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| Falkirk Council Crest  FALKIRK COUNCIL LICENSING BOARD | **Licensing Unit**  **Falkirk Council**  **The Foundry**  **4 Central Park**  **Central Boulevard**  **Larbert, FK5 4RU Telephone: 01324 501575**  **e-mail: licensing@falkirk.gov.uk**  **DX 556562** |

**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.

You may wish to keep a copy of the completed form for your records.

This application should only be completed by the Licence Holder of the appropriate Premises Licence **or** their Agent.

**Applications must be submitted to the Board at least**

**five weeks before the date of the proposed event**

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| **Section 1: PREMISES DETAILS** |

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| **(a) Premises Licence No** |  |
| **(b) Name of Premises** |  |
| **(c) Address of Premises** |  |
| **Post Code** |  |
| **Telephone No** |  |
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| **(d) Current Premises Licence holder** |

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| **Name** |  |
| **Address** |  |
| **Post Code** |  |
| **Telephone No** |  |
| **Mobile Tel No** |  |

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| **Section 2: NATURE OF EXTENDED HOURS APPLICATION** |
| **(a) Type of Event: (see note 1)** |
| This application is in relation to: (Tick relevant box)  (i) a special event or an occasion to be catered for on the premises  or  (ii) an event of local or national significance. |
| **(b) Provide details of event to which application refers.** |
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| **(c) Will Children and/or young persons will be present during the hours requested?**  **YES / NO** |
| **If YES give details** |
| **(d) Provide reasons why the extended hours are required and why the event cannot take place on the premises within the on sales hours specified in the premises operating plan.** |
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| **Section 3: DURATION OF EXTENDED HOURS** |
| **(a) Period during which the Extended Hours are to have effect** **(see note 2).** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| From | Time |  | On | Day |  | Date |  |
| Until | Time |  | On | Day |  | Date |  |

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| If the Extended Hours are **not** to have effect every day during the proposed period, please provide further details of the days when the extension is **not** to have effect. |
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| **(b) Times during which the Extended Hours are to have effect (see note 3).** |

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| **Times for sale of alcohol for consumption on premises.** | **Times for sale of alcohol for consumption off premises (see note 4).** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From |  | To |  | From |  | To |  |
| From |  | To |  | From |  | To |  |

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| **Section 4: CHECKLIST** |

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| **I have made or enclosed payment of the fee of £10.00 for the application. Please tick** |  |

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| **Section 5: Signature and Declaration by applicant (see note 5).** |
| **DECLARATION**  The contents of this application are true to the best of my knowledge and belief.  Signature…………………………………. Print Name ………………………………………...  Date …………………………………………….  Capacity: APPLICANT/AGENT/ ………………………….. (delete as appropriate)  Telephone number and email address of signatory ……………………………………………  …………………………………………………………………………………………………………  Postal address of signatory …………………………………………………………………………  ………………………………………………………………………………………………………….  ………………………………………………………………………………………………………….  Post Code ………………………………………………………………………………………… |

**NOTES**

1. In terms of Section 68 of the Licensing (Scotland) Act, the Licensing Board may extend the licensed hours if it **considers it appropriate** to do so in connection with a special event or occasion to be catered for on the premises, or an event of local or national significance.

2. (i) In terms of Section 68(2) of the Licensing (Scotland) Act 2005, the period during which Extended Hours can be applied for may not exceed a period of **one month**.

(ii) Please ensure that the ‘from’ and ‘to’ day and dates of the proposed Extended Hours reflect the days on which the **extension** will begin and end (eg a premises licence may allow a premises to trade until 1.00 am and said premises lodges an Extended Hours application to trade until 2.00 am in respect of a special event. If the event takes place on a Friday evening, the extended hours application should specify the start date as the Saturday from 1.00 am until 2.00 am hours and not Friday, since the extension will not begin to take effect until 01.00 am on the Saturday morning).

3. It is possible that in very specific circumstances Extended Hours may be required both prior to the commencement of normal Trading Hours and after the termination of normal Trading Hours if so please give full details.

4. (i) An extended hours application does not allow a premises to sell alcohol for consumption **off** the premises if the relevant Premises Licence only allows the sale of alcohol **on** the premises and vice versa.

(ii) An extension of hours for the sale of alcohol for consumption off the premises cannot extend outwith the hours of 10.00 am to 10.00 pm.

5. **Data Protection Act 2018**

The information on this form may be held on an electronic register which may be available to members of the public on request.

Your privacy is important to us. You can find out how we deal with your personal information here: <http://www.falkirk.gov.uk/privacy/law-licensing/licensing/>

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| **For use by the Licensing Board only**  **Application checklist** |

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| **Date received** |  |
| **Fee amount** |  |
| **Receipt number** |  |
| **Received by *(INITIALS)*** |  |