

**OCCASIONAL LICENCE / EXTENDED HOURS APPLICATIONS
EMERGENCY AND UNFORESEEN EVENTS**

**The Clerk to the Licensing Board
West Lothian Council
West Lothian Civic Centre
Howden South Road
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West Lothian
EH54 6FF
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Form amended November 2018



Board policy regarding late applications

In terms of the Board's policy, all applications for occasional licences and extended hours must be submitted at least 35 days prior to the event to allow sufficient time for the application to be processed.

Are there any exceptions to this?

In terms of its policy if an application is made after that date but at least 72 hours before the event the Board has power to accept the late application for processing if it relates to an emergency or unforeseen event.

What will the Board consider to be an emergency or unforeseen event?

The Board consider applications for unforeseen events such as funerals or where an event has to be relocated following damage to premises as examples of events which may fall within this category.

When is it not applicable to complete this form?

An application which has been lodged late as a result of a failure by the applicant to meet the deadline or the event being organised at short notice would not be considered under this exception, unless the event was unforeseen or relocated due to an emergency.

Who makes the decision regarding whether to process the late application?

That decision will be made by the Convenor of the Board or their nominee under delegated powers. Otherwise all other late applications will be returned to applicants with an explanation that the Board has not accepted these for processing.

If you consider that your application fall within the terms of this exception to the normal policy and wish to ask the Board to exercise its discretion to consider your late application, please complete one of the boxes on the next page to apply for the late application to be accepted. Clearly explain why the event itself is an emergency or is unforeseen. Please submit this form with your application. If your application is rejected the fee will not be refunded.

Please be aware that even if your late application is accepted for processing there is no guarantee that it will be able to be determined prior to the event.

When completing this form, please write legibly in block capitals using black ink.

Emergency events

I consider this event to be an emergency for the following reason(s):

Unforeseen events

I consider this event to be unforeseen for the following reason(s):