

**This application must be accompanied by the appropriate fee and lodged with:**

Licensing Section  
The City Of Edinburgh Council  
249 High Street, Edinburgh EH1 1YJ

T: 0131 529 3223 / 4208 F: 0131 529 4207

**Office Hours:**

Mon, Wed, Thu: 0830 – 1630  
Tue: 1000 - 1630  
Fri: 0830 – 1500

[www.edinburgh.gov.uk/licensing](http://www.edinburgh.gov.uk/licensing)

OFFICIAL USE ONLY Record of Application	
DATE	
REF NO.	
RECEIPT NO.	
INITIALS	
FEE	

## APPLICATION FOR EXTENSION OF LICENSED HOURS

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):

### 2. APPLICANT DETAILS

TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)

Surname

Forenames

### 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

5. EXTENDED HOURS APPLIED FOR (see notes 2 and 3)		
WEEKDAY	DATE	HOURS

<b>6. EVENT OR OCCASION</b>
Specify the type of event or occasion to be catered for on the premises and the organiser

9. CHECKLIST (Please tick yes/no)	
<ul style="list-style-type: none"> <li>I have made or enclosed payment of the fee for the application</li> </ul>	YES/NO

<b>10. Signature and declaration by applicant (see note 4)</b>	
<b>DECLARATION</b>	
<b><i>IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION</i></b>	
The contents of this Application are true to the best of my knowledge and belief.	
Signature*	-----

\*See note 4 below

Date	-----
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**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 28 working days before the event. This excludes the day of the event and the day of lodging. Delivering on a Saturday, Sunday, after 5pm or on public holidays is not lodging.
- The extension of licensed hours may be for such period as is specified in the application or such other period as the Board considers appropriated, but it must not exceed one month.
- 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
- Information on the Licensing (Scotland) Act 2005 is available on the website of the Scottish Parliament (<http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>)