

# NORTH LANARKSHIRE LICENSING BOARD

Fee: £10.00

## Application for Occasional Licence

Before completing this form please read the guidance notes at the end. 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. 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)	
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Personal Licence Number (if applicable)	
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Name of Voluntary Organisation (if applicable)	
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### (2) PERSONAL DETAILS (applicant)

Surname	
Forenames	
Date of Birth	

Address	
Post Code	

### TELEPHONE NUMBERS

Daytime	
Mobile	

E-MAIL ADDRESS	
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**(3) DESCRIPTION OF THE PREMISES (see note 2)**

<p>Description of Premises</p> <p>Description of activities to be carried on in the premises – please also give name, address and contact telephone number of the person who has booked the function.</p> <p>Full postal address of premises which this application refers to</p>	
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**(4) DURATION OF LICENCE (see note 3)**

<p>Date of Function From:</p>	<p>Date of Function To:</p>
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**(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**

<p>Time for sale of alcohol for consumption on premises</p>	<p>Times for sale of alcohol for consumption off premises</p>
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<p>Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises</p>
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**(6) CHILDREN (see note 4)****This section must be completed where alcohol is for sale for consumption on the premises**

Are children or young persons permitted entry?	Yes or No (delete as appropriate – 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 the premises to which children or young persons permitted entry
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**(7) CHECKLIST**

I have made or enclosed payment of the fee for the application (please circle) YES/NO
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**(8) SIGNATURE AND DECLARATION BY APPLICANT (see note 4)**

<p><b>DECLARATION: IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION</b></p> <p><b>(Criminal Law (Consolidation) (Scotland) Act 1995 Section 44(2)(b))</b></p> <p><b>The contents of this application are true to the best of my knowledge and belief.</b></p>
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<b>Signature:</b>	<b>Date:</b>
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**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;

A representative of any voluntary organisation is eligible to apply for an occasional licence.

If you are a personal licence holder and your licence has been granted by another authority other than North Lanarkshire please provide a copy of your personal licence document with this application.

If you represent a voluntary organisation and you are applying for the first time for an occasional licence please produce evidence of your organisation namely (a) a list of the full names, addresses and date of birth for all members of the committee of the organisation; a copy of the constitution relating to the organisation or if not available a copy of a previous minute of a meeting of the committee; the name and address of the organisations bank details including account number.

2. Description of the premises. Please include a full description of the event to be carried out in the premises for which the licence is sought. Include the name, address and telephone number of the originator of the event i.e. the details of the person(s) who has asked you to provide a liquor licence for the event/function.
3. Duration of Licence. This is the date(s) the event/function is to take place on. **PLEASE NOTE APPLICATIONS SHOULD BE SUBMITTED AT LEAST 6 WEEKS PRIOR TO THE DATE OF THE EVENT/FUNCTION.**
4. 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. In terms of the Act Children are defined as under 16 and Young Persons are aged 16 or 17 years.
5. Data Protection Act 2018
- The information which you provide on this form will be processed by North Lanarkshire Council (which is the “data controller” for purposes of data protection law). A Privacy Statement explaining how we process your personal information can found on the Council’s website [www.northlanarkshire.gov.uk](http://www.northlanarkshire.gov.uk)
6. Information on the Licensing (Scotland) Act 2005 is available on the website of the Scottish Parliament <http://opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>

Completed forms should be returned to:  
 Clerk to the Licensing Board  
 Civic Centre  
 Windmillhill Street  
 Motherwell  
 ML1 1AB

**PAYMENT INFORMATION**

- In Person: Card payments may be made at the Daziel Building, 7 Scott Street, Motherwell ML1 1PN.
- By Telephone: Upon receipt of your application being received, payment can be made by card. Or call us on 01698 302360.