

## **ANGUS LICENSING BOARD**

### **NOTES ON APPLICATION FOR EXTENDED HOURS**

Where it is planned to sell alcohol outwith hours which have been granted under a Premises Licence and proposed additional activity is to take place within the premises covered by the Premises Licence the application should be an Application for Extended Hours.

#### **Application for Extended Hours**

Only the holder of a premises Licence may apply for an extended hours application. Extensions may last for a maximum of one month and cannot be further extended.

The Board may only grant applications for:-

- A special event or occasion to be catered for on the premises (such as a wedding reception or birthday party) or
- A special event of local or national significance

#### **How to Apply**

The application form should be completed and submitted, together with the fee of £10 to the Angus Licensing Board, Angus House, Sylvie Way, Orchardbank Business Park, Forfar, DD8 1AN. It is recommended that you apply **at least fifteen days** prior to the event

#### **Notification by the Licensing Board**

When a valid application has been received by the Board it will send a copy to the Divisional Commander, Tayside Division of Police Scotland and the Licensing Standards Officer. The Divisional Commander and the Licensing Standards Officer will have 10 days in which to respond.

#### **The Board's Decision**

When considering an application the Board must take into account an objection received from the Divisional Commander about the application and the Licensing Standards Officers Report. The applicant will be given an opportunity to comment on the objection and/or report.

The Board will issue a Notice of its decision to the applicant, the Divisional Commander and the Licensing Standard Officer, any of whom may ask the Licensing Board for a statement of the reason for its decision.

#### **Application Refused**

Where an application is refused the applicant, Divisional Commander or Licensing Standards Officer may ask for a statement of the Licensing Board's reason for refusal.

#### **Appeal**

Where the Licensing Board refuse an application for extended hours the applicant has the right to appeal against that decision to the Sheriff Principal.