

**Licensing (Scotland) Act 2005**  
**The Occasional Licence (Scotland) Regulations 2007**  
**Application for an 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.**

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

<b>To:</b>	<b>The Depute Clerk Aberdeenshire Licensing Board Aberdeenshire Council Legal &amp; People Viewmount Arduthie Road Stonehaven AB39 2DQ</b>
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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			
DATE OF BIRTH	Day	Month	Year

ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES
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Post town	Post code
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TELEPHONE NUMBERS
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Daytime Evening Mobile	
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FAX NUMBER	
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E-mail address (if you would prefer us to correspond with you by e-mail)
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3. THE PREMISES
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Description of Premises
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Description of activities to be carried on in the premises
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Full postal address of premises which this application refers to
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4. DURATION OF LICENCE
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From:
To:

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 \*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)

Age 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 **and the appropriate persons have read the attached privacy notice.**

Signature		Date	
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**NOTES**

**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.**

**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 organization

**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://opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>)**

## **APPENDIX 1**

### **SUPPLEMENTARY INFORMATION**

<b>1. <u>Event</u></b>  (a) Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc).  (b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc).	(a)  (b)
<b>2. <u>Attendance</u></b>  (a) Approximately how many people are expected to attend?  (b) How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)  (c) In the main, what age group will form the majority of those attending? Tick one box only.  (d) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)	    Under 18 <input type="checkbox"/> 18 - 30 <input type="checkbox"/> 30 - 50 <input type="checkbox"/> Over 50 <input type="checkbox"/>
<b>3. <u>Stewarding</u></b>  Please note it is an offence under the Private Security Industry Act 2001 to <u>employ</u> unlicensed door stewards. Unpaid volunteers performing this function are not covered by the Act, however. More information can be found at <a href="http://www.the-sia.org.uk/home">http://www.the-sia.org.uk/home</a>  (a) Please state the number, if any, of stewards to be employed at the event.  (b) Of that number, please state how many will be SIA registered stewards and how many will be volunteers.	(a)  (b)

<p><b>4. <u>Layout Plans</u></b></p> <p>Please indicate if -</p> <p>(a) there is a plan attached to a Public Entertainment Licence issued for the premises; or</p> <p>(b) the premises is a Members' Club which has been issued with a premises licence; or</p> <p>(c) attach a detailed layout plan of the venue with the application</p>	<p>(a) YES/NO</p> <p>(b) YES/NO</p> <p>(c) Plan attached YES/NO (please state why there is no plan attached)</p>
<p><b>5. <u>Applications Lodged by Voluntary Organisations or Members' Clubs Only</u></b></p> <p>Please list the dates of the previous occasional Licences granted to you by the Board in the 12 months preceding the date of the event that is the subject of this occasional licence application.<sup>1</sup></p>	
<p><b>6. Will alternatives to glass receptacles be provided?</b></p>	YES/NO
<p><b>7. Where the event is for more than 100 persons, or where the event is relating to a Voluntary Organisation where more than four occasional</b></p>	

<sup>1</sup> Please note that a Licensing Board in relation to any voluntary organisation or Members' Club may grant in any period of 12 months –

- (a) Not more than **4** occasional licences each having effect for a period of **4 days or more**, and
- (b) Not more than **12** occasional licences each having effect for a period of **less than 4 days**  
Provided that in any period of 12 months, the total number of days on which occasional licences issued in respect of the organisation/club does not exceed 56 days.

Any occasional licences granted by the Board and not used by the occasional licence holder still count in calculating the above.

To calculate the 12 month period, please count back 12 months from the proposed date of the event that is the subject of this occasional licence application.

Members Clubs should only apply for occasional licences for events where there will be more non-members attending the event than there are members to sign them into the premises. In those circumstances, the provisions of any occasional licence granted supercede the provisions of the premises licence currently in place for the premises.

licences per year are applied for, please give details here of the person trained to personal licence holder standard	Please attach a copy of your training certificate to this application
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**LICENSING OBJECTIVES**

All holders of occasional licences must demonstrate how they will promote the 5 Licensing Objectives. Please provide practical examples of what you plan to do to comply with each objective.

<b>8. How will you prevent Crime and Disorder at the event?</b>	
<b>9. How will you secure Public Safety at the event?</b>	
<b>10. How will you prevent Public Nuisance at the event?</b>	
<b>11. How will you promote and protect Public Health at the Event?</b>	





## PRIVACY NOTICE

The Data Controller of the information being collected is the 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 an Occasional licence
- The determination of your application for an Occasional licence
- The issue of any Occasional Licence Granted
- Inclusion on the Register of Occasional Licences available for public inspection
- Ensuring compliance with the terms of your Occasional Licence
- The processing of any complaints made in respect of your Occasional Licence
- The determination of any complaints made in respect of your Occasional Licence

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 Occasional Licences or investigation of complaints/reviews of licences and via the Register of Occasional Licences</li></ul>	<ul style="list-style-type: none"><li>• Licensing Standards Officers</li><li>• Scottish Government</li><li>• Fire Service, Planning Services, Building Standards and Environmental Health (where appropriate to do so)</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 an occasional licence 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 any other case, where information relates to an occasional licence, that information will be retained on the Licensing Register for a period of 5 years from the date the premises licence **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.