

**WEST LoTHIAN LICENSING BOARD
THE LICENSING (SCOTLAND) ACT 1976**

Licenceholder	FOR OFFICIAL USE ONLY	
<p>APPLICATION by a LICENCEHOLDER for an OCCASIONAL LICENCE in terms of Section 33 (1) of the Licensing (Scotland) Act, 1976 in respect of UNLICENSED PREMISES.</p> <p>Information supplied on this form may be held on computer and applicants are advised that in processing this application background enquiries will be made which may include reference to personal data held on computer.</p>	Date of receipt of application	
	Fee Paid	
	Receipt No	
	Decision	
1. Name, designation (i.e. occupation, trade etc.) and address of applicant. Daytime Telephone Number:.....		
2. If Licenceholder not an individual person, state name, designation and address of employee or agent responsible for the day to day running of the premises.		
3. Type of licence held and name address of premises thereby licensed.		
4. Nature of occasion or event in respect of which application is made.		
5. Name and address of Organiser(s) of occasion or event referred to in question 4.		
6. Name and address of premises in which occasion or event is to take place.		
7. Date and hours for which occasional licence is required.	On.....the..... day of from..... to	

Date.....

Signature

Applicant/Agent

Address of Agent (if Any)

Note

An application for the grant of an Occasional Extension of permitted hours, together with a fee of £17.00 must be lodged either by mail to **West Lothian Licensing Board, West Lothian House, Almondvale Boulevard, Livingston, EH54 6QG** or *in person at West Lothian Connected, Unit 16A, Almondvale Boulevard, Livingston, EH54 6NB* **no later than FOURTEEN clear days before the date of the occasion** for which the permission is required. This rule may be waived for the purpose of catering for a funeral party.

A copy of this application must also be lodged with the Chief Constable, Lothian & Borders Police, Divisional Headquarters, Almondvale South, Livingston, EH54 6PX at least FOURTEEN clear days before the occasion.