

APPLICATION FOR EXTENDED HOURS

LICENSING (SCOTLAND) ACT 2005, SECTION 68

Completed application forms and enquiries 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 Lennoxtown Community Hub, 46 Main Street, Lennoxtown, G66 7JJ together with the fee of £10.

Telephone: 0300 123 4510

FOR OFFICE USE ONLY		
Name of Applicant		
Date Received		
Fee Amount/Receipt Number		
Received by (Initials)		
Date Sent to Police/LSO	Police	LSO
Date Response received from Police and LSO	Police	LSO
DECISION		
Date of Delegated Grant		
If delegated:	Officer:	Date of Decision:
If not delegated:		
Date of Board:		
Decision of Board		
Date decision notified to Applicant		
Date decision notified to Police/LSO	Police	LSO

Before completing this form please read the Guidance Note on back of form

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are written or typed in black ink. Use additional sheets, if necessary – add the Premises name and sign each additional page.

1 APPLICANT DETAILS (note 1)

1.1 Full Name

1.2 Address

Town

Post Code

Day Time Telephone Number

Evening Telephone Number

Mobile Number

E-Mail address (if you would prefer us to correspond with you by e-mail).

2. THE PREMISES

2.1 Full Postal Address of Premises

Town

Post Code

2.2 Premises Licence Number

3. PURPOSE OF EXTENDED HOURS

3.1 State a special event or occasion to be catered for on the Premises, or a special event of local or national significance.

4. PERIOD OF EXTENDED HOURS (note 2)

4.1 Start date

4.2 Finish date

5. EXTENDED HOURS REQUEST (note 3)

APPLICATION NOTES FOR EXTENDED HOURS

Licensing (Scotland) Act 2005, Section 68

1. Only a Premises Licence Holder can apply for Extended Hours
2. The Period cannot exceed one month and the Extended Hours cannot be extended.
3. If the Premises are open **after** 1.00am, then the Premises must have a First Aider on the premises from 1.00am and must operate a 12.30am curfew (Section 27(4), the Licensing Conditions (Late Opening Premises)(Scotland) Regulations 2007/336, and Standard Conditions C.17, D.1, D.4).
4. An application requires to be submitted 28 clear days before the event.

What happens to the Application?

5. The Application is copied to the Police and the Board's Licensing Standards Officer (LSO).
6. If neither of them makes any adverse comment, and the Application is within the Board's Policy, the Application can be granted under delegated powers, without a Hearing before the Licensing Board.
7. If there is any adverse comment, or if the Application is outside the Board's Policy, the Application must be referred to a Hearing of the Licensing Board. The Applicant will be told of the Hearing and will be able to make representations in favour of the Application.
8. The fee of £10 is not refunded if the Application is refused.

Important: if there are no adverse comments and the Application is within the Board's Policy, it can be dealt with within 28 days of the Application. If a Board hearing is required, the Application procedure will take much longer. Applicants should apply for Extended Hours well before the extra hours are needed, as otherwise there is no guarantee that the extra hours will be available in time for the event or occasion.

Privacy Notice

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

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 extended hours)
 - 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 extended hours will not be granted. The information requested in this form is required under the Licensing (Scotland) Act 2005 (Section 68).

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 [Scottish Archives website](#)

The information you have provided is classed under reference 04.005.068 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 [Data Protection details](#)

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 [Information Commissioner's Office website](#)

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

Address: 12 Strathkelvin Place, Kirkintilloch, G66 1TJ