

Before lodging your Extended Hours Application please ensure that you have read the following guidance.

### 1. WHAT IS AN EXTENDED HOURS APPLICATION?

The Licence Holder of a current Premises Licence issued under the Licensing (Scotland) Act 2005 can apply to the Licence Board for an extension of their licensed hours under section 68 of the 2005 Act.

The application can specify a duration of up to one month and can only be made in relation to

- a special event or occasion to be catered for on the premises; or
- a special event of local or national significance.

### 2. WHO CAN APPLY?

An application can only be made by the Licence Holder of the relevant Premises Licence or their Registered Agent.

### 3. IS THERE A POLICY ON WHAT HOURS I CAN APPLY FOR?

The Licensing Board is required to publish a Licensing Policy Statement setting out how it will exercise its functions under the Licensing (Scotland) Act 2005.

The policy statement can be viewed using the following link:

<https://www.glasgow.gov.uk/index.aspx?articleid=17552>

The policy statement sets out the Board's generally approach to Extended Hours including the timescale for lodging applications, the nature of events that the Licensing Board will consider '*special events or occasions*' and the hours that the Board may grant.

### 4. ARE THERE RESTRICTIONS ON HOW OFTEN YOU CAN APPLY TO EXTEND LICENSED HOURS?

The Licensing Board has concerns in relation to the frequency with which a number of premises apply for extended hours. In order to protect its policy on extended hours and the relevant Licensing Objectives, the Board places a restriction on the number of applications for extended hours which will be granted to individual premises each calendar year.

Generally the Licensing Board considers that it would not be appropriate to grant licensed premises extended hours on more than 10 days in each calendar year, or on a pro-rata basis in respect of new licensed premises. The maximum of 10 days is in addition to any extended hours for days covered by the policy on Festive Period Extensions referred to in the policy statement or any general extension of licensed hours granted by the Board under section 67 of the Act.

### 5. HOW DO YOU APPLY?

To apply for a Licence you should complete the attached application form and submit it to the Licensing Board with the relevant fee and, if necessary, supporting documents.

#### AT OUR CITY CENTRE SERVICE DESK

Your application can be submitted in person at our:

City Centre Service Desk  
45 John Street  
Glasgow G1 1JE

**From 5 February 2018 you can book an appointment online to submit your application at the Service Desk.** Please be aware you will no longer be able to book your appointment via telephone. An appointment can be made using the following link. Please select 'Licensing' from the list of available options and choose 'Apply for a Licence' to schedule a suitable appointment.

<http://www.glasgow.gov.uk/booking>

Appointments are available Monday to Friday excluding Public Holidays. More information on making an appointment is available on our website:

<http://www.glasgow.gov.uk/licences/appointments>

We recommend that applications are lodged in person in order to ensure they are correct. Our staff will check your application and help you correct any mistakes. Please note our staff cannot complete the form for you.

You can ask someone to lodge the form on your behalf at the Service Desk; however, if the form requires to be amended, you must initial any changes before the form is accepted.

#### **BY POST**

You can submit your application by post to the following address:

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

We recommend that you send the application by Recorded Delivery/Special Delivery to ensure that it is received.

### **6. WHAT NEEDS TO ACCOMPANY THE APPLICATION?**

There is no requirement to provide specific documentation with every application. If your application relates to an event, such as a music or comedy festival taking place in multiple premises across the City, it may be helpfully to provide evidence of your involvement such as brochure or programme of events. In certain circumstances the Licensing Board may request that further documentation is provided prior to the application being determined.

### **7. HOW MUCH IS THE APPLICATION FEE?**

The fee for an Extended Hours Application is set by the Scottish Government and cannot be changed by the Licensing Board.

The current application fee is: £10

Applications lodged in person can be made by Cash, Cheque, Postal Order or Credit/Debit Card. Applications lodged by post can be paid by Cheque or Postal Order only (**Do not send cash by post**).

Cheque and Card payments will only be accepted from the applicant or their registered agent. Cheques should be made payable to 'City of Glasgow Licensing Board' or 'Glasgow City Council'

### **8. HOW WILL THE APPLICATION BE PROCESSED?**

Once an application has been received copies are sent to Police Scotland and the Council's Licensing Standards Officer for reports. Both have 10 days in which they may respond to the Licensing Board.

Once reports have been received the application will be reviewed by the Clerk to the Licensing Board. The Clerk will consider the terms of the application and any policy issues highlighted by the reports before deciding whether or not to grant, amend or refuse the application. If the Clerk cannot determine the application, it will be referred to the Licensing Board.

Please be aware that if an objection or representation is received then your application will not be reviewed by the Clerk. Instead it will be referred directly to a meeting of the Licensing Board for consideration. If this happens you will receive a Recorded Delivery letter requesting your attendance at the meeting and explaining the reason you are being called. Although you are not legally required to attend it is recommended that you do so. We will contact you, in writing, after the meeting to advise you of the Licensing Board's decision.

### **9. HOW LONG WILL IT TAKE TO PROCESS THE APPLICATION?**

The Licensing Board received around several thousand applications for extensions per year. Given the volume of applications and the complexities involved in processing and considering applications, most applications will be considered around one to two weeks prior to their intended start date.

### **10. WHAT HAPPENS AFTER MY APPLICATION IS GRANTED?**

If you have provided an email address you will receive an email advising that your application has been granted and attaching a Certificate of Extended Hours. If no email address has been provided, we will issue the correspondence by post.

## 11. WHAT HAPPENS IF MY APPLICATION IS REFUSED?

If you have provided an email address you will receive an email advising that your application has been refused. If no email address has been provided, you will receive a letter advising of the decision.

## 12. ARE THERE CONDITIONS ATTACHED TO THE LICENCE?

The Licensing Board may attach or vary existing conditions if it considers it necessary. You will be expected to comply with every condition; failure to do so may constitute a criminal offence or result in a potential review of your Premises Licence.

## OTHER FREQUENTLY ASKED QUESTIONS (FAQs)

### HOW LONG DOES IT TAKE TO SUBMIT A FORM AT THE LICENSING SERVICE DESK?

The Service Desk is often very busy and you should expect to have to queue. It normally takes about 10 to 15 minutes to submit the application form and pay; this includes waiting times.

The peak times for the Service Desk are 10am to 11am and the lunch period of 12 Noon to 2.30pm. If you visit the Service Desk during these hours it may take longer to deal with your application.

As licences expire at the end of each month, the last few working days of the month can be very busy and lengthy queues are likely.

### WHAT ARE LICENSED AND UNLICENSED PREMISES?

“Licensed Premises” hold a Premises Licence issued under the 2005 Act that allows them sell alcohol on a daily basis – traditional public houses, nightclubs or dedicated off sales are examples of “Licensed Premises”.

“Unlicensed Premises” simply refers to any premises other than those that are “Licensed” to sell alcohol on a continual basis.

### CAN I GET FURTHER INFORMATION?

Yes. If you have any further questions about the application process the Licensing Team will be happy to assist you. Please note that whilst the Licensing Team can provide guidance, the team cannot offer you legal advice.

You can contact us by phone, fax or email.

Licensing Team  
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)

# Privacy Statement:

## Licensing schemes administered by the City of Glasgow Licensing Board

### WHO WE ARE

The City of Glasgow Licensing Board is a public body established under the Licensing (Scotland) Act 2005. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk), and by telephone on 0141 287 1055.

### WHY DO WE NEED YOUR PERSONAL INFORMATION AND WHAT DO WE DO WITH IT?

You are giving us your personal information to allow us to carry out our statutory functions in relation to licensed activities regulated by the City of Glasgow Licensing Board. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

### LEGAL BASIS FOR USING YOUR INFORMATION

We provide these services to you as part of our statutory function as a public body. You can find more details of our role on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) and [www.glasgow.gov.uk/licensingboard](http://www.glasgow.gov.uk/licensingboard). Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We may also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law. In addition, we may also process data about any criminal convictions you may have. This is because we are required to ascertain the suitability of individuals to hold licences and, to do this, we may need to process information on an individual's criminal convictions.

### WHO DO WE SHARE YOUR INFORMATION WITH?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

We are required by law to enter personal information about applicants and other relevant persons on a public register of applications for licences. This register can be accessed by any member of the public. We may publish this register or extracts of the register online. We may also provide the register to other public bodies to support a national register of licences.

In processing an application for a licence or a complaint, we may need to refer you to a meeting of the Licensing and Regulatory Committee. Your personal information will be included in the agenda, reports and minutes for the Committee. Some of this information will be published on our website. You can find out more on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)

Licensing Board meetings are held in public. At a meeting your personal information may be disclosed to those in attendance. This may happen even if you do not attend a meeting that you are invited to.

We will also share your personal data with other public bodies and statutory consultees as required by law.

## HOW LONG DO WE KEEP YOUR INFORMATION FOR?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at [www.glasgow.gov.uk/rrds](http://www.glasgow.gov.uk/rrds) or you can request a hard copy from the contact address stated above.

## Your rights under data protection law

- **access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
  - I. you think that we no longer need to hold the information for the purposes for which it was originally obtained
  - II. you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
  - III. our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information** – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

**Restricting how we may use your information** – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

## INFORMATION YOU HAVE GIVEN US ABOUT OTHER PEOPLE

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to carry out our statutory functions in relation to licensed activities regulated by the Council's Licensing & Regulatory Committee. If they want any more information on how we will use their information they can visit our web site at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) or email [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk).

## COMPLAINTS

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk) or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at [www.glasgow.gov.uk/complaints](http://www.glasgow.gov.uk/complaints).

## MORE INFORMATION

For more details on how we process your personal information visit [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)  
If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.