



## HIGHLAND LICENSING BOARD

### Licensing (Scotland) Act 2005, section 68

### Extended Hours Licence

### GUIDANCE NOTES

#### Note 1:

Applications may only be completed by the Premises Licence Holder or their Agent. The Agent can be either a Solicitor acting on behalf of the Premises Licence Holder or a person acting under the written authority of the Premises Licence Holder.

#### Note 2:

In terms of Section 68 of the Licensing (Scotland) Act 2005 the Licensing Board may extend the licensed hours if it **considers it appropriate to do so** in connection with a special event or occasion to be catered for on the premises, or a special event of local or national significance.

#### Note 3:

In terms of Section 68(2) of the Licensing (Scotland) Act 2005, the duration applied for may not exceed a period of **one month**.

Please ensure that the 'from' and 'to' dates of the proposed duration reflect the days on which the **extension** should begin and end.

(e.g. A Premises Licence allows a premises to trade until 0100 and said premises lodges an extended hours application to trade until 0200 in respect of a special event. If the special event takes place on a Friday evening, then the Extended Hours Application should specify the start date as the Saturday from 0100 to 0200 and not Friday – since the extension would not take effect until 0100 on the Saturday morning.)

#### Note 4:

An extended hours application does not allow a premises to sell alcohol for consumption off the premises if the relevant Premises Licence only allows the sale of alcohol on the premises and vice versa.

An extension of hours for the sale of alcohol for consumption off premises cannot extend outwith the hours of 1000 to 2200.

#### Note 5: Notification of Extended Hours Application

Upon receipt of the application the Licensing Board must give notice of it, together with a copy of the application to the appropriate Chief Constable and Licensing Standards Officer who must respond to the application within ten days.

## **Note: Submission of Application**

In order to process the application timeously, please lodge the application at least **14 days** in advance of the event. Completed applications may be lodged at the relevant address below:-

### **HIGHLAND LICENSING BOARD CONTACT ADDRESSES AND PAYMENT DETAILS**

| <b>Clerk to the Board</b>  | <b>Inverness, Nairn, Badenoch and Strathspey areas</b>  | <b>Lochaber</b>  |
|--|---|--|
| Susan Blease<br>Highland Licensing Board<br>Council Offices<br>High Street<br>Dingwall IV15 9QN<br>Tel: (01349) 868538<br><a href="mailto:susan.blease@highland.gov.uk">susan.blease@highland.gov.uk</a> | Highland Licensing Board<br>Town House<br>High Street<br>Inverness<br>IV1 1JJ<br>Tel: (01463) 785087<br><a href="mailto:licensing@highland.gov.uk">licensing@highland.gov.uk</a>  | Highland Licensing Board<br>Council Offices<br>Charles Kennedy Building<br>Achintore Road<br>Fort William, PH33 6RQ<br>Tel: (01397) 707233<br><a href="mailto:licensing@highland.gov.uk">licensing@highland.gov.uk</a> |
| <b>Caithness and Ross areas</b>  | <b>Sutherland</b>   | <b>Skye and Lochalsh</b>   |
| Highland Licensing Board<br>Caithness House<br>Market Place<br>Wick<br>KW1 4AB<br>Tel: (01955) 608214<br><a href="mailto:licensing@highland.gov.uk">licensing@highland.gov.uk</a>                        | Highland Licensing Board<br>Council Offices<br>Drummuie<br>Golspie<br>KW10 6TA<br>Tel: (01408) 635205<br><a href="mailto:licensing@highland.gov.uk">licensing@highland.gov.uk</a> | Highland Licensing Board<br>Council Offices<br>Tigh na Sgire<br>Park Lane<br>Portree, IV51 9GP<br>Tel: (01478) 613824<br><a href="mailto:licensing@highland.gov.uk">licensing@highland.gov.uk</a>                      |

If you wish any additional guidance or advice, please contact your **Licensing Standards Officer** in your area:-

| <b>LICENSING AREA</b>  | <b>LSO</b>   | <b>CONTACT DETAILS</b>  |
|--|--------------|---|
| <b>SOUTH</b><br>Inverness, Nairn, Badenoch & Strathspey and Lochaber | Ian Cox      | Tel: 01463 785089<br>E-mail: <a href="mailto:ian.cox@highland.gov.uk">ian.cox@highland.gov.uk</a>           |
| <b>NORTH</b><br>Caithness, Sutherland, Ross, Skye and Lochalsh       | David Inglis | Tel: 01349 868644<br>E-mail: <a href="mailto:david.inglis@highland.gov.uk">david.inglis@highland.gov.uk</a> |

## **WAYS TO PAY**

### **By Debit or Credit Card**

- In Person at any Service Point
- Online via the Internet Log on to [www.highland.gov.uk](http://www.highland.gov.uk) 24 hours a day, 7 days a week and go to Online Payments via the self-service menu.
- By Telephone to a member of Council staff. Please telephone the payment line on 0845 602 4232 and a member of staff will be able to take your payment. This service is available Monday-Friday 8 am to 6 pm, and Saturday 9 am to 12 noon.

### **By Bank Credit Transfer, Telephone or Online Banking or Standing Order**

Please pay to the Clydesdale Bank, 15 Academy Street, Inverness, IV1 1JN

Bank Sort Code: 82:70:13

Bank Account Number: 30000542

Please quote: Name of Premises/Type of Application or Invoice Number with all payments.