

ABERDEEN CITY LICENSING BOARD
LICENSING (SCOTLAND) ACT 2005, SECTION 68
Extended Hours Application

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.

Section 1: PREMISES LICENCE DETAILS			
a) Premises Licence Number			
b) Name and address of premises:			
Post Code		Telephone Number	
c) Full Name and address of current premises licence holder:			
Post Code		Telephone Number	
Section 2: Nature of Extended Hours Application			
a) Details of Event:			
This application is in relation to- (Tick relevant box)			
a special event or occasion to be catered for on the premises, or			<input type="checkbox"/>
an event of local or national significance			<input type="checkbox"/>
b) Provide details of event to which application relates and reasons why the extended hours are required: (see note 1)			

c) Duration of Extended Hours Application (See note 2)

Provide the proposed duration that the Extended Hours Application is to have effect

Date From:		Date To:	
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If the extension is **not** to have effect every day during the proposed duration, then provide further details of the days that the extension is to have effect:

d) Times that Extended Hours Application will have Effect (See note 3)

Times for sale of alcohol for consumption on premises:	Times for sale of alcohol for consumption off premises;

Section 3: CHECKLIST

I have made or enclosed payment of the fee for the application Please tick	
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8. Signature and declaration by applicant (see note 4)

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

.....

.....

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. In terms of Section 68(2) of the Licensing (Scotland) Act 2005, the duration applied for may not exceed a period of **one month**.

Please ensure that the 'from' and 'to' dates of the proposed duration reflect the days on which the **extension** should begin and end.

(e.g. A Premises Licence allows a premises to trade until 01:00 and said premises lodges an extended hours application to trade until 02:00 in respect of a special event – such as a Wedding Reception. If the Wedding Reception takes place on a Friday evening, then the Extended Hours Application should specify the start date as the Saturday from 01:00 to 02:00 and not Friday – since the extension would not take effect until 01:00 on the Saturday morning.)

3. 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.

An extension of hours for the sale of alcohol for consumption off premises cannot extend outwith the hours of 10.00 to 22:00.

How we use your information

Aberdeen City Licensing Board, collects and records the personal information you provide in this form, along with supporting documentation, in order to process your licence application.

In processing and determining your application, the Licensing Board will share the information you have provided with (1) the Chief Constable, Police Scotland (2) the local Licensing Standards Officer and (3) the members of the Licensing Board when they require to determine your application.

The Licensing Board will keep a licensing register, which is available for public inspection, this will include a record of your application. The record will show your name, and details of the final decision and / or licence granted.

The Licensing Board doesn't share the information you've provided with any other third parties, unless we're authorised or required to do so by law.

How long we keep your information for

If your extended hours application is granted, the application and related documents will be retained by the Licensing Board for a period of 5 years, from the date the licence expires.

If your application is withdrawn or refused the application form and related documents will be retained for a period of 5 years from the date of withdrawal or refusal.

Your rights

You have rights in relation to your data, including the right to ask for a copy. See more information about all the rights you have, as well as contact details for the Council's Data Protection Officer. You also have the right to make a complaint to the Information Commissioner's Office if you think we haven't handled your data properly.

Our legal basis

Wherever the Licensing Board processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Licensing Board understands our basis for processing personal data in relation to your application for a licence is Article 6(e), Article 9(g) and Article 10 of the General Data Protection Regulation (GDPR) in that the Licensing Board is exercising its official authority and function under Sections 68 to 70A of the Licensing (Scotland) Act 2005 and as such requires to process some information which is classified as special category under GPDR for reasons of substantial public interest.



ABERDEEN LICENSING BOARD

Why are we asking these questions?

The Licensing Board wishes to ensure that its services are available to everyone who lives in Aberdeen, including persons who have protected characteristics in terms of the Equality Act 2010. Relevant protected characteristics may be in relation to Age, Disability, Gender reassignment, Marriage and civil partnership, Race, Religion or belief, Sex or Sexual orientation.

This questionnaire helps us to see who is using the Board's services and where we may be required to act to ensure a wider range of people can access our services.

How will this information be used?

The information on this form will be confidential and anonymous. It will be stored and analysed separately from any other personal information you may give. Any information you provide on this form will be used by Aberdeen City Council for statistical reporting in connection with analysing service use, and will only be processed in accordance with the Data Protection Act 1998. The results will be published in such a way that individuals who have contributed to the survey cannot be identified.

The information will have no bearing whatsoever in respect of applications or other processes under the Licensing (Scotland) Act 2005 and shall be processed completely separately.

Do I have to give this information?

You do not have to fill this form in, but doing so will help us monitor and improve our services.

Questionnaire

1. What is your date of birth

2. Are you male or female? Please tick.

- Male
 Female

3. What is your ethnic group?

Choose ONE section from A to F, and then tick ONE box which best describes your ethnic group or background.

A: WHITE

- Scottish
 Other British
 Irish
 Gypsy/Traveller
 Polish

Other White ethnic group, please write in the box below

B: MIXED or MULTIPLE ETHNIC GROUPS

- Any mixed or multiple ethnic groups, please write in the box below

C: ASIAN, ASIAN SCOTTISH or ASIAN BRITISH

- Pakistani, Pakistani Scottish or Pakistani British
 Indian, Indian Scottish or Indian British
 Bangladeshi, Bangladeshi Scottish or Bangladeshi British
 Chinese, Chinese Scottish or Chinese British
 Other, please write in box below

D: AFRICAN

- African, African Scottish or African British
- Other, please write in the box below

E: CARRIBEAN OR BLACK

- Caribbean, Caribbean Scottish or Caribbean British
- Black, Black Scottish or Black British
- Other, please write in the box below

F: OTHER ETHNIC GROUP

- Arab, Arab Scottish or Arab British
- Other, please write in the box below

4. Do you have a physical or mental health condition or illness lasting, or expected to last, 12 months or more

- Yes
- No

5. If the answer to question 4 is yes, does this condition or illness affect you in any of the following areas? Tick all that apply

- Vision (for example blindness or partial sight)
- Hearing (for example deafness or partial hearing)
- Mobility (for example walking short distances or climbing stairs)
- Dexterity (for example listing or carrying objects, using a keyboard)
- Learning or understanding or concentrating
- Memory
- Stamina or breathing fatigue
- Socially or behaviourally (for example associated with autism, attention deficit disorder or Asperger's Syndrome)
- Other, please specify below

6. What religion, religious denomination or body do you belong to?

- None
- Church of Scotland
- Roman Catholic
- Other Christian
- Muslim
- Buddhist
- Sikh
- Jewish
- Hindu
- Pagan
- Another religion, please write in the box below

7. Which of the following best describes how you think of yourself?

- Heterosexual/straight
- Gay/Lesbian
- Bisexual
- Transgender
- Other

Completed forms can be returned anonymously along with application forms (in a separate envelope if you wish) or separately to the address or email address below.

Aberdeen Licensing Board
Equalities and Human Rights
Corporate Governance
Aberdeen City Council
Business Hub 6
L1S Marischal College
Aberdeen
AB10 1AB

Email:
licensing@aberdeencity.gov.uk