

# Application for Occasional Licence

Please ensure that all of the undernoted  
Sections are completed and the application lodged  
no later than 28 days prior to the event taking place.



Proud to be UK Council of the Year

## 1. LICENCE DETAILS – Please complete only one of the undernoted

Premises Licence number and Premises Name	Personal Licence name and Ref. Number (Please include a copy of the Personal Licence if not issued by East Ayrshire)	Name of voluntary organisation

## 2. CONTACT DETAILS OF PREMISES LICENCE HOLDER or PERSONAL LICENCE HOLDER or VOLUNTARY ORGANISATION

TITLE (delete as appropriate): Mr / Mrs / Miss / Ms / Other (please state)	
Surname	
Forenames	
Date of Birth	
Address, including postcode (We will use this address to correspond with you)	
CONTACT DETAILS	
Daytime Telephone Number	
Evening Telephone Number	
Mobile Telephone Number	
E-Mail Address	

## 3. THE PREMISES

Description of premises (ie. Community hall, etc.)
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### 3. THE PREMISES, cont'd

Full postal address of premises which this application refers (premises where the function is to take place). If the event is taking place within Council owned property, please provide a copy of the confirmation of let form.

Full details of event (please include details of persons requesting the event, type of event, any entertainment provided and number of persons attending).

Please note that, in terms of East Ayrshire Licensing Board's Statement of Licensing Policy, although each application received, specifying the different forms of entertainment, including adult entertainment, will be determined on its own merits, the policy of the Board in East Ayrshire is not to permit adult entertainment involving male strippers, female strippers and/or erotic dancers within any premises.

### 4. DURATION OF LICENCE

Date

From (time):

To (time):

### 5. LICENCE BEYOND 1AM - If the proposed event is to continue beyond 1am, please provide the name, address and contact details of the person who will be in attendance to provide First Aid.

Name

Address

Contact Telephone Number

### 6. Please provide 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 and details of any activities, other than the sale of alcohol, will be carried on in the premises

**7. CHILDREN**

Are children or young persons to attend the function?

Ages of children or young persons permitted entry

Times children or young persons will be present at the function

Parts of premises to which children or young persons permitted entry

**8. CHECKLIST – Please tick**

I have made or enclosed the application fee of £10

**9. DECLARATION - Signature and declaration by applicant**

The contents of this Application are true to the best of my knowledge and belief.

SIGNATURE

DATE

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**For use by the Licensing Board only****Application checklist****Date received****Fee amount****Receipt number****Received by**

## **OCCASIONAL LICENCE APPLICATION**

### **IMPORTANT INFORMATION**

#### **Application**

In terms of East Ayrshire Licensing Board's Statement of Licensing Policy, applications for Occasional Licences **should be submitted no later than 28 days before the event is due to take place**. Any application lodged outwith this timescale should be accompanied by a letter detailing the reason for the late application. Failure to submit the application on time may result in the application not being considered.

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.

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)).

In terms of Section 56 of the Licensing (Scotland) Act provides that only the undernoted are eligible to apply for an occasional licence:-

- The holder of a premises licence;
- The holder of a personal licence; or
- A representative of any voluntary organisation

#### **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.

#### **Information**

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.

Information on the Licensing (Scotland) Act 2005 is available on the website of OPSI <http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>

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.

#### **Contact Information**

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 or e-mailed to [licensing@east-ayrshire.gov.uk](mailto:licensing@east-ayrshire.gov.uk)

Applications may also be lodged and paid online at <https://licensing.east-ayrshire.gov.uk/LicensingOnline/Account/LogOn?ReturnUrl=%2fLicensingOnline>

#### **FURTHER INFORMATION REQUIRED**

##### **Marquee/Beer Tent/Barn/Shed**

For applications submitted for events taking place in marquees, beer tents, barns or sheds, the undernoted information will require to be lodged with the application form:-

1. A site layout illustrating the location of the Marquee/Beer Tent/Barn/Shed and its relation to other buildings, road etc.
2. The nearest Fire Brigade access point.
3. A scaled layout of the proposed Marquee/Beer Tent/Barn/Shed, indicating dimensions, exit location, exit widths etc. Once this information is submitted a maximum occupant capacity can be set.
4. Confirmation from the company supplying the beer tent/marquee that the structure complies with BS 5438 for flame retardancy.
5. Details of any proposed flooring within the Marquee/Beer Tent/Barn/Shed, provision of door frames/doors to exits, heating appliances located within the beer tent/marquee, if applicable.

6. Details of the location of the lighting and emergency lighting to the Marquee/Beer Tent/Barn/Shed, the power supply and back up power supply, if applicable.
7. The provision of emergency signage over the exit doors.
8. The number of attendants (1 per 250 adults; 1 per 75 children).
9. The type and number of fire extinguishers (water/foam etc).
10. A “No Smoking” Policy must be adhered to within the Marquee/Beer Tent/Barn/Shed.
11. A responsible person must ensure that there is suitable provisions made to raise the alarm to evacuate the Marquee/Beer Tent/Barn/Shed in the event of an emergency. Similarly there must be a contingency plan for contacting the Emergency Services, should the need arise.
12. Indicate provisions for male/female and disabled toilets, if applicable.
13. Depending on the specific nature of the event further information may be necessary.

### **Boxing Events**

For applications submitted in respect of boxing events, the undernoted information will require to be lodged with the application form:-

1. Risk assessment listing those responsible for organisation of the event and in case of an emergency.
2. Public Liability Insurance certificate covering the event.
3. Details of the first aiders who will be present at the event.
4. Age of competitors. Please provide confirmation that a child protection policy is in place, if applicable.