

For Official Use: Cash Office/Service Point

APPLICATION FEE:	£10.00
FEE PAID:	
RECEIPT NO:	
DATE RECEIVED:	
RECEIVED BY: (SERVICE POINT & INITIALS)	



HIGHLAND LICENSING BOARD

Licensing (Scotland) Act 2005, section 56

Occasional Licence Application

Before completing this form please read the Guidance Notes (pages 6-8) at the end of the form. You may wish to keep a copy of the completed form for your records.

SECTION 1 – TYPE OF APPLICANT

Please select only **one** box (Guidance Notes - Section 1 refers):

(a)	Name of Premises Licence Holder and Premises Licence Number:	
(b)	(i) Name of Personal Licence Holder: (ii) Personal Licence Number: (ii) Expiry date: (iii) Name of issuing Licensing Board:	
(c)	Name of Voluntary Organisation:	
(d)	Name of Members Club:	

SECTION 2 – PERSONAL DETAILS

(a) Particulars of Applicant

Title (delete as appropriate)	Mr Mrs Miss Ms Other (please state)
Surname	
Forename(s)	
Address (including postcode)	
Date of Birth	

(b) Contact Details

	Day-time	Evening	Mobile
Telephone Numbers			
Fax No			
E-mail Address			

SECTION 3 : PREMISES

(a) Full Postal Address of Premises which this application refers to:-

(b) Description of Premises (See Guidance Notes – Section 3)

Please give brief description, such as Community Hall or if occupying part of a building, the part which your activity will occupy. For outside events, descriptions such as “marquee in the grounds ” will suffice:-

(c) Public Entertainment Licence (See Guidance Notes – Section 3)

Does the premises hold a Public Entertainment Licence:	YES <input type="checkbox"/> NO* <input type="checkbox"/>
*If no, do you require to apply for a Public Entertainment Licence under Civic Government (Scotland) Act 1982? (See Guidance Notes – Section 3)	YES <input type="checkbox"/> NO <input type="checkbox"/>

(d) Description of Activities

Please complete the following (See Guidance Notes – Section 3):

(a)	the range of activities taking place eg. community ceilidh, wedding, birthday party, music festival, highland games etc	
(b)	the maximum attendees	
(c)	if food will be provided eg. buffet etc	
(d)	stewarding arrangements	
(e)	type of music (if applicable) eg. ceilidh, DJ nights, dance band, seated concert, discotheque, rave etc.	

SECTION 4 : DATES AND TIMES

(a) Duration of Licence

Provide the proposed duration that the Occasional Licence Application is to have effect

FROM:	Day:		Date:	
TO:	Day:		Date:	

(b) Sale of Alcohol

(i)	Will alcohol be sold for consumption solely ON the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(ii)	Will alcohol be sold for consumption solely OFF the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(iii)	Will alcohol be sold for consumption both ON and OFF the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/>

(c) Date and Times that alcohol is to be sold

ON CONSUMPTION				OFF CONSUMPTION		
Day	Date	Opening Hour	Closing Hour	Date	Opening Hour	Closing Hour
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

- (d) If appropriate, give statement of the times at which any activities **other than the sale of alcohol** will be carried on in the premises eg. Children's Christmas Party taking place before a Community Ceilidh:-

SECTION 5 : CHILDREN & YOUNG PERSONS

This section must be completed where alcohol is for sale for consumption **on the premises**:-

- (i) Provide the **TERMS** under which Children & Young Persons will be allowed entry:-

Are **Children** (persons aged 0 to15 years) permitted entry?

Yes No Accompanied by an adult

Are **Young Persons** (persons aged 16 and 17 years) permitted entry?

Yes No Accompanied by an adult

- (ii) Provide a statement regarding the **TIMES** during which **Children** (aged 0-15yrs) will be allowed entry eg. restricted period or duration of event etc:-

Provide a statement regarding the **TIMES** during which **Young Persons** (aged 16 & 17yrs) will be allowed entry eg. restricted period or duration of event etc:-

- (iii) Provide a statement regarding the **PARTS** of the premises to which children and/or young persons will be allowed eg. all public parts, not permitted within room containing bar counter etc:-

SECTION 6: CHECKLIST

<p>Payment of £10 for the application fee. See Section 5(c) below. (Please note that the Council can no longer accept payment of applications by cheque or cash).</p> <p>Please tick</p>	
<p>Voluntary Organisation Constitution enclosed if appropriate (see Guidance Notes – Section 1). Please tick</p>	

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity. (See Note 1 below)

The contents of this Application are true to the best of my knowledge and belief.

Signature: Print Name:

Capacity: APPLICANT/AGENT (delete as appropriate)

Date:

Telephone number and email address of signatory:

Tel No:	
E-mail address:	

Postal Address of Agent (if appropriate)

.....
.....
.....

NOTES

DATA PROTECTION ACT 1998

The information on this form may be held on an electronic public register which may be available to members of the public on request. This will be maintained in accordance with the Data Protection Act 1998 and will not be sold or passed on to any organisation without your prior approval unless this is a legal requirement.

1. Section 56 of the Licensing (Scotland) Act 2005 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.

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. Such written authority should accompany the application.

2. Where alcohol is to be sold for the 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.
3. Information on the Licensing (Scotland) Act 2005 is available on the website of the Scottish Parliament
<http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>).

LICENSING (SCOTLAND) ACT 2005

Occasional Licence Application Form Guidance Notes

SECTION 1 - LICENCE DETAILS

If you are either (a) a Premises Licence Holder or (b) a Personal Licence Holder please enter in the respective space the full Licence Number as it appears on your respective Licence.

If you are applying on behalf of (c) a Voluntary Organisation please enter the full name of the Organisation as it appears on the Constitution. If you have not already done so, please enclose a copy of your Organisation's Constitution with this Application.

If you are applying on behalf of (d) a Club, please enter in the respective space the full Licence Number as it appears on your respective Licence. A representative of the Club may complete the application form.

SECTION 2 - PERSONAL DETAILS

Please complete all sections fully as it will assist Licensing Admin Staff or Licensing Standards Officers to contact you timeously should there be a need.

SECTION 3 - PREMISES

- **Description of Premises** - give a brief description of the premises, ie. a village hall or if the event is to take place in part of a building, describe the part you will be using eg. small hall within the community centre. If your event is outdoors, descriptions such as "a marquee within the grounds of....." or a "beer tent within the games field of.....Highland Games" are acceptable.

- **Public Entertainment Licence** - What Is A Place Of Public Entertainment?

A place of public entertainment is **any place** including land where, on payment of money or monies worth, members of the public are admitted or may use any facilities for the purposes of entertainment or recreation. For further information please refer to <http://www.highland.gov.uk/businessinformation/licensing/civicgovernmentlicensing/>

- **Description of Activities** - provide a concise description of the range of activities taking place within your function, including maximum numbers likely to attend and whether or not there is provision for food. An example would be:

- ❖ a Community Ceilidh Dance with traditional Scottish music
- ❖ approximately 50-70 persons may attend
- ❖ a buffet meal will be provided during the evening

- **Stewarding arrangements** – Following the introduction of the Private Security Industry Act 2001, there is now mandatory licensing of the private security industry. This means that it is an offence to employ unlicensed door stewards or "bouncers" at fundraising events. Volunteers who carry out these roles are exempt from the requirement of the Act.

The conditions relating to voluntary or licensed stewarding will be specified on the occasional licence. It is good practice to discuss this fully with your Licensing Standards Officer and Police prior to application as the requirement for stewarding may vary according to the size and nature of the event.

SECTION 4 – DATES AND TIMES

- (a) **Duration of Licence** - within this section please enter the day and date that you wish to be able to sell alcohol from, and the day and date that you wish the sale of alcohol to cease.

Occasional Licences have a maximum duration for up to 14 days.

- (b) Please state whether alcohol will be sold on or off the premises. or both.
- (c) **Dates and Times that Occasional Licence Application will have effect** – please state the date and times during which alcohol may be sold on the premises, off the premises or both.
- (d) If appropriate, please supply a brief statement of the times other activities other than the sale of alcohol will be carried on in the premises for example, a Children's Christmas Party could take place between 5.00pm and 7.00pm, prior to a Licensed Community Dance commencing at 7.00pm.

SECTION 5 – CHILDREN & YOUNG PERSONS

One of the core Licensing Objectives is “protecting children from harm”. The Licensing (Scotland) Act 2005 defines children as being under 16 and young persons being 16 and 17. The core principle if either or both categories are to be admitted to licensed events is that their welfare is considered in the planning of the occasion.

You must decide the ages of children and young persons to be admitted.

Similarly you must decide what time it is suitable for children or young persons to be on the premises; this may be for a restricted period or for the duration of the function. You may wish to consider different time spans for children or young persons.

NOTES:

- (a) Further guidance notes are available to Voluntary Organisations on the Council's Web Site via the following link: -
<http://www.highland.gov.uk/businessinformation/licensing/liq-lic-guidance-notes-2005.htm>

(b) **Notification of an Occasional Licence 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 twenty one days. The Licensing Board must also advertise the application on its web site for a period of 7 days.

(c) **Submission of Application**

In order to process the application timeously, please lodge the application at least **28 days** in advance of the event. Completed applications may be lodged at the relevant address below:

HIGHLAND LICENSING BOARD CONTACT ADDRESSES AND PAYMENT DETAILS

Clerk to the Board	Inverness, Nairn, Badenoch and Strathspey areas	Lochaber
Claire McArthur Highland Licensing Board Council Offices High Street Dingwall IV15 9QN Tel: (01349) 868541 claire.mcarthur@highland.gov.uk	Highland Licensing Board Highland Council Headquarters Glenurquhart Road Inverness IV3 5NX Tel: (01463) 785087 licensing@highland.gov.uk	Highland Licensing Board Council Offices Charles Kennedy Building Achintore Road Fort William PH33 6RQ Tel: (01397) 707233 licensing@highland.gov.uk
Caithness and Ross areas	Sutherland	Skye and Lochalsh
Highland Licensing Board Caithness House Market Place Wick KW1 4AB Tel: (01955) 608214 licensing@highland.gov.uk	Highland Licensing Board Council Offices Drummuie Golspie KW10 6TA Tel: (01408) 635205 licensing@highland.gov.uk	Highland Licensing Board Council Offices Tigh na Sgìre Park Lane Portree, IV51 9GP Tel: (01478) 613824 licensing@highland.gov.uk

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

LICENSING AREA	LSO	CONTACT DETAILS
SOUTH Inverness, Nairn, Badenoch & Strathspey	Shonnie Campbell	Tel: 01463 702259 E-mail: shonnie.campbell@highland.gov.uk
NORTH Caithness, Sutherland and Ross	Garry Cameron	Tel: 01408 635217 E-mail: garry.cameron@highland.gov.uk
WEST Skye and Lochalsh and Lochaber	Chris MacKinnon	Tel: 07760 703222 E-mail: ewenchristopher.mackinnon@highland.gov.uk

WAYS TO PAY:

By Debit or Credit Card

- In Person at any Service Point
- By Telephone to a member of Council staff. Please telephone the payment line on 01349 886605/09 and a member of staff will be able to take your payment. This service is available Monday-Friday 8 am to 5 pm,

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

Please pay to the: Virgin 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.

EQUAL OPPORTUNITIES MONITORING FORM QUESTIONS

Introduction to Equalities Form:

In order to check the effectiveness of our equal opportunities policy we monitor a range of areas where people may experience discrimination. We would be pleased if you would complete the form below. The information you give will not be available to people involved in the application process and will be used for monitoring purposes only. All information will be treated in strict confidence and no names will be shown in any statistics produced.

Data Protection Act 1998

Information you provide in this form will be processed fairly and lawfully for the following purposes:

- For administrative purposes, reporting, monitoring data and using information as statistical data for strategic planning.
- For equal opportunities monitoring.

Question 1: Gender Identity - 1

How would you describe your gender?

Female

Male

Prefer not to answer

Question 2: Gender Identity - 2

Have you ever identified as a transgender person or trans person?

(For the purpose of this question "transgender" is defined as an individual who lives, or wants to live, full time in the gender opposite to that they were assigned at birth)

Yes

No

Prefer not to answer

Question 3: Age

Please tick one box:-

18-24

25-34

35-44

45-54

55-64

65-74

75+

Prefer not to answer

Question 4: Religion or Belief

What is your Religion or Belief?

Buddhist	<input type="checkbox"/>
Church of Scotland	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Humanist	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
None	<input type="checkbox"/>
Other Christian	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Pagan	<input type="checkbox"/>
Roman Catholic	<input type="checkbox"/>
Prefer not to answer	<input type="checkbox"/>
Other Religion or Belief, please specify (FREE TEXT):	<input type="text"/>

Question 5: Ethnic Group

What is your ethnic group? Choose one from section A to F

A. White

Scottish	<input type="checkbox"/>
Other British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Gypsy/Traveller	<input type="checkbox"/>
Polish	<input type="checkbox"/>
Other white ethnic group	<input type="checkbox"/>

B. Mixed or Multiple Ethnic Group

Any mixed or multiple ethnic groups	<input type="checkbox"/>
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C. Asian, Asian Scottish or Asian British

Pakistani, Pakistani Scottish or Pakistani British	<input type="checkbox"/>
Indian, Indian Scottish or Indian British	<input type="checkbox"/>
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	<input type="checkbox"/>
Chinese, Chinese Scottish or Chinese British	<input type="checkbox"/>
Other	<input type="checkbox"/>

D. African

African, African Scottish or African British	<input type="checkbox"/>
Other	<input type="checkbox"/>

E. Caribbean or Black

Caribbean, Caribbean Scottish or Caribbean British	<input type="checkbox"/>
Black, Black Scottish or Black British	<input type="checkbox"/>
Other	<input type="checkbox"/>

F. African

Arab, Arab Scottish or Arab British

Other

Prefer not to answer

Other, please specify (FREE TEXT)

Question 6a: Disability

Under the terms of the Equality Act 2010, a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out day-to-day tasks.

Do you consider that you have a disability?

Yes

No

Prefer not to answer

Question 6b: Disability (Impairment)

If yes to the above question, please state the type of impairment which applies to you. If none of the categories apply, please mark 'Other' and specify the type of impairment.

Deafness or partial hearing loss

Blindness or partial sight loss

Learning disability for example, Down's Syndrome

Learning difficulty for example, dyslexia

Developmental disorder for example, Autistic Spectrum Disorder or Asperger's Syndrome

Physical disability

Mental health condition

Long-term illness, disease or condition

Prefer not to answer

Question 7: Sexual Orientation

What is your sexual orientation?

Bisexual

Gay

Heterosexual/Straight

Lesbian

Prefer not to answer
