b>Date of Receipt of Application:</b>	
<b>Date sent to Police, Fire and D.E.H.:</b>	
<b>Date sent to Board Member:</b>	
<b>Decision and Date thereof</b>	
<b>Date Licence Issued:</b>	

**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. <sup>C</sup> (where registered club – name of Secretary)	
3. Type of Licence held (public house/hotel etc.) or date and place of registration of club. <sup>D</sup>	
4. Name and address of premises for which Occasional Licence is required.	
5. Nature and details of the occasion or function in respect of which Occasional Licence is required. <sup>E</sup>	
6. Name, address and telephone number of person booking function. <sup>F</sup>	
7. Signature of person booking function. <sup>G</sup>	
8. (a) Date on which Occasional Licence is required.	(a)
(b) Hours during which Occasional Licence is required.	(b)

Date:.....

Signature of Applicant/Agent: .....

Address of Agent (if any):  
 .....  
 .....  
 .....

## NOTES

- 
- A Delete whichever is not applicable
- B An Occasional Licence is appropriate for a function which takes place outwith the Licence holder's own premises e.g. a barn dance, beer tent, Marquee etc. If an extension of the permitted hours in respect of premises which are already licensed under the Licensing (Scotland) Act 1976 is sought then an "Occasional Extension" should be applied for.
- C This is only relevant where the licence is in the name of a Company or Firm. The licence itself will specify a "designated employee or agent" responsible for the day-to-day running of the premises.  
  
This employee or agent's name **and no other** must appear here.
- D This should be stated as on the existing licence. Registered Clubs should state the date and place of registration as set out in their Certificate of Registration.
- E Details of the function should be given e.g. barn dance, dinner dance, birthday party etc.
- F An address and telephone number where the person can be contacted should be given here.
- G The person booking the function must sign the application form here and not the licence holder who is applying for the occasional licence.