

# LICENSING (SCOTLAND) ACT 2005

## 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.

### 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  
Format

**ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES**

**POST TOWN**

**POSTCODE**

**TELEPHONE NUMBERS**

Daytime

Evening

Mobile

**FAX NUMBER**

**EMAIL ADDRESS (if you would prefer us to correspond with you by email)**

**3. THE PREMISES**

**Description of premises**  
*(Provide a brief description of the premises, e.g. Function Suite within Local Community Hall)*

**Description of activities to be carried on in the premises**  
*(Provide a brief description of the activity to which the application relates e.g. Wedding, Birthday, West End Festival etc. If application relates to a special event such as a Birthday or Wedding etc, then you must also provide the name and address of the individuals to which the event relates)*

**Full postal address of premises which this application refers to**

**4. DURATION OF LICENCE**

**From:**  
  
**To:**

<b>5. Is alcohol to be sold on &amp; off the premises (* delete as appropriate)</b>	<b>On Premises: YES / NO*</b>
	<b>Off Premises: YES / NO*</b>

**Provide relevant details as to hours requested when alcohol will be sold on/off the premises**

<b>Times for sale of alcohol for consumption on premises</b>	<b>Times for sale of alcohol for consumption off premises</b>
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**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**

<b>Are children or young persons permitted entry?</b> (if answered yes the remainder of this section must be completed)	<b>YES/NO</b>
<b>Ages of children or young persons permitted entry</b> (e.g. 0 – 17 Years)	
<b>Times at which children or young persons permitted entry</b> (e.g. During Licensed Hours)	
<b>Parts of premises to which children or young persons permitted entry</b> (e.g. All Public Parts)	

**7. CHECKLIST**

**I have:-**

<ul style="list-style-type: none"> <li>Attached payment of £10 in respect of the fee for the application</li> </ul>	(Please Tick) <input type="checkbox"/>
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**8. Signature and declaration by applicant (See Notes 3 & 4)**  
**DECLARATION**  
The contents of this Application are true to the best of my knowledge and belief.

<b>SIGNATURE</b>		<b>DATE</b>	
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**Note 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

**Note 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.

**Note 3:**  
**Data Protection**  
The information on this form may be held on an electronic register which may be available to members of the public on request.

**Contact Us:**

**City of Glasgow Licensing Board**  
City Chambers  
George Square  
Glasgow G2 1DU

**Phone:** 0141 287 5354  
**Email:** [LicensingBoard@glasgow.gov.uk](mailto:LicensingBoard@glasgow.gov.uk)

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