

GUIDANCE NOTES: OCCASIONAL LICENCE

If you wish to sell alcohol from premises that are not licensed, you will need an occasional licence granted by Falkirk Licensing Board. An example of an occasion where this type of licence would be appropriate would be a wedding reception held in a community centre or a church hall.

How much will it cost?

The application fee is currently £10 which is non-refundable.

When Should I Apply?

To allow sufficient time for your application to be processed, the Board's policy is that applications must be submitted no later than 5 weeks before the date of the event.

Can I Make my Application within 5 Weeks of the date of the event?

Yes, you can, **however**, you must submit a letter to the Board explaining why the application is late. We cannot guarantee that your application will be processed in time for your event and you will be asked to sign a form to say that you are aware of this.

During any calendar year, if you submit more than 3 applications for occasional licences that are within the 5 weeks prior to the date of the event, the 4th and any subsequent applications will be referred to the Licensing Board and you will be invited to attend to explain why your applications are late.

****Please note that this does not apply for funerals****

How do I apply?

There are strict rules on who can apply for an occasional licence. You must be:

- the holder of a premises licence; or
- the holder of a personal licence; or
- a representative of a voluntary organisation.

If you are a voluntary organisation the Licensing Board is limited to issuing in any rolling 12-month period:

- not more than 4 occasional licences for a period of 4 to 14 days;
- not more than 12 occasional licences for a period of less than four days.

The total number of licences issued to a voluntary organisation must not cover more than 56 days in any 12 month period.

These restrictions also apply to premises which operate as a members club, for example bowling clubs, golf clubs or social clubs, and which do not generally allow members of the public access.

In all cases, you must complete the application form in full and submit it to us in any of the ways listed in the **How can I contact you?** section. We also need the following:

- The application fee (which can be paid in cash, by a cheque made payable to "Falkirk Council", debit/credit card),
- If you hold a premises licence or personal licence that has not been issued by us, you must enclose a copy of that licence with each application you make.
- If you are a representative of a voluntary organisation you must enclose a copy of the organisation's constitution with each application you make.
- If the occasional licence is for an outdoor area such as a marquee, for an open air event or part of a premises, you must send us a detailed plan showing the extent of the outside area, the location of the bar and any furniture to be used within the area.
- A written statement on how you will promote the 5 licensing objectives at your event. (a pro forma is attached to the application form to assist you with this)

A step by step guide to filling in the application form can be downloaded from our website.

How long will it take to process my application?

The processing of your application is straightforward. If your application has been filled in correctly, we will give notice of the application to the Chief Constable and the Licensing Standards Officer. If you have not filled in the application form correctly, we will send it back to you. Your application will not be processed unless the licensing objectives statement is submitted and deemed to be satisfactory.

Our preferred method of communication is email as this enables us to contact you speedily to sort out any issues with your application. We can also email the granted licence to you. Please therefore provide an email address on your application form.

We will advertise your application on the Falkirk Council website for a period of 7 days during which time any person can make an objection to your application to the Licensing Section.

If an objection to your application is received or your application is outwith the Licensing Board's Statement of Licensing Policy, your application must be determined by the Licensing Board and you will be asked to attend a meeting of the Licensing Board to speak in support of your application. The Licensing Board meets every month (except July). If the event to which your application relates is before the next meeting of the Licensing Board, your application will fall. It is therefore very important that you make your application well before the event.

The Licensing Board's Statement of Licensing Policy can be downloaded from our website.

Do any conditions apply to my licence?

Yes. Mandatory conditions apply to the licence. The Licensing Board may add additional conditions to the licence. The mandatory conditions can be downloaded from our website as can examples of additional conditions.

How can I contact you?

By Post or in person: **Licensing Section**

District Court Offices

Falkirk Council
Municipal Buildings
West Bridge Street
Falkirk
FK1 5RS

- **By Telephone:** 01324 501575

By Email: licensing@falkirk.gov.uk