

# Application for Extended Hours

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.

**Fourteen days notice is required for this application.** You may wish to keep a copy of the completed form for your records.

<b>1. PREMISES LICENCE DETAILS (see note 1)</b>	
<b>Premises Licence number</b>	
<b>Name of Premises</b>	
<b>Full Postal Address of Premises</b>	
<b>Telephone Number of Premises</b>	

<b>2. LICENSEE DETAILS</b>	
<b>Name of Current Licensee</b>	
<b>Full Postal Address of Licensee</b>	
<b>Contact Telephone Number of Licensee</b>	
<b>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail.</b>	

<b>3 DETAILS OF SPECIAL EVENT OR OCCASION TO BE CATERED FOR ON THE PREMISES OR SPECIAL EVENT OF LOCAL OR NATIONAL SIGNIFICANCE</b>

**4. PLEASE PROVIDE DETAILS OF WHY THIS EVENT CANNOT TAKE PLACE WITHIN THE CORE LICENSED HOURS OF THE PREMISES**

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**5. DETAILS OF CURRENT LICENSED HOURS OF THE PREMISES**

<b>Commencement Hour</b>	<b>Terminal Hour</b>

**6. DETAILS OF PROPOSED EXTENDED HOURS**

<b>Commencement Hour</b>	<b>Terminal Hour</b>

**7. DATE OF PERIOD EXTENDED HOURS WILL APPLY (see note 2)**

<b>First Day/Date</b>	<b>Last Day/Date (if different from first day)</b>

**8. EXTENDED HOURS FROM 1.00AM – DETAILS OF PERSON WHO WILL PROVIDE FIRST AID (see note 3)**

<b>Name</b>	<b>Full postal address and contact details</b>

I confirm that the contents of this application are true to the best of my knowledge and belief

Signature .....(see note 3)      Date .....

Capacity (APPLICANT/AGENT) (Delete as Appropriate) .....

*If signing on behalf of the applicant please statement in what capacity*

## NOTES

1. Section 68 of the Licensing (Scotland) Act 2005 provides that only the holder of a premises licence is eligible to apply for extended hours.
2. An extension of licensed hours has effect for such period as is specified in the application or such other period as the Board consider appropriate; but in either case the period must not exceed one month.
3. A person trained to the satisfaction of the Licensing Board in administering first aid must be present on the premises from 1.00am (on any day when the premises are open at that time) until whichever is the earlier of:-
  - (a) the time at which the premises next close; and
  - (b) 5.00am
4. **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.
5. Information on the Licensing (Scotland) Act 2005 is available on the website of OPSI <http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>
6. The application and any correspondence in relation to this application should be addressed to:-

The Clerk to the Licensing Board  
East Ayrshire Council  
Council Headquarters  
London Road  
Kilmarnock  
KA3 7BU

Please note that 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)).

East Ayrshire Council is under a duty to protect the public funds it administers, and to this end may use the information you provide on this form for the prevention and detection of fraud. It may also share this data with other bodies including government organisations for these purposes.

East Ayrshire Licensing Board do not routinely translate application forms, however, if you would like to have any of our documents translated, we will be happy to do this on request. Licensing staff will be available to assist with application forms.