

OCCASIONAL LICENCE APPLICATIONS

In order to assist Falkirk Council Licensing Board in processing your application **quickly**, please read the following notes and provide the additional information requested where possible.

Question	Licence Details		
Question 1	Licence Details	You should only complete one of the 3 sections depending on the basis under which you are entitled to make an application ie :-	
		Premises Licence Number	To be completed only if you applying as a Premises Licence holder. What you are being asked to provide here is the reference number of your Premises Licence. You may not know what this number is. To avoid any confusion here please provide the name and address of your premises and the name of the Licensing Board which issued your premises licence.
		Personal Licence Number	To be completed only if you are applying as a Personal Licence Holder What you are being asked to provide here is the reference number of your Personal Licence. You may not yet have been issued with your personal licence yet however the Licensing Board to which you submitted your application will be able to provide the licence reference number. Please provide the reference number for your Personal Licence and the name of the Licensing Board to which you submitted your application..
		Name of Voluntary Organisation	To be completed only if you are applying as a Representative of a Voluntary Organisation. Please give the name of the voluntary organisation which you represent. Please also give the local address <u>if any</u> of the organisation. Please also give your position within the organisation (eg Secretary).
Question 2	Personal Details		Please complete this question no matter on what basis you are making the application.
Question 3	The Premises	Description	What you are being asked to provide here is a full description of the premises where the event will be held (ie Members Club, Community Centre, Marquee etc). -If the event is being held in a part of a premises eg lesser hall, upstairs lounge etc please give details. -Where a Premises Licence Holder or Personal Licence Holder is providing facilities for an event please give full details of the person or organisation originating the event including address and contact tel. no.
		Description of activities	What you are being asked to provide here is an explanation of what is happening at the event. Is it a wedding reception? Is a meal being provided? Is a buffet being provided? Is it a dance? Is it a meeting or conference? .Is it a family event? What kind of entertainment is being provided? Is there a live band? Will stewards be provided? How many persons will be attending the event?

		Full Postal address	Please complete in all cases and include name of premises if appropriate (eg Falkirk Town Hall).
Question 4	Duration of Licence		What you are being asked to provide here is the day, date and time when the <u>licence</u> is to commence and the day, date and time when the licence is to end. Please note the event itself may be of a different duration. Eg you may only be providing facilities in the evening part of an all day event.
Question 5	ON and / or Off-SALES		What you are being asked to provide here are details as to whether a licence is being sought which would permit On- sales only, Off-sales only or both .
Question 6	Children		What you are being asked to provide here is:- 1) details of the age ranges of children and young persons who will be attending the event. 2) details of the times when children and young persons will be attending the event – these may well be different according to age, circumstances and the nature of the event. 3) the specific parts of the venue to which children will be permitted access.

Additional Guidance V1