

# ***THE ABERDEENSHIRE LICENSING BOARD***

## **Licensing (Scotland) Act 2005** **The Occasional Licence (Scotland) Regulations 2007**

### **Guidance on Applying for an Occasional Licence**

This Guidance Notice is designed to assist you in making an application for an Occasional Licence.

Applicants should also familiarise themselves with the Board's [Licensing Policy Statement](#)<sup>1</sup> before making any application to the Board.

### **What is an Occasional Licence?**

An Occasional Licence authorises the sale of alcohol on premises that are not licensed premises.

NOTE: A Member's Club may also use an occasional licence to authorise the sale of alcohol on their premises to allow members of the public to be admitted to an event, in addition to club members and their bona fide guests. This only relates to events organised by the Member's Club itself.

### **Who Can Apply for An Occasional Licence?**

An application for an occasional licence can be made by –

- The holder of a premises licence (including a Members' Club) OR
- The holder of a personal licence OR
- A representative of any voluntary organisation

NOTE: Statutory Organisations such as Community Councils or Community Companies cannot themselves apply for occasional licences.

### **How do I Apply?**

The application forms for occasional licences are set by Regulation under the Licensing (Scotland) Act 2005.

The information to be included on application forms includes the following:-

- (a) The name and address of the applicant;
- (b) A description of the premises in respect of which the application is made;
- (c) A description of the activities to be carried on in the premises;
- (d) A statement of the period during which the licence is to have effect;
- (e) A statement of the times during which alcohol is to be sold on the premises;

<sup>1</sup> <https://www.aberdeenshire.gov.uk/licensing/alcohol/policies/licensing-policies> (particularly Supplementary Policy Statement 4 – Licensing Hours)

- (f) A statement as to whether alcohol is to be sold for consumption on the premises, off the premises, or both;
- (g) A statement of the times at which any other activities in addition to the sale of alcohol are to be carried on in the premises;
- (h) Where alcohol is to be sold for consumption on the premises, a statement as to whether children (0-15 years) or young persons (16 & 17 years) are to be allowed entry to the premises and, if they are to be allowed entry, a statement of the terms on which they are allowed entry, including in particular –
  - (i) The ages of the children or young persons to be allowed entry\*\*;
  - (ii) The times at which they are to be allowed entry\*\*;
  - (iii) The parts of the premises to which they are to be allowed entry\*\*
- (i) The conditions to which the licence is subject, or, in relation to any such condition, a reference to another document in which details of the condition can be found.

\*\* applicants require to distinguish between children and young persons

You can apply for an Occasional Licence online [here](#)<sup>2</sup> or download the pdf application that can be found on that web page, complete it and email it to [licapps@aberdeenshire.gov.uk](mailto:licapps@aberdeenshire.gov.uk)

### **How Long Does an Occasional Licence Last?**

An Occasional Licence can only last up to a maximum of 14 days per “occasion”.

The holders of a Premises Licence or a Personal Licence may make unlimited applications.

The legislation places restrictions on the number of applications a voluntary organisation/Members Club can make. In any period of 12 months –

- Not more than 4 occasional licences each having effect for a period of 4 days or more; and
- Not more than 12 occasional licences each having effect for a period of less than 4 days.

Provided that, in any period of 12 months, the total number of days on which occasional licences issued in respect of the voluntary organisation/registered club have effect does not exceed 56 days.

For the avoidance of doubt, to calculate the relevant period of 12 months, you need to count back 12 months from the date of the proposed event that you are currently making an Occasional Licence application for.

NOTE: Occasional Licences that have been granted by the Board but not used by the holder of the Occasional Licence still count in calculating the above numbers.

### **What hours Can I apply for?**

<sup>2</sup> <https://www.aberdeenshire.gov.uk/licensing/licences-and-permits/occasional-licences/>

The Board considers the commencement of the sale of alcohol shall not be earlier than 9.00a.m. For the terminal hour beyond which alcohol must not be sold on the premises, the Board considers the following to be appropriate –

The Board considers the commencement of the sale of alcohol shall not be earlier than **10.00am** (On-Sales and Off-Sales)

For the terminal hour beyond which alcohol must not be sold on the premises, the Board considers **1.00am for On-Sales** or **10.00pm for Off-Sales** to be appropriate.

Members Clubs must apply for one Occasional Licence per each separate event during the Festive Season, including festive lunches and dinners.

Applicants seeking licensed hours for times outwith the Board's Policy require to demonstrate to the Board that the additional requested hours are appropriate in the circumstances and align with the five licensing objectives.

### **What Type of Event Needs a Licence?**

The Board considers activities such as dances, discos, dinner dances, wedding receptions, parties - where a disco or band is provided, are generally acceptable for granting an occasional licence. This list is not exhaustive.

In respect of applications made by voluntary organisations there is no stipulation under the Licensing (Scotland) Act 2005 that applications can only be made for particular events 'arising from or related to the activities of the voluntary organisation'. However, please see the section on mandatory conditions (below) that must be attached to occasional licences for voluntary organisations under the 2005 Act. There is a condition which stipulates that 'where a voluntary organisation is the holder of an occasional licence, alcohol can only be sold where the event is connected with the voluntary organisation's activities.' As with all licence conditions, breach of the condition could lead to criminal proceedings.

Applications for fund-raising dances and other events connected to the activities of a voluntary organisation/registered club will be regarded by the Board as a competent type of application.

Members Clubs shall ensure that Occasional Licences applied for in respect of their premises are for events for the benefit of the club or their members, to which members of the public are admitted or for which there are insufficient numbers of members attending the event to sign in the required number of guests

The Board may reject any application as incompetent where the applicant cannot comply with one or more of the licence conditions.

An application may be refused where one of the grounds of refusal (referred to below) apply.

### **When Should I apply for a Licence?**

Applications must be lodged **no later than six weeks before the event**, and earlier than that if possible, particularly if it is anticipated that the application will attract objections or representations, or where the licence is required as part of a large event.

The Licensing (Scotland) Act 2005 stipulates the consultation period for occasional licence applications.

Where there are objections and/or adverse representations, the application will be considered at a hearing of the Licensing Board. The Board has 42 days from the date of receipt of the application to hold such a hearing, hence the requirement for applications to be lodged no later than six weeks before the event.

Applications lodged within the six-week period will be processed where the applicant insists, however, no guarantees will be given that a licence will be granted in time for the event.

Applications lodged less than 7 days before the event is due to take place will automatically be rejected by the Board (save in the undernoted circumstances) due to lack of time to allow for adequate public notification of the application.

Provision will be made for the urgent processing of applications for unforeseeable events, such as a funeral tea, to ensure that licences are granted in time for such events.

### **How Much Does it Cost?**

The application fee for an occasional licence is £10. Cheques or postal orders should be made payable to 'Aberdeenshire Council'. Please do not send cash through the post.

The Board can accept online payment where applying online and telephone payment of the fee.

Applicants should note that the application fee is not refundable if the application is refused, cannot be processed in time, or if the event is subsequently cancelled after a licence has been issued.

### **Will I need to submit anything else with my application?**

All applicants must complete the supplementary information sheet listed as Appendix 2 to the application form. This provides the Board with information required to determine whether local conditions will apply to the licence. The information requested on this sheet is not provided for on the application form itself.

A detailed layout plan should be submitted with the application unless the event is taking place within a Member's Club in which case the plans attached to the premises licence issued for the premises will apply. Where the event takes place in a public hall, the plans attached to the public entertainment licence issued for the hall will apply.

Part of Appendix 2 will detail how you will comply with the **5 licensing objectives** during the event. The 5 licensing objectives are:-

- 1. Preventing crime and disorder**
- 2. Securing public safety**
- 3. Preventing public nuisance**
- 4. Protecting and improving public health**
- 5. Protecting children from harm**

You will need to assess compliance with the 5 licensing objectives for each event you require a licence for. The same assessment will not be appropriate for every event you will run.

Where it is evident from an application due to the type of event, capacity, age demographic and location of an event, the Board may require a personal licence holder to be in charge of the bar at the event, as recommended by the Licensing Standards Officers or Police Scotland.

Where a voluntary organisation applies for numerous occasional licences over a period of 12 months, the Board expects there to be a person in charge of the bar at the event, as recommended by the Licensing Standards Officers or Police Scotland. As recommended

At any event, all staff training must be delivered by a Personal Licence Holder.

The event may also require a **public entertainment licence** under the Civic Government (Scotland) Act 1982.<sup>1</sup>

Where food is sold for consumption on or off the premises after 11.00p.m., the event may require a **late hours catering licence** under the Civic Government (Scotland) Act 1982.

### **What Happens Once I have lodged my application?**

#### **Processing**

The Board must give a copy of your application to the Chief Constable and the Licensing Standards Officer.

The Chief Constable and the Licensing Standards Officer must submit their views to the Board within 21 days.

The Licensing Standards Officer can submit comments which include recommendations for additional conditions to be attached to the licence by the Board.

<sup>1</sup> Note: free events will also require a licence. The legislation was amended by the Criminal Justice (Scotland) Act 2010 and the changes took effect within Aberdeenshire from 1<sup>st</sup> July 2013

The Chief Constable may, if he considers it necessary for the purposes of any of the licensing objectives, make a recommendation to the Board that the application be refused and may also make recommendations for additional conditions to be attached to the licence.

Any person may, within 7 days , object to the application on any ground relevant to one of the grounds of refusal.

Any person may, within 7 days, make representation to the Board concerning the application including representations in support of the application and in respect of conditions which the person considers should be imposed.

### Publicity

At the same time as the Board gives notice of an application to the Chief Constable and the Licensing Standards Officer the Board must publish details of the application for occasional licence on its website at [www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk) . Any person may object or lodge a representation within 7 days of the application being published on the website. After the seven day period, the Board has a discretion as to whether or not to consider any comments received.

### **How Will the Application be Determined?**

Where no objections, representations, or notices are received from the police, the Licensing Standards Officer or other objectors, where the hours sought are within the terms of the Board's Policy and the applicant has agreed to any recommended conditions, the application will be granted by the Clerk under delegated authority and the licence will be issued.

If, however, there are objections and/or representations made in respect of the application, the Board must, within seven days of receiving the objection/representations provide the applicant with any information relevant to their application raised in such objections/representations or made in any notice lodged by the Chief Constable or the Licensing Standards Officer. The applicant must be allowed to comment on the objections or representations before the application is determined. The Board will do this by asking for a written response from the applicant in the first instance.

If it is possible to reach agreement on the application between all parties at this stage, leading to any objections/representations being withdrawn, the application will be granted by the Clerk under delegated authority and the licence will be issued.

If agreement cannot be reached, or where the hours sought are outwith Policy, or the Applicant has not agreed any recommended conditions, the Board must consider if any of the grounds of refusal apply and will hold a hearing to consider the application. All relevant parties will be asked to attend the hearing. The hearing must be held

within 42 days of the date of receipt of the application. At the hearing, the Board will determine whether the application should be granted or refused. If the Board decides that none of the grounds of refusal apply the Board must grant the application. If the Board decides that one or more of the grounds of refusal apply the Board must refuse the application.

The Board is required to give written notice of its decision to all relevant parties within 7 days of the date of the decision.

All late applications and applications seeking the grant of hours outwith the terms of the Board's Policy will be referred to the Convenor for determination in the first instance.

### **What are the Grounds of Refusal?**

The grounds of refusal are –

- (a) That the premises are excluded premises
- (b) That the application must be refused under Section 64(2) [24-hour opening] or Section 65(3) [outwith the trading hours for off sales set under the Act – 10.00a.m. – 10.00p.m.]
- (c) That the Board considers the granting of the application would be inconsistent with one or more of the licensing objectives. The objectives are –



- Prevention of crime and disorder
  - Securing public safety
  - Prevention of public nuisance
  - Protection and improvement of public health
  - Protection of children from harm
- (d) That, having regard to –
- (i) The nature of the activities proposed to be carried on in the premises to which the application relates;
  - (ii) The location, character and condition of the premises; and
  - (iii) The persons likely to frequent the premises
- The Board considers that the premises are unsuitable for use for the sale of alcohol.

### **What Conditions Will Attach to the Licence?**

Schedule 4 of the Licensing (Scotland) 2005 has a set of mandatory conditions that must be applied to every occasional licence.

The Board has agreed a **pool of local conditions** that reflect the licensing objectives, following consultation with the Chief Constable and the Licensing Standards Officers.

These conditions form Appendix 3 to the Board's [Statement of Licensing Policy](#)<sup>3</sup>.

Not every local condition will apply to every licence applied for and, indeed, there may be occasions where licences are issued and none of the local conditions apply.

The Board may also impose such other conditions as they consider necessary or expedient for the purpose of any of the licensing objectives, but may not –

- impose any condition which is inconsistent with any of the mandatory conditions or any further conditions imposed by the Scottish Ministers which would have the effect of making any of such conditions more onerous; or
- which relates to a matter such as planning, building standards or food hygiene, which is regulated under another enactment.

The Board will consider on an individual basis whether it is necessary or expedient to impose additional conditions, to promote one or more of the licensing objectives, or, otherwise to give effect to the provisions of their policy statement or to the provisions of the Act. The decision whether to impose a condition will be made on an objective basis, any representations made and any other relevant information available to the Board when considering the application. The Board will seek to avoid the imposition of disproportionate conditions.

<sup>3</sup> <https://www.aberdeenshire.gov.uk/licensing/beer/policies/licensing-policies>

### **Note on Stewarding**

Organisers of events should note that from 1<sup>st</sup> November 2007, when the relevant provisions of the Private Security Industry Act 2001 came into force, there is mandatory licensing of the private security industry. This means that it is an offence to employ unlicensed door stewards or “bouncers” at events. Volunteers who carry out these roles are exempt from the requirements of the Act but organisers may wish to take independent advice on the legality of their security arrangements at events. Further information can be accessed [here](#)<sup>4</sup>.

### **Routine Trading on Occasional Licences – Repeated Occasional Licence Policy**

Repeated Applications for Occasional Licences for the same unlicensed premises, and which are -

- not for details specific events; and/or
- for activities that have been occurring (either in identical or largely similar terms) on the premises regularly over a period of at least 3 months

<sup>4</sup> <http://www.the-sia.org.uk/home>

will not generally be considered to be suitable for the grant of an Occasional Licence and will NOT be granted by the Clerk under Delegated Authority but will require a hearing before the Board.

The Board **may** consider the grant of such Occasional Licences to be appropriate where there is sufficient evidence that there is movement towards an application for a Premises Licence or a major variation of a Premises Licence, or, on adequate explanation as to why a Premises Licence or a major variation of a premises licence is not being applied for. This will be considered by the Board on a case-by-case basis.

Further information on the Board's Repeated Occasional Licence Policy can be found [here](#)<sup>5</sup> (Supplementary Policy 4)

<sup>5</sup> <https://www.aberdeenshire.gov.uk/licensing/alcohol/policies/licensing-policies>

### **Application Checklist**

Completed Application Form	
Completed Appendix 2 Form	
Fee of £10	
Layout Plan of the event – where appropriate	
Copy Training Certificate – where appropriate	
Evidence of Staff Training – where applicable	
Public Entertainment Licence Application Form – where appropriate	
Public Entertainment Licence Fee	
Late Hours Catering Licence Application Form – where appropriate	
Late Hours Catering Licence Fee	
Written explanation as to why the applicant is applying for hours outwith the Board's Policy – where appropriate	

Have I completed all sections of the application form?

Am I lodging the application no later than six weeks prior to the event?