

THE LICENSING (SCOTLAND) ACT 1976
HIGHLAND LICENSING BOARD
DIVISION

Please read guidance notes before completing form

Application under Section 64 of the Licensing (Scotland) Act 1976, for the grant of a Regular Extension of Permitted Hours	For Clerk's Use Only			
	Date of receipt of application	/ /		
	Fee Paid/Receipt no.	£86.00		
	Date of board meeting	/ /		
			Date of Reference	Comments received
	Consultees	Police		
	Decision	Granted/ Refused/Adjourned		
1 Name, designation and address of applicant E-mail address: Telephone no:				
2 Name, designation and address of employee or agent of applicant to be responsible for the day to day running of the premises E-mail address: Telephone no:				
3 Address of premises in respect of which the application is made				
4 Type of licence held				
5(1) Hours during which, and if applicable, dates (for seasonal grants) when regular extensions are required		Morning	Afternoon	Evening
	Mon			
	Tues			
	Wed			
	Thurs			
	Fri			
	Sat			
	Sun			
5(2) Duration	All for following grant			
5(3) Is this a repeat application	YES/NO			
6 Reasons for regular extensions/occasions in respect of which application is made				

7 Does the applicant request the newspaper advert to give details of your agent	YES/NO
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Data Protection – the information you have supplied will be used for the purpose for which you have provided it and any relevant procedures following from this. This data will be maintained in accordance with the Data Protection Act 1998 and will not be passed on or sold to any other organisation without your prior approval unless this is a legal requirement.

Date

**Signature
(Applicant/Agent)**

Address of Agent (if any)

Daytime tel no:

Fax no:

Mobile no:

E-Mail:

GUIDANCE NOTES – REGULAR EXTENSION

1. The application form should (I) state at the top of the form the appropriate Board and (II) be accompanied by the current fee.
2. Licensing Boards vary in the practice requiring attendance at Board Meetings and you should check with the Clerk's Office whether or not you are required to be present at the meeting or represented.
3. If in any of the other parts of the form there is insufficient space e.g. at 5 (1) or paragraph 6 please do not hesitate to submit further details on an attached sheet.
4. In respect of question 7, this permits applicants where they are using an Agent to use their address for the Licensing Board advert rather than the applicant's home address. This option is not open to applicants where they are acting on their own behalf.
5. Applicants must ensure that the applications are lodged in time as neither the Clerk nor the Licensing Board have any discretion to accept late applications.
6. If the Board has policy guidelines in relation to the grant of regular extensions these will be available on request from the Clerk's office or on the individual Board's Website.
7. Premises without a regular/occasional extension with Sunday opening can operate as follows:-
Monday – Saturday – 11.00 a.m. – 11.00 p.m.
Sunday – 12.30 p.m. – 2.30 p.m. and 6.30 p.m. - 11.00 p.m.

A COPY MUST BE SENT TO THE CHIEF CONSTABLE