

Application for Occasional Licence

Orkney Islands Area Licensing Board

Licensing (Scotland) Act 2005

Before completing this form please read the guidance notes at the end. 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.

Question 1: Licence details. Read Note 1.	
Premises licence number (if applicable):	
Personal licence number (if applicable):	
Name of voluntary organisation (if applicable):	

Question 2: Personal details.	
Title (delete as appropriate): Mr, Mrs, Miss, Ms, Other (please state)	
Surname:	
Forenames:	
Date of birth (DD/MM/YYYY):	
Address where ordinarily resident to be used for correspondence purposes:	
Post town:	Post code:
Telephone Numbers:	
Daytime:	
Evening:	
Mobile:	
Fax Number:	
Email address (if you would prefer us to correspond with you by email):	

Question 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:	

Question 4: Duration of licence.	
From (time and date DD/MM/YYYY):	
To (time and date DD/MM/YYYY):	

Question 5: Is alcohol to be sold on and off the premises Yes/No*. Provide relevant details as to hours requested when alcohol will be sold on or off the premises*. *Delete as appropriate.
Times for sale of alcohol for consumption on the premises:
Times for sale of alcohol for consumption off the premises:
Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises:

Question 6: Children (read Note 2). This section must be completed where alcohol is for sale for consumption on the premises.
Are children or young persons permitted entry? Answer Yes or 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:

Question 7: Checklist.	
I have:	
Made or enclosed payment of the fee for the application:	Yes / No
Enclosed the local Risk Assessment required in connection with the five licensing objectives:	Yes / No

Question 8: Declaration by Applicant.
The contents of this application are true to the best of my knowledge and belief.
Signature (Read Note 3):
Date:

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)).

Notes.

1. Section 56 of the Licensing (Scotland) Act 2005 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. The information on this form may be held on an electronic public register which may be available to members of the public on request. For more information about how your data will be used, refer to the Board's Guidance published at http://www.orkney.gov.uk/Service-Directory/L/Alcohol_Licensing.htm. Paper copies are available on request.
4. Information on the Licensing (Scotland) Act 2005 is available on the website of the Scottish Parliament (<http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>). The Act and associated Regulations are available from <http://www.legislation.gov.uk>.

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