Regulation 3

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| Falkirk Council Crest  FALKIRK COUNCIL LICENSING BOARD | **Licensing Unit**  **Falkirk Council**  **The Foundry**  **4 Central Park**  **Central Boulevard**  **Larbert, FK5 4RU**  **Telephone: 01324 501575**  **e-mail: licensing@falkirk.gov.uk**  **DX 556562** |

**Application for Occasional Licence**

**Before completing this form please read the guidance notes at the end of the form.**

If you are completing this form by hand, please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets, if necessary.

**Applications must be submitted to the Board at least**

**5 weeks before the date of the proposed event**

You may wish to keep a copy of the completed form for your records.

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| 1. LICENCE DETAILS (see note 1) |

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| Premises name & licence number (if applicable) |  |
| Personal licence number (if applicable) |  |
| Name of voluntary organisation (if applicable)  Address (incl postcode)  Position in organisation |  |

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| 2. PERSONAL DETAILS |

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| --- | --- | --- | --- | --- | --- |
| TITLE (delete as appropriate) | Mr | Mrs | Miss | Ms | Other (please state) |

|  |  |
| --- | --- |
| Surname  Forenames |  |

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| DATE OF BIRTH | Day | Month | Year |

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| ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES  Post Town Post code |

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| TELEPHONE NUMBERS  Daytime  Evening  Mobile |  |
| EMAIL ADDRESS  (if you would prefer us to correspond with you by email) |  |

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| 3. THE PREMISES |
| Description of premises |
| Description of activities to be carried on in the premises |
| Full postal address of premises which this application refers to – **include postcode** |

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| 4. DURATION OF LICENCE |

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| --- | --- |
| Date(s) requested  From  To | Times requested  From  To |

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| 5. Is alcohol to be sold on & off the premises? **YES/NO**  Provide relevant details as to hours requested when alcohol will be sold on/off the premises |

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| Times for sale of alcohol for consumption on  premises | Times for sale of alcohol for consumption off  premises |

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| Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises |

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| 6. CHILDREN (see note 2)  This section must be completed where alcohol is for sale for consumption on the premises |
| Are children or young persons permitted entry? **YES/NO**  (If yes, the remainder of this section must be completed) |

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| Ages of children or young persons permitted  entry | Times at which children or young persons  permitted entry |

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| Parts of premises to which children or young persons permitted entry |

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| 7. ORIGINATOR OF APPLICATION |
| Name, full postal address and telephone number of person/organisation on behalf of which the application is being made (if applicable) |

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| 8. CHECKLIST |
| I have (please tick if yes) |

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| Made or enclosed payment of the fee for the application (£10.00) |  |

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| 9. Signature and declaration by applicant (see note 3)  DECLARATION  IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTON WITH THIS  APPLICATION  (Criminal Law (Consolidation) (Scotland) Act 1995 Section 44(2)(b))  The contents of this application are true to the best of my knowledge and belief |

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| SIGNATURE | DATE |

**NOTES**

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

2. Where alcohol is to be sold for 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. Data Protection Act 2018

The information on this form may be held on an electronic register which may be available to members of the public on request.

4. Information on the Licensing (Scotland) Act 2005 is available on the following websites:

The Scottish Parliament

[www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm](http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm)

Falkirk Council

[www.falkirk.gov.uk](http://www.falkirk.gov.uk)

Your privacy is important to us. You can find out how we deal with your personal information here: <http://www.falkirk.gov.uk/privacy/law-licensing/licensing/>

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| **For use by the Licensing Board only**  **Application checklist** |

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| **Date received** |  | **Receipt number** |  |
| **Received by *(INITIALS)*** |  | **Processed by *(INITIALS)*** |  |
| **Late application** | Yes/No | **Constitution received** | Yes N/A |
| **No. of Occ in last 12 months (members clubs only)** |  | **Advert checked by** |  |
|  |  | **Last objection date** |  |
| **Date advert sent to IT** |  | **Date sent to consultees** |  |
| **Date added to diary** |  | **Objections received** | Yes/No |
| **Date returned from Police** |  | **Date returned from LSO** |  |
| **Date returned from Noise** |  | **Date licence issued** |  |

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**Occasional Licence Application – Licensing Objectives Statement**

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| **Applicant:** |  |
| **Date of Event:** |  |
| **Venue:** |  |
| **Numbers Attending:** |  |
| **Is the Event Ticketed?** | Yes No |
| **How are the tickets being sold:** | At the venue Internet Friends/family  Event Organiser  Other (please state)…………………………………………………………………… |

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| **A layout plan is required for non-permanent structures such as a marquee, where the licensed area includes an outdoor drinking area and/or where the licensed area is part of a building.** |
| **Please state below what measure you will take at the event to address the Licensing Objectives of:**   * PREVENTING CRIME AND DISORDER * SECURING PUBLIC SAFETY * PREVENTING PUBLIC NUISANCE * PROTECTING AND IMPROVING PUBLIC HEALTH * PROTECTING CHILDREN AND YOUNG PERSONS FROM HARM |
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| **Please provide any other information in support of your application** |

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| Signed | Date |

If you require any assistance with completing this form, please make an appointment with a Licensing Standards Officer by phoning 01324 501575.