

# EAST DUNBARTONSHIRE LICENSING BOARD

## Application for occasional licence

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.

1. LICENCE DETAILS (see note 1)			
Premises licence number (if applicable)			
Personal licence number (if applicable)			
Name of voluntary organisation (if applicable)			
2. PERSONAL 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 PURPOSES			
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

Description of premises

Description of activities to be carried on in the premises

Full postal address of premises which this application refers to

### 4. DURATION OF LICENCE

From:

To:

5. Is alcohol to be sold on & off the premises YES/NO\* - Provide relevant details as to hours requested when alcohol will be sold on/off the premises-\* delete as appropriate

Times for sale of alcohol for consumption on premises

Times for sale of alcohol for consumption off premises

Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises

**6. CHILDREN (see note 2)****This section must be completed where alcohol is for sale for consumption on the premises****Are children or young persons permitted entry? YES/NO (if answered yes the remainder of this section must be completed)**

Ages of children or young persons permitted entry

Times at which children or young persons permitted entry

Parts of premises to which children or young persons permitted entry

**7. CHECKLIST****I have****Please tick yes**

- |   |  |
|---|--|
|   |  |
| <ul style="list-style-type: none"> <li>Made or enclosed payment of the fee for the application</li> </ul> |  |

**8. Signature and declaration by applicant (see note 3)****DECLARATION**

The contents of this Application are true to the best of my knowledge and belief.

SIGNATURE

DATE

**NOTES****1. Section 56 of the Licensing (Scotland) Act provides that only:-**

- The holder of a premises licence;
- The holder of a personal licence; or
- A representative of any voluntary organisation

is eligible to apply for an occasional licence

**2. Where alcohol is to be sold for consumption on the premises, the Act requires that a clear statement be made as to whether children or young persons are to be allowed entry and, if they are, a statement of the terms on which they are allowed entry**

**3. Data Protection Act 1998**

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

**4. Information on the Licensing (Scotland) Act 2005 is available on the website of OPSI (<http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>)**

**5. Once completed either post or deliver in person to Kirkintilloch Community Hub, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD or Bearsden Community Hub, 69 Drymen Road, Bearsden, G61 3QT, or Bishopbriggs Community Hub, 170 Kirkintilloch Road, Bishopbriggs G64 2LX or Lennoxton Community Hub, 46 Main Street, Lennoxton, G66 7JJ together with the fee of £10.**

**6. An application requires to be submitted 28 clear days before the event.**

## Privacy Notice

The personal information you provide on this form will be used by East Dunbartonshire Council to process and determine applications for an occasional licence.

This personal information may also be shared with other departments within East Dunbartonshire Council, the Council committee's and/or boards, local councillors in the area of the application or other organisations for the same purpose and also to:

- check the information we hold is accurate;
- prevent and/or detect crime; and
- protect public funds.

Other organisations may include bodies responsible for auditing or administering public funds, public sector agencies, governmental departments, regulatory and law enforcement bodies including Police Scotland and the Scottish Fire and Rescue Service, private contractors used by the Council and bodies carrying out data matching exercises.

The legal basis for processing your personal information is:

- The Council's legal obligations under the following legislation:
  - the Licensing (Scotland) Act 2005 (licensing functions in relation to an occasional licence)
  - the Local Government (Scotland) Act 1973 (to ensure proper administration of the Council's financial affairs) (including the detection and/or prevention of fraud)
  - the Local Government (Scotland) Act 1973 (furnishing of information and documents to the Commission)
  - the Public Finance and Accountability (Scotland) Act 2000 (disclosure of data to Audit Scotland for data matching)
- The following task carried out in the public interest:
  - to appropriately and sufficiently licence the sale of alcohol
  - the prevention and detection of licensing fraud

East Dunbartonshire Council will be unable to process your application form if you fail to provide the information required and an occasional licence will not be granted. The information requested in this form is required under the Licensing (Scotland) Act 2005 (Section 56).

East Dunbartonshire Council uses the Scottish Council on Archives Records Retention Schedules to manage the amount of time the Council keeps information. Further information on these can be found here <http://www.scottisharchives.org.uk/scars>

The information you have provided is classed under reference 04.005.065 and the retention period will be triggered from the date the licence is superseded, surrendered or revoked and the information will then be held for 5 years

### Right of Access

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of your personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here. <https://www.eastdunbarton.gov.uk/council/data-protection/subject-access-request>

### Right to rectification

You have the right to request the Council correct any information held about you that is inaccurate.

### Right to erasure

You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

**Right to restrict processing**

You have the right to request that the Council stops using your personal information, while retaining a copy of it.

**Right to Object**

You have the right to object to the Council's use of your personal information. The Council will have to demonstrate why it is appropriate to continue to use your personal data.

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed your personal data. Details on how to report a concern can be found here <https://ico.org.uk/concerns/>

Should you have any questions or concerns about the Council's handling of your personal data you can contact the Council's Data Protection Officer, Karen Donnelly, using the below noted details, who will be happy to discuss.

Telephone Number: 03001234510

Email: [dpo@eastdunbarton.gov.uk](mailto:dpo@eastdunbarton.gov.uk)

Address: 12 Strathkelvin Place, Kirkintilloch, G66 1TJ