

## Extended Hours

### Why do I need an extended hours licence?

You need an extended hours licence under the Licensing (Scotland) Act 2005 if you wish to sell alcohol outwith the premises current core hours.

### Who can apply for an extended hours licence?

- the holder of a premises licence

### Making your application for an extended hours licence

All applications for extended hours licence should be made at least 28 days from the date of the extension. Applications lodged late will be accepted but may not be granted due to the timescales involved.

You can apply in person at the Customer Service Centre or post your application to us at the address below, with the appropriate fee and documents enclosed. You must answer every question on the form. If a question is irrelevant, mark it as 'not applicable'

### What documents do I need to apply for a licence?

No documentation is required to be submitted with your application.

### Application Fees

Payment is due at the time of lodging. For application fees please refer to the civic licensing application fees on our website at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk).

No refund of application fees will be made for applications which are subsequently refused or withdrawn.

### Processing the Application

When your application is lodged and the appropriate fee has been paid, a copy of your application will be sent to Strathclyde Police and the Licensing Standards Officer who have 10 days to respond. They will carry out their own investigations and report back to the Licensing Board.

### Right of Appeal

If your application is refused you are entitled to ask the Licensing Board within 14 days to give reasons for such refusal, and you are entitled to appeal to the Sheriff Court within 21 days of the date of the decision on certain grounds.

If there is an objection to your application and the application is subsequently granted the objector can also ask the Licensing Board to give reasons for such grant and is also entitled to appeal to the Sheriff Court.

You may wish to seek independent legal advice in relation to any appeal.

### Duration of Licence

The extended hours licence lasts for the period of the application or such shorter period as the Board may determine.

## Issue of Licence

Once you are in receipt of your licence this requires to be displayed on the premises for the duration of the event.

## Any Further Questions

Should you have a query that is not covered in these guidance notes please feel free to contact the licensing section for further information.

### Contact Details

**Phone:** 0141 842 4499

**Fax:** 0141 840 3566

**Email:** [licensing.cs@renfrewshire.gov.uk](mailto:licensing.cs@renfrewshire.gov.uk)

**Website:** [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

### Customer Service Opening Hours

Monday - Friday 8.00am - 6.00pm

### Or write to:

Renfrewshire Licensing Board  
Licensing Section  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1TT



**RENFREWSHIRE 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.

<b>Section 1: PREMISES LICENCE DETAILS</b>			
<b>a) Premises Licence Number</b>			
<b>b) Name and address of premises:</b>			
<b>Post Code</b>		<b>Telephone Number</b>	
<b>c) Full Name and address of current licence holder:</b>			
<b>Post Code</b>		<b>Telephone Number</b>	
<b>Section 2: Nature of Extended Hours Application</b>			
<b>a) Details of Event:</b>			
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>b) Provide details of event to which application relates and reasons why the extended hours are required: (see note 1)</b>			

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

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

<b>Date From:</b>		<b>Date To:</b>	
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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)**

<b>Times for sale of alcohol for consumption on premises:</b>	<b>Times for sale of alcohol for consumption off premises;</b>

**Section 3: CHECKLIST**

<b>I have made or enclosed payment of the fee for the application Please tick</b>	
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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 .....

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## 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.

4. 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.