

# LICENSING (SCOTLAND) ACT 2005, SECTION 68

## Extended Hours Application

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.

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

This application should only be completed by the Licence Holder of the appropriate Premises Licence or their Agent.

To:  <b>The Depute Clerk Aberdeenshire Licensing Board Aberdeenshire Council Legal &amp; People Viewmount Arduthie Road Stonehaven AB39 2DQ</b>
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### Section 1: PREMISES LICENCE DETAILS

a) Premises Licence Number	
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b) Name and Address of Premises:	
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Post Code		Telephone Number	
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c) Full Name and Address of Current Licence Holder:
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Post Code		Telephone Number	
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**Section 2: NATURE OF EXTENDED HOURS APPLICATION**

**a) Details of Event:**

This application is in relation to - (tick relevant box)

a special event or occasion to be catered for on the premises, or

an event of local or national significance

**b) Provide details of event to which application relates and reasons why the extended hours are required: (see note 1)**

**c) Duration of Extended Hours Application (see note 2)**

Provide the proposed duration that the Extended Hours Application is to have effect

<b>Date From:</b>		<b>Date To:</b>	
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**d) Times that Extended Hours Application will have Effect (see note 3)**

Times for sale of alcohol for consumption on the premises:	Times for sale of alcohol for consumption off the premises:

Does the applicant consider that the on-sale hours fall within the hours allowed by the Board's Policy	YES/NO
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<p>Where the applicant has answered "NO" to the above question, please indicate why the event or occasion cannot take place within the on-sale hours specified in the Board's policy and how the request complies with the licensing objectives</p> <p>(continue on separate sheet if necessary)</p>	
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Section 3: 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/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

Describe arrangements as to how the applicant will promote the licensing objective of protecting children from harm

**Section 4: CHECKLIST**

I have made or enclosed payment of the fee for the application

Please tick

Signature and declaration by applicant (see note 5)

**DECLARATION**

The contents of this Application are true to the best of my knowledge and belief and **the appropriate persons have read the attached privacy notice.**

Signature ..... Print Name .....

Date .....

Capacity: APPLICANT / AGENT (delete as appropriate)

Telephone number and email address or signatory .....

Postal Address of Signatory .....

**GDPR**

**The applicant, and, where the applicant is a company, business or other body, any person who has supplied personal information as part of this application MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.**

<b>FOR OFFICIAL USE ONLY</b>	
DATE RECEIVED AT SERVICE POINT	
NAME OF CUSTOMER SERVICE ADVISOR	
CUSTOMER SERVICE ADVISOR SIGNATURE	

SUBMITTED AT WHICH SERVICE POINT?						
BANFF	ELLON	HUNTLY	INVERURIE	PETERHEAD	STONEHAVEN	TURRIFF

## **NOTES**

1. In terms of Section 68 of the Licensing (Scotland) Act the Licensing Board may extend the licensed hours if it **considers it appropriate** to do so in connection with a special event or occasion to be catered for on the premises, or an event of local or national significance.
2. In terms of Section 68(2) of the Licensing (Scotland) Act 2005, the duration applied for may not exceed a period of **one month**.

Please ensure that the 'from' and 'to' dates of the proposed duration reflect the days on which the **extension** should begin and end.

(e.g. A Premises Licence allows a premises to trade until 01:00 and said premises lodges an extended hours application to trade until 02:00 in respect of a special event - such as a Wedding Reception. If the Wedding Reception takes place on a Friday evening, then the Extended Hours Application should specify the start date as the Saturday from 01:00 to 02:00 and not Friday - since the extension would not take effect until 01:00 on the Saturday morning).

3. An Extended Hours Application does not allow a premises to sell alcohol for consumption off the premises if the relevant Premises Licence only allows the sale of alcohol on the premises and vice versa.

An extension of hours for the sale of alcohol for consumption off premises cannot extend outwith the hours of 10:00 - 22:00.

4. Detail here the arrangements proposed for children. You may have child provisions within the operating plan but they may not cover the period of the extended hours. Where hours are extended at the end of core hours then special consideration should be given to the licensing objective of protecting children from harm.
5. 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.

**N.B. THE APPLICATION FEE FOR AN OCCASIONAL EXTENSION IS £10.00. CHEQUES SHOULD BE MADE PAYABLE TO 'ABERDEENSHIRE COUNCIL'. THE APPLICATION FEE IS NOT REFUNDABLE IN THE EVENT THAT THE APPLICATION IS REFUSED, CANNOT BE PROCESSED IN TIME, OR IF THE EVENT IS SUBSEQUENTLY CANCELLED AFTER A LICENCE HAS BEEN GRANTED.**

**OCCASIONAL EXTENSION APPLICATIONS REQUIRE TO BE LODGED AT LEAST 6 WEEKS PRIOR TO AN EVENT.**

**PRIVACY NOTICE**

The Data Controller of the information being collected is Aberdeenshire Licensing Board. The information is collated on their behalf by Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

- The processing of your application for Extended Hours
- The determination of your application for Extended Hours
- The issue of any Extended Hours Granted
- Inclusion on the Register of Extended Hours available for public inspection
- Ensuring compliance with the terms of your Extended Hours
- The processing of any complaints made in respect of your Extended Hours
- The determination of any complaints made in respect of your Extended Hours

Your information is:

Being collected by Aberdeenshire Council on behalf of the Aberdeenshire Licensing Board

The legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligations	X	Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law	X

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

*If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.*

Your information will be shared with the following recipients or categories of recipient:

<ul style="list-style-type: none"> <li>• Police Scotland</li> <li>• Some information will also be shared with the Public as part of the online processing of applications for Extended Hours or investigation of complaints/reviews of licences and via the Register of Extended Hours</li> </ul>	<ul style="list-style-type: none"> <li>• Licensing Standards Officers</li> <li>• Scottish Government</li> </ul>
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Your information will be transferred to or stored in the following countries and the following safeguards are in place:

*NOT APPLICABLE*

The retention period for the data is:

- (1) Where an application related to the grant of extended hours is refused by the Board, information relating to that application will be retained on the Licensing Register for a period of 5 years from the **date of refusal** and thereafter will be destroyed.
- (2) In all other cases information relating to extended hours will be retained on the Licensing Register for a period of 5 years from the date the extended hours **ceases to have effect** and thereafter will be destroyed.

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.