

DUMFRIES AND GALLOWAY LICENSING BOARDS

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)				
NB - PLEASE COMPLETE ONE BOX ONLY				
a) Premises licence number (if applicable)				
b) Personal licence number (if applicable)				
c) Name of voluntary organisation (if applicable)				
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 PURPOSES				
Post town		Post code		
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				
Description of activities to be carried on in the premises				
Full postal address of premises which this application refers to				

4. DURATION OF LICENCE			
From:	To:	On:	
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	
Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises			
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)			
Ages of children or young persons permitted entry		Times at which children or young persons permitted entry	
Parts of premises to which children or young persons permitted entry			
7. CHECKLIST			
Please tick yes			
<input type="checkbox"/> I have made or enclosed payment of the fee of £10 for the application			
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	

This form should be completed and returned with the fee of £10 at least 28 clear days prior to the event to:-

<input type="checkbox"/> Nithsdale Divisional Licensing Board or Annandale & Eskdale Divisional Dumfries and Galloway Council Municipal Chambers <input type="checkbox"/> Buccleuch Street Dumfries DG1 2AD
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<input type="checkbox"/> Stewartry Divisional Licensing Board or Wigtown Divisional Licensing Board Dumfries and Galloway Council Council Offices <input type="checkbox"/> Sun Street Stranraer DG9 7JJ
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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 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

3. 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.

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