



SCOTTISH BORDERS LICENSING BOARD
Licensing (Scotland) Act 2005

Application for Extended Hours

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

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.

1. LICENCE DETAILS			
Premises licence number (if applicable)			
2. PREMISES LICENCE HOLDER DETAILS			
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)			
Surname			
Forenames			
DATE OF BIRTH	Day	Month	Year
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSE			
Post Town	Postcode		
TELEPHONE NUMBERS			
Daytime			
Evening			
Mobile			
FAX NUMBER			
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)			

3. THE PREMISES		
Full postal address of premises which this application refers to		
4. EXTENDED HOURS APPLIED FOR (see notes)		
ON SALE		
DAY	DATE	HOURS
OFF SALE		
DAY	DATE	HOURS
5. EVENT OR OCCASION		
Specify the type of event or occasion to be catered for on the premises and the organiser		
6. Signature and declaration by applicant (see notes) DECLARATION		
IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION		
(Criminal Law (Consolidation) (Scotland) Act 1995 Section 44(2)(b))		
The contents of this Application are true to the best of my knowledge and belief (see notes)		
Signature	Date	

NOTES

Section 68 of the Licensing (Scotland) Act 2005 provides that the holder of a premises licence is eligible to apply for an extension of licensed hours in connection with:

- a special event or occasion to be catered for on the premises; or
- a special event of local or national significance.

This application must be lodged at least 6 weeks prior to the event.

An Extended Hours Application cannot 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.

The extension of licensed hours may be for such period as is specified in the application or such other period as the Board considers appropriate, but it must not exceed one month.

Please return the completed application form and £10 fee to the Licensing Unit, Legal and Democratic Services, Scottish Borders Council, Council Headquarters, Newtown St Boswells TD6 0SA. Cheques should be made payable to 'Scottish Borders Council'.

Should you require to check the status of your application please feel free to contact the Licensing Unit on 01835 826662 or by [e-mail liquorandlicensing@scotborders.gov.uk](mailto:liquorandlicensing@scotborders.gov.uk). Licences will normally be issued 7-10 days prior to the event date. If you require assistance or advice on the completion of the application form, please contact the Licensing Unit via the above postal address, e-mail address or telephone.

Scottish Borders Licensing Board

PRIVACY NOTICE – LIQUOR LICENCES

What information do we need?

The Scottish Borders Licensing Board will act as the 'Data Controller' for the personal data you provide to us. The information held by the Licensing Board is managed by employees of Scottish Borders Council, and contained within Scottish Borders Council systems. The Data Protection Officer, who is responsible for ensuring personal data is managed in accordance with data protection legislation, can be contacted as follows:

Address: Data Protection Officer, Information Management, Scottish Borders Council, Newtown St Boswells TD6 0SA.

Email: dataprotection@scotborders.gov.uk

Telephone: 0300 100 1800

The information we collect from you will include details such as your name, address, e-mail address, telephone number, date of birth, and (if applicable) national insurance number, details of any previous criminal convictions and previous licence information.

Why do we need this information?

Your information is being collected to allow the Scottish Borders Licensing Board to administer the process of applying for licences under the Licensing (Scotland) Act 2005.

We need to know the personal data requested on the application form in order to provide this service to you. If you do not provide this information then we will be unable to process your request for a licence. We will not collect any personal data from you that is not needed for this purpose.

The lawful basis for collecting your information in these circumstances is:

Compliance with legal obligation: Scottish Borders Licensing Board is required to collect your information in order to carry out the function of providing licences in relation to the Licensing (Scotland) Act 2005.

Where we collect special category data this processing is necessary for reasons of substantial public interest for aims that are proportionate and which contain appropriate safeguarding measures.

What will we do with your information?

We will use your information to process your application for a licence. Depending on the type of licence, this will involve sharing your information as shown in the table below.

Type of licence Who your information will be shared with

Premises Licence (including Provisional)	Police Scotland, Licensing Standards Officer, Environmental Health, Planning Regulatory Services, Building Standards, NHS Borders, Scottish Fire and Rescue Service, The Local Community Council and neighbouring properties. Notification of the application will also appear on the Council's Website.
Occasional Licence	Police Scotland, Licensing Standards Officer. Notification of the application will also appear on the Council's Website
Extension of Hours	Police Scotland, Licensing Standards Officer
Variation of Premises (Major)	Police Scotland, Licensing Standards Officer, Environmental Health, Planning Regulatory Services, Building Standards, NHS Borders, Scottish Fire and Rescue Service, The Local Community Council and neighbouring properties. Notification of the application will also appear on the Council's Website.
Variation of Premises (Minor)	Police Scotland, Licensing Standards Officer, and Environmental Health
Substitution of DPM	Police Scotland, Licensing Standards Officer
Personal Licence	Police Scotland, Licensing Standards Officer
Transfer of Premises	Police Scotland, Licensing Standards Officer

Applications for Premises Licence (including Provisionals) and Major Variation of Premises Licence will be considered at meetings of the Scottish Borders Licensing Board along with other applications where valid objections or representations are made. These meetings are open to the public, however some business may require to be held in private. We are also required to publish information in licensing registers, which will include the licence holder and premises manager's name, and details about the premises.

You should also be aware that your data will be stored on servers located within the United Kingdom. We will take all reasonable steps to ensure that your data is kept secure and more information on how we do this can be provided by contacting the Data Protection Officer (contact details can be found above).

How long will we keep your information?

We will keep your information for the length of time specified within our document retention schedules, and after this period it will be destroyed under secure arrangements.

Automated Decision Making

No automated decision making will take place.

Your Rights

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

If you are unhappy with the way the Council has processed your personal data please contact the Council's Data Protection Officer. If after raising your concerns with the Data Protection Officer you remain dissatisfied you have the right to complain to the Information Commissioner's Office.

Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights.

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113
[Email: casework@ico.org.uk](mailto:casework@ico.org.uk)

The Information Commissioner's Office – Scotland
45 Melville Street, Edinburgh, EH3 7HL
Telephone: 0303 123 1115
[Email: Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)