

FOR OFFICE USE ONLY

Date received	Fee paid	Date to - Police Licensing Licensing Standards Fire Environmental Health	Reply	Objectors	Date of Event	Date Granted/ Refused



SCOTTISH BORDERS LICENSING BOARD
Licensing (Scotland) Act 2005

Application for 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.

1. LICENCE DETAILS (see note 1)

Premises licence number (if applicable)*

Personal licence number (if applicable)*

Name of voluntary organisation (if applicable)*

**please ensure you indicate one of the above*

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 PURPOSE

Post Town

Postcode

TELEPHONE NUMBERS Daytime Evening Mobile	
FAX NUMBER	

E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)

3. THE PREMISES

Description of premises
(in particular, if there is more than one room to be used for your event, please indicate if the bar is to be located in a separate room from that which your event will take place; if you propose to use a marquee, other temporary structure or outside areas, please also provide measurements)

Description of activities to be carried on in the premises
(please supply as much information about your event as possible ie. type of event, approx numbers attending; stewarding arrangements and numbers; full description of entertainment ie. live band, amplified music)

Full postal address of premises which this application refers to
(please ensure this section is complete including postcode)

4. DATE/DURATION OF LICENCE (MAXIMUM 14 DAYS – see guidance notes)

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 <i>(this section should be completed if you wish attendees of your function to be able to carry alcoholic drinks outside during the event, up to 10.00pm)</i>
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Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises *(ie. set up in advance of the event/clearing up afterwards/any activities to take place where no alcohol will be sold)*

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) *please indicate clearly

Ages of children or young persons permitted entry <i>(children are 0-15 years young persons 16 & 17 years) – please give approx numbers expected for each if possible)</i>	Times at which children or young persons permitted entry <i>(please specify if you wish different times to apply for children as opposed to young persons)</i>
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Parts of premises to which children or young persons permitted entry
(ref Q3 above – ie. only the function room and access to toilet facilities or not in the immediate vicinity of the bar area)

7. CHECKLIST

Made or enclosed payment of the fee for the application

8. Signature and declaration by applicant (see note
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

Signature	Date
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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 organisationis eligible to apply for an occasional licence.
2. Information on the Licensing (Scotland) Act 2005 is available on the website of OPSI <http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>
3. Please complete the application form in full, with particular reference to the proposed activities (see the note on the form relating to required information) and the full postal address of the location (including postcode). Failure to complete the application in full will delay the processing of the application and will require follow-up by the Licensing Team.
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.
5. The fee for the application is £10.00. Payment of the application fee can be made by :-
 - (a) payment over the phone by debit or credit card (a member of the Licensing Team will call you to take payment on receipt of the application form); or
 - (b) a cheque making payment to 'Scottish Borders Council'.
6. The signed and completed application form can be submitted by :-
 - (a) email to liquorandlicensing@scotborders.gov.uk (this is the preferred option); or
 - (b) alternatively by post to - Licensing Unit, Scottish Borders Council, Council Headquarters, Newtown St. Boswells, Melrose TD6 0SA.
7. If applying for an Occasional Licence and you are the holder of a Premises Licence or Personal Licence from outwith the Scottish Borders Council licensing area, please include a copy of the relevant licence from your licensing authority area, along with the completed application form.

- 8. If you looking to apply for an Occasional Licence, but are not the holder of a Scottish Premises Licence or Personal Licence, please contact the Licensing Unit via the email address or telephone numbers below for advice and guidance.**
- 9. Should you require to check the status of your application please feel free to contact the Licensing Unit on 01835 826662 / 01835 826699 or by e-mail liquorandlicensing@scotborders.gov.uk . Licences will normally be issued 5 - 7 days prior to the event date.**
- 10. If you require assistance or advice on the completion of the application form, please contact the Licensing Unit via the e-mail address or telephone numbers above.**
- 11. Data Protection - The information on this form may be held on an electronic register which may be available to members of the public on request.**

Scottish Borders Licensing Board

PRIVACY NOTICE – ALCOHOL LICENCES

What information do we need?

The Scottish Borders Licensing Board will act as the 'Data Controller' for the personal data you provide to us. The information held by the Licensing Board is managed by employees of Scottish Borders Council, and contained within Scottish Borders Council systems. The Data Protection Officer, who is responsible for ensuring personal data is managed in accordance with data protection legislation, can be contacted as follows:

Address: Data Protection Officer, Information Management, Scottish Borders Council, Newtown St Boswells TD6 0SA.

Email: dataprotection@scotborders.gov.uk

Telephone: 0300 100 1800

The information we collect from you will include details such as your name, address, e-mail address, telephone number, date of birth, and (if applicable) national insurance number, details of any previous criminal convictions and previous licence information.

Why do we need this information?

Your information is being collected to allow the Scottish Borders Licensing Board to administer the process of applying for licences under the Licensing (Scotland) Act 2005.

We need to know the personal data requested on the application form in order to provide this service to you. If you do not provide this information then we will be unable to process your request for a licence. We will not collect any personal data from you that is not needed for this purpose.

The lawful basis for collecting your information in these circumstances is:

Compliance with legal obligation: Scottish Borders Licensing Board is required to collect your information in order to carry out the function of providing licences in relation to the Licensing (Scotland) Act 2005.

Where we collect special category data this processing is necessary for reasons of substantial public interest for aims that are proportionate and which contain appropriate safeguarding measures.

What will we do with your information?

We will use your information to process your application for a licence.

Type of licence Who your information will be shared with

Police Scotland, LSO, Environmental Health, Planning and Building Control, Trading Premises Licence Standards, Scottish Fire and Rescue Service, Local Community Council, SBC Website and Neighbouring properties

Occasional Licence	Police Scotland, LSO and SBC Website
Extension of Hours	Police Scotland, LSO
Variation of Premises (Major)	Police Scotland, LSO, Environmental Health, Planning and Building Control, Trading Standards, Scottish Fire and Rescue Service, Local Community Council, SBC Website and Neighbouring properties
Variation of Premises (Minor)	Police Scotland, LSO, and Environmental Health
Substitution of DPM	Police Scotland, LSO
Personal Licence	Police Scotland, LSO
Transfer of Premises	Police Scotland, LSO

This will involve sharing your information with Police Scotland, and where the type of licence applied for is a premises licence, notice of your application (including a copy of it) will be given to people with a notifiable interest in the land neighbouring the premises and any community council for the area where the premises is situated.

Applications will be considered at meetings of the Scottish Borders Licensing Board, which are open to the public however, some business may require to be held in private. We are also required to publish information in licensing registers, which will include the licence holder and premises manager's name, and details about the premises.

You should also be aware that your data will be stored on servers located within the United Kingdom. We will take all reasonable steps to ensure that your data is kept secure and more information on how we do this can be provided by contacting the Data Protection Officer (contact details can be found above).

How long will we keep your information?

We will keep your information for the length of time specified within our document retention schedules, and after this period it will be destroyed under secure arrangements.

Automated Decision Making

No automated decision making will take place.

Your Rights

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website

<http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

If you are unhappy with the way the Council has processed your personal data please contact the Council's Data Protection Officer. If after raising your concerns with the Data Protection Officer you remain dissatisfied you have the right to complain to the Information Commissioner's Office.

Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

[Email: casework@ico.org.uk](mailto:casework@ico.org.uk)

The Information Commissioner's Office – Scotland

45 Melville Street, Edinburgh, EH3 7HL

Telephone: 0303 123 1115

[Email: Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)