



**HIGHLAND LICENSING BOARD
Licensing (Scotland) Act 2005 Section 56
Occasional Licence**

GUIDANCE NOTES

Note 1:

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 Members 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.

Note 2:

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.

Note 3:

- **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.

Note 4:

- (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.

Note 5:

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) A Schedule of current Local Conditions which may be attached to an Occasional Licence may be found on the Council’s Web Site via the following link:-

<http://www.highland.gov.uk/businessinformation/licensing/lic-cons-2005.htm>

(c) 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.

(d) 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) 868538 claire.mcarthur@highland.gov.uk	Highland Licensing Board 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.