

**Angus Licensing Board**  
**Application for Occasional Licence**

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

Please complete all fields fully.

|   |     |           |      |
|---|-----|-----------|------|
| <b>1. LICENCE DETAILS (see note 1)</b>  |     |           |      |
| Premises licence number (if applicable)   |     |           |      |
| Personal licence number (if applicable)   |     |           |      |
| Name of voluntary organisation (if applicable)                                  |     |           |      |
| <b>2. PERSONAL DETAILS</b>  |     |           |      |
| TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)              |     |           |      |
| Surname   |     |           |      |
| Forenames   |     |           |      |
| <b>DATE OF BIRTH</b>  | Day | Month     | Year |
| <b>ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES</b> |     |           |      |
|   |     |           |      |
| Post town   |     | Post code |      |
| <b>TELEPHONE NUMBER:</b>  |     |           |      |
| Daytime   |     |           |      |
| Evening   |     |           |      |
| Mobile  |     |           |      |
| <b>E-MAIL ADDRESS:</b>  |     |           |      |
|   |     |           |      |
| <b>3. THE PREMISES</b>  |     |           |      |
| <b>Description of premises</b>  |     |           |      |
|   |     |           |      |

|  |   |
|--|---|
| <b>Description of activities to be carried on in the premises</b>  |   |
| <b>Full postal address of premises which this application refers to</b>  |   |
| <b>4. DURATION OF LICENCE</b>  |   |
| <b>From:</b>   |   |
| <b>To:</b>   |   |
| <b>5. Is alcohol to be sold on &amp; off the premises YES/NO* - Provide relevant details as to hours requested when alcohol will be sold on/off the premises-* delete as appropriate</b> |   |
| <b>Times for sale of alcohol for consumption on premises</b>   | <b>Times for sale of alcohol for consumption off premises</b>   |
| <b>Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises</b>  |   |
| <b>6. CHILDREN (see note 2)</b>  |   |
| <b>This section must be completed where alcohol is for sale for consumption on the premises</b>  |   |
| <b>Are children or young persons permitted entry? YES/NO (if answered yes the remainder of this section must be completed)</b>   |   |
| <b>Ages of children or young persons permitted entry</b>   | <b>Times at which children or young persons permitted entry</b> |
| <b>Parts of premises to which children or young persons permitted entry</b>  |   |

| 7. CHECKLIST  |  |                    |    |
|---|--|--------------------|----|
| I have  |  | Please tick yes/no |    |
| <ul style="list-style-type: none"> <li>Made or enclosed payment of the fee for the application</li> </ul> |  | Yes                | No |
| 8. Signature and declaration by applicant (see note 3)  |  |                    |    |
| DECLARATION   |  |                    |    |
| 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 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

The information you have provided on this Application form, and from supporting documentary evidence – where applicable, will be processed by The Angus Licensing Board (the “data controller”) in compliance with the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 in order to process your Licensing Application.

For the purpose of dealing with your Application (in order to process your application), we will share your information in accordance with the Licensing (Scotland) Act 2005 and other applicable licensing legislation with internal services of Angus Council.

The Council may also check information provided by you, or information about you provided by a third party such as NHS Tayside, Scottish Fire and Rescue Service, Scottish Ambulance Service and Police Scotland with other information held by us. We may also get information from those third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public safety, protect public funds or where required by law.

Please note that you should read this service specific Privacy Notice in conjunction with the Angus Licensing Board’s Full Privacy Statement which is accessible on the council’s website at:

[https://www.angus.gov.uk/council\\_and\\_democracy/council\\_information/information\\_governance/council\\_and\\_services\\_privacy/angus](https://www.angus.gov.uk/council_and_democracy/council_information/information_governance/council_and_services_privacy/angus)

I understand that Angus Council are permitted to accept applications for the grant of this licence; objections or representations; and notifications of any change to the licence, by means of electronic communication. Applications, objections, representations or notifications can be sent to the Council by email to [LAWLicensing@angus.gov.uk](mailto:LAWLicensing@angus.gov.uk).

I permit Angus Council to give notice and provide reasons in relation to granting, refusing, renewing, changing, altering, varying, suspending, and revoking the licence by means of email. I authorise the email address provided by me on this application to be used for this purpose.

**Data Protection Act 2018**

The information on this form may be held on an Electronic Register which may be available to members of the public on request.

**PLEASE NOTE – 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)**

**FOR OFFICE USE ONLY**

| Date, Amount and Receipt Number | Date Passed to Consultees | Date Observations Received |
|---------------------------------|---------------------------|----------------------------|
|                                 |                           | Police.....<br>LSO.....    |
|                                 |                           | Date of Issue              |
|                                 |                           |                            |

**OCCASIONAL LICENCE APPLICATION**

**SUPPLEMENTARY QUESTIONNAIRE**

Have you submitted this application for an occasional licence to allow non-members access to a members only club?

What is the capacity of the premises?

How many are you expecting will attend your event? (NB for larger events, an alcohol management plan may be required.)

Is the event ticketed?

Will there be food available at the event?

Will there be entertainment provided?

What time will the entertainment cease?

What steps will you take to minimise any noise disturbance?

How many SIA qualified stewards will be on duty and where will they be located?

How many additional event staff will be on duty and where will they be located?

How many bar staff will be on duty?

How many bar staff will hold a Personal Licence?

If they do not hold a Personal Licence, what training/experience does your bar staff have?

Will you be decanting drinks into plastic containers at the point of sale? (NB this is a local condition for all events within a marquee)

Does your application include an outdoor area? If yes, a layout plan will be required.

How will your outdoor area be defined (fencing, roped area etc)?