

## Occasional Licence and Supplementary Information Form

### MIDLOTHIAN LICENSING BOARD APPLICATION FOR OCCASIONAL LICENCE

Before completing this form, please read the guidance notes at the end of the form. If you are completing this form by hand, please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets, if necessary.

You may wish to keep a copy of the completed form for your records.

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|--|--|
| <b>1. LICENCE DETAILS (see note 1)</b>         |  |
| Premises licence number (if applicable)        |  |
| Personal licence number (if applicable)        |  |
| Name of voluntary organisation (if applicable) |  |

|   |   |
|---|---|
| <b>2. PERSONAL DETAILS</b>                                      |   |
| Title   | (delete as appropriate) Mr Mrs Miss Ms Other (please state) |
| Surname   |   |
| Forenames   |   |
| Date of birth   | Day:<br>Month:<br>Year:                                     |
| Address where normally resident. To be used for correspondence. |   |
| Post town   |   |
| Post code   |   |
| Daytime phone   |   |
| Evening phone   |   |
| Mobile phone  |   |
| Fax number  |   |
| Email address   | (if you would prefer us to correspond with you by email)    |

|  |  |
|--|--|
| <b>3. The Premises</b>   |  |
| Description of premises  |  |
| Description of activities to be carried on in the premises       |  |
| Number of persons expected to attend                             |  |
| Full postal address of premises which this application refers to |  |

|                                       |  |
|---------------------------------------|--|
| <b>4. DURATION OF LICENCE (Dates)</b> |  |
| From:                                 |  |
| To:                                   |  |

|   |                          |
|---|--------------------------|
| <b>5. TIMES</b>   |                          |
| Times for sale of alcohol for consumption on premises                                       | <u>From</u><br><u>To</u> |
| Times for sale of alcohol for consumption off premises                                      | <u>From</u><br><u>To</u> |
| Times at which activities other than the sale of alcohol will be carried on in the premises | <u>From</u><br><u>To</u> |

|  |   |
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| <b>6. CHILDREN (see note 2)</b>  |   |
| This section must be completed where alcohol is for sale for consumption on the premises |   |
| Are children or young persons permitted entry?   | YES/NO (if yes, complete the remainder of this section) |
| Ages of children or young persons permitted entry  |   |
| Times at which children or young persons permitted entry                                 |   |
| Parts of premises to which children or young persons permitted entry                     |   |

|  |  |
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| <b>7. CHECKLIST</b>  |  |
| Please tick for yes  |  |
| I have made or enclosed payment of the fee for the application |  |

**8. Signature and declaration by applicant (see note 3)**

**DECLARATION**

The contents of this Application are true to the best of my knowledge and belief.

|           |      |
|-----------|------|
| SIGNATURE | DATE |
|           |      |

## NOTES

1. Section 56 of the Licensing (Scotland) Act provides that only:
  - The holder of a premises licence;
  - The holder of a personal licence; or
  - A representative of any voluntary organisation is eligible to apply for an occasional licence
2. Where alcohol is to be sold for consumption on the premises, the Act requires that a clear statement be made as to whether children or young persons are to be allowed entry and, if they are, a statement of the terms on which they are allowed entry
3. Data Protection Act 2018: The information on this form may be held on an electronic register which may be available to members of the public on request.
4. [Information on the Licensing \(Scotland\) Act 2005 is available on the website of OPSI.](#)

PLEASE SUBMIT THIS SHEET WITH YOUR OCCASIONAL LICENCE APPLICATION FORM

**SUPPLEMENTARY INFORMATION**

|   |   |
|---|---|
| <b>1. Event</b>   |   |
| Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc.)   |   |
| What entertainment, if any, will be provided? (e.g. live music, recorded music etc.)  |   |
| Approximately how many people are expected to attend?   |   |
| How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)  |   |
| In the main, what age group will form the majority of those attending?<br>(this does not include parents accompanying children for a children's event, the organisers and carers)   | <p>Tick one box:</p> <p><input type="checkbox"/> Under 18</p> <p><input type="checkbox"/> 18 - 30</p> <p><input type="checkbox"/> 30 – 50</p> <p><input type="checkbox"/> over 50</p> |
| How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)   |   |
| <b>2. Stewarding</b>  |   |
| Please note it is an offence under the Private Security Industry Act 2001 to <u>employ</u> unlicensed door stewards. Unpaid volunteers performing this function are not covered by the Act, however. <a href="#">More information</a>   |   |
| Please state the number, if any, of stewards to be employed at the event.   |   |
| Of that number, please state how many will be SIA registered stewards and how many will be volunteers.  |   |
| <b>3 Layout Plans</b>   |   |
| Please indicate if:<br>a) there is a plan attached to a Public Entertainment Licence issued for the premises; or<br>b) the premises is a registered club which has been issued with a premises licence; or<br>attach a detailed layout plan of the venue with the application |   |

|   |   |
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| 4. Event  |   |
| Applications Lodged by Voluntary Organisations or Registered Clubs only   |   |
| Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December  |   |
| 5. Will alternatives to glass receptacles be provided?  |   |
| 6. Where the event: <ul style="list-style-type: none"> <li>• is for more than 100 persons</li> <li>• or for a Voluntary organisation where more than 4 occasional licences per year are applied for,</li> </ul> please give details here of the person trained to personal licence holder standard. | Attach a copy of your training certificate to this application. |

### Licensing Objectives \*\*

All holders of occasional licences must demonstrate how they will promote the 5 Licensing Objectives. Please provide practical examples of what you plan to do to comply with each objective.

|  |  |
|--|--|
| 7. How will you prevent Crime and Disorder at the event?         |  |
| 8. How will you secure Public Safety at the event?               |  |
| 9. How will you prevent Public Nuisance at the event?            |  |
| 10. How will you protect and improve Public Health at the Event? |  |

|   |  |
|---|--|
| 11. How will you protect Children and Young Persons from Harm at the Event? |  |
|---|--|

**SIGNATURE AND DECLARATION BY APPLICANT**

IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

(Criminal Law (Consolidation)(Scotland) Act 1995 Section 44(2)(b))

The contents of this Application are true to the best of my knowledge and belief.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

\*\* You can submit a separate Licensing Objectives Assessment where this is already in place.

**Application Fee - £10**