

WEST LOTHIAN LICENSING BOARD

Application for Occasional Licence

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

If you are completing the 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.

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

1. LICENCE DETAILS (see note 1)			
Premises licence number (if applicable)			
Personal licence number (if applicable)			
Name of voluntary organisation (if applicable)			
2. PERSONAL DETAILS			
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)			
Surname			
Forenames			
	Day	Month	Year
DATE OF BIRTH			
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES			
Post Town		Post Code	
TELEPHONE NUMBERS			
Daytime			
Evening			
Mobile			
FAX NUMBER			
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)			

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

4. DURATION OF LICENCE

From:

To:

5. Is alcohol to be sold on and off the premises YES/NO* - Provide relevant details as to hours requested when alcohol will be sold on/off the premises - *delete as appropriate

Times for sale of alcohol for consumption on premises

Times for sale of alcohol for consumption off premises

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

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 answered yes the remainder of this section must be completed.

Ages of children or young persons permitted entry

Times at which children or young persons permitted entry

Parts of premises to which children or young persons permitted entry

7. CHECKLIST

I have

Please tick yes

Made or enclosed payment of the fee for the application

8. Signature and declaration by applicant (see note 3)

DECLARATION

IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION 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

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 1998

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 website of the Scottish Parliament (<http://www.opsi.gov.uk/legislation/scotland/acts/2005/20050016.htm>)