# GUIDANCE NOTES: EXTENDED HOURS

If you wish to sell alcohol from your licensed premises for a time that you are not currently licensed for, you will need the additional hours to be granted by Falkirk Council Licensing Board.

# How much will it cost?

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

# How do I apply?

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 by debit/credit card or BACS).

The information supplied in support of the application is crucial. You must show that the hours requested are appropriate in the circumstances. You should provide to the Board sufficient information to enable a decision to be made. This will include:-

* + hours sought;
	+ the description of special the special event or occasion;
	+ activities proposed to take place during the hours sought;
	+ when each activity will take place;
	+ why the event or occasion is considered to be special.

# 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 who is empowered to object to the grant of the application if he considers it necessary to do so for the purposes of any of the licensing objectives.

A copy of your application is also given to the Licensing Standards Officer who must submit a report to the Board setting out his comments on the application.

If you have not filled in the application form correctly, we will send it back to you.

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 monthly (except January and 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. The mandatory conditions and any other conditions that apply to your premises licence will also apply during the extended hours. If your premises will be trading after 01:00 hours, there are mandatory late opening conditions.

# How can I contact you?

**By Telephone:** 01324 501575

**By Email:** licensing@falkirk.gov.uk