

WESTERN ISLES LICENSING BOARD

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

APPLICATION FOR OCCASIONAL LICENCE

Before completing this form please **read the guidance notes** on the last page of this 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.

If your event also has entertainment provided for the public, you **have to apply for an Occasional Public Entertainment Licence** as well, unless the premises are already covered by a Public Entertainment Licence.

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

1. LICENCE DETAILS (see note 1)
Premises licence number (if applicable)
Personal licence number (if applicable)
Name of voluntary organisation (if applicable)

2. PERSONAL DETAILS			
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)			
Surname			
Forenames			
DATE OF BIRTH	Day	Month	Year
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES			
Post town	Post code		
TELEPHONE NUMBERS			
Daytime			
Evening			
Mobile			

FAX NUMBER

E-MAIL ADDRESS

3. THE PREMISES

Description of premises

Description of activities to be carried on in the premises

If there is going to be entertainment provided for the public during the event, where it is not a private function, can you explain what type of entertainment that is

Full postal address of premises which this application refers to

4. DURATION OF LICENCE

From:

To:

5. Is alcohol to be sold on & off the premises YES/NO* - Provide relevant details as to hours requested when alcohol will be sold on/off the premises-* delete as appropriate

Times for sale of alcohol for consumption on premises

Times for sale of alcohol for consumption off premises

Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises

6. CHILDREN (see note 2)**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 answered yes the remainder of this section must be completed)

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

7. FOOD

Is food being prepared?

Yes/No

Please state name and contact details including daytime telephone number of person responsible for catering

Qualifications/experience in food

What type if food is being prepared

Approximate numbers being catered for?

8. CHECKLIST

I have:

Made or enclosed payment of the fee for the application

Please tick

Yes No

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

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:

PRINT NAME:

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**are eligible to apply for an occasional licence
2. 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.
3. Any application relating to the sale of alcohol should clearly state who has **responsibility relating to the sale of alcohol**, i.e. personal license holder, premises licence holder or voluntary organisation.
4. 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.
5. It is the responsibility of event organisers and those responsible for the sale of alcohol at licensed events to ensure the licensing objectives are being met.
6. All **supporting documentation** in any application, i.e. personal liquor license details, **must be accurate** or the application will not be progressed. Any application with inaccurate information will be returned to the applicant for amendment. A new period of 21 days will commence on re-application.
7. Any community issues resulting directly from an event having taken place may affect future applications for the applicant or the premises used.
8. **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.
9. Information on the Licensing (Scotland) Act 2005 is available on the website of OPSI (<http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>)