

WESTERN ISLES LICENSING BOARD

Licensing Office
Council Offices
Sandwick Road
Stornoway
Isle of Lewis
HS1 2BW

LICENSING (SCOTLAND) ACT 2005

APPLICATION FOR EXTENDED HOURS

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.

LICENCE DETAILS (see note 1)

Premises licence number	
Premises name	
Premises address (including postcode)	
Premises licence holder	

APPLICANTS DETAILS

Name of individual	
Date of birth	
Company/Partnership	
Address to be used for correspondence	
Contact details	
Daytime	
Evening	
Email	
Mobile	
Fax Number	

THE EVENT AND ACTIVITIES

Description of activities to be carried out on the premises

DATE AND DURATION OF LICENCE

Dates and times requested for extended hours:

From:

To:

CHILDREN

This section must be completed where alcohol is for sale for consumption on the premises

Are children or young persons permitted entry? YES/NO

Times at which children or young persons permitted entry

Parts of premises to which children or young persons permitted entry

Describe arrangements as to how the applicant will promote the licensing objective of protecting children from harm

Signature:

Date:

Print name (in capitals):

NOTES

1. The application form must be sent back to the Council **at least 21 days before the event** so that Police Scotland have time to carry out their enquiries. **If the application is not received within 21 days** then there will be an **extra £5 fee** to pay along with the **£10 fee** for the licence.

2. Data Protection Privacy Notice

Comhairle nan Eilean Siar, Council Offices, Sandwick Road, Stornoway, Isle of Lewis HS1 2BW will use your personal data to the extent that it is necessary in order to process your application and to carry out its public functions in the public interest as a licensing authority. The Comhairle will hold your data securely and will share it only with organisations where it is required by law or it is in the public interest to do so, including auditors, law enforcement agencies and other public bodies concerned with the administration of public funds in order to prevent and detect fraud. Your data will be kept for the duration of the service and for any further period for which the Comhairle is required by law to keep it, or considers appropriate in accordance with its file retention policy. You have the right to request access to the data which the Comhairle holds; to request rectification, erasure or restriction of it; and to object to the Comhairle's processing of it. You also have the right to lodge a complaint with the Information Commissioner's Office if you feel that the Comhairle has not handled your data properly. More information on your rights, and how the Comhairle uses personal data, is available at <https://www.cne-siar.gov.uk/your-council/data-protection/>. Please contact the Comhairle's Data Protection Officer, Tim Langley (dataprotection@cne-siar.gov.uk), if you have any queries about the Comhairle's use of your personal data.

Extended hours application information

If you have a [premises licence](#) in Scotland you can apply for an extension to your normal licensing hours for a special event.

The following conditions apply:

- maximum period your licensing hours can be extended is 1 month
- licensing boards will only grant an extension that allows you to serve alcohol for a continuous 24-hour period in exceptional circumstances
- licensing boards may agree to the extension you ask for, or may decide to give a shorter extension
- the conditions of your license during the extension may be different to the conditions you normally have to follow
- once your licensing hours have been extended by an extended hours application, they can't be extended further

How to apply

You can apply with this form. You will need to provide details of the event or occasion and the additional hours you want to be licensed for.

You need to pay an application fee of £10.

Exceptions

You don't need to apply for an extension of hours where alcohol is:

- consumed within 15 minutes of the end of your licensed hours (e.g. drinking-up time)
- sold to hotel residents or consumed by residents or their guests
- consumed with a meal within 30 minutes of the end of your licensed hours, as long as it was purchased along with the meal during licensed hours

If, in any other circumstances, you sell alcohol or allow it to be consumed on or taken from your premises outside of licensed hours, you are committing an offence and may be fined up to £1,000.