

Licensing Standards Guidance for Occasional Licences

STANDARDS
GUIDELINES

Licensing Standards Guidance for Occasional Licences

For events where an Occasional Licence is in place, the following guidelines have been compiled to assist with your application. The application will be assessed by the Licensing Board (LB). This information is a guide and each point may not be required for your licence.

It is essential that once granted, the mandatory conditions and any additional conditions for your licence are understood and followed by the applicant and staff operating at the event.

Large Outdoor Events

- minimum 2 hours [training](#) to be in place for staff who sell alcohol or staff who wait on tables at the event. The exception being where the staff member is a personal licence holder.
- the Licensing Standards Officer (LSO) may ask the applicant to ensure training is completed prior to the day of the event. Information on the training that has been completed which is accompanied with a test paper may be asked for by the LSO to validate that training as of a satisfactory standard. Staff declarations and other training documents must be kept on site for inspection by the LSO/Police. Training must be delivered by a personal licence holder or an accredited training company. The personal licence number to be listed on the staff declaration.
- the Personal Licence holder (PLH) must have their personal licence at the event (the full document including Annex a-c). For Occasional Licence events, it is acceptable for the PLH to have a colour copy of the full PLH document at the event. All PLHs operating at the event must have their documentation available.
- the Occasional Licence is required to be displayed for the duration of the event.
- [section 110 notice](#) to be on display at the point of sale for the duration of the event. It is an offence if you fail to display the Section 110 notice.
- a notice to be displayed at or close to the entrance/exit, advising customers attending the event about the [\(Drinking in public places\) Byelaws 2009](#).
- the use of toughened glass or plastic drinking vessels should be used where appropriate.
- adequate and appropriate stewarding must be in place.
- challenge 25 Policy must be adhered to.
- for large events where music will be a feature and which may affect residents living nearby, letters must be sent to residents advising them of the event. A notice, with point of contact information must also be displayed at the event.
- an [Under 18 access notice](#) (A4 size) to be displayed at the entrance point to the event. This will provide customers with advice on any restrictions for under 18 access.
- a delineation of the licensed area to be in place. A good event plan will incorporate a layout plan clearly defining the relevant areas.
- if a marquee/tent or any other temporary structure is in place, is more than 50% enclosed and includes a roof, and falls within the parameters of [The Prohibition of Smoking in Certain Premises \(Scotland\) Regulations 2006](#) a [notice](#) is must be displayed, as per section 3 of the Smoking, Health and Social Care (Scotland) Act 2005, which advises the public that the marquee is 'No Smoking' area. The notice must be displayed in, on or near the no smoking premises and must be visible and legible by persons in and approaching the premises. The notice will also include details of the person who has management or control of the premises.

Large Indoor Events

- Minimum 2 hours [training](#) to be in place for staff who sell alcohol or staff who wait on tables at the event. The exception being where the staff member is a personal licence holder.
- The LSO may ask the applicant to ensure training is completed prior to the day of the event. Information on the training that has been completed which is accompanied with a test paper may be asked for by the LSO to validate that training is of a satisfactory standard. Staff declarations and other training documents to be kept on site for inspection by the LSO/Police. Training must be delivered by a personal licence holder or an accredited training company. The personal licence number to be listed on the staff declaration.
- The Personal Licence Holder (PLH) must have their personal licence at the event (the full document including annex a-c). For Occasional Licence events, it is acceptable for the PLH to have a colour copy of the full PLH document at the event. All PLH's operating at the event to have their documentation available.
- The Occasional Licence is required to be displayed for the duration of the event.
- [Section 110 notice](#) to be on display at the point of sale for the duration of the event. It is an offence if you fail to display the Section 110 notice.
- The use of toughened glass or plastic drinking vessels should be used where appropriate.
- Adequate and appropriate stewarding to be in place.
- Challenge 25 Policy must be adhered to.
- For large events where music will be a feature which may affect residents living nearby, letters to be sent to residents advising them of the event and a notice, with point of contact information to be displayed at the event where the public can peruse if necessary.
- An [Under 18 access notice](#) (A4 size) to be displayed at the entrance point to the event. This will provide customers with advice on any restrictions for under 18 access.

Small Indoor/Outdoor Events

(Voluntary groups and church hall events etc) where under 18's will have access –

- Challenge 25 policy training for staff selling alcohol. Evidence must be kept at the site for inspection by the LSO / Police.
- The Occasional Licence must be displayed for the duration of the event.
- [Section 110 notice](#) must be on display at the point of sale for the duration of the event. It is an offence if you fail to display the Section 110 notice.
- The use of toughened glass or plastic drinking vessels to be used where appropriate.
- Challenge 25 Policy to be adhered to.

Small Indoor/Outdoor Events

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- Minimum 2 hours [training](#) to be in place for staff who sell alcohol or staff who wait on tables at the event. The exception being where the staff member is a personal licence holder.
- The LSO may ask the applicant to ensure training is completed prior to the day of the event. Information on the training that has been completed which is accompanied with a test paper may be asked for by the LSO to validate that training is of a satisfactory standard. Staff declarations and other training documents to be kept on site for inspection by the LSO/Police. Training must be delivered by a personal licence holder or an accredited training company. The personal licence number to be listed on the staff declaration.
- The Personal Licence Holder (PLH) must have their personal licence at the event (the full document including annex a-c). For Occasional Licence events, it is acceptable for the PLH to have a colour copy of the full PLH document at the event. All PLH's operating at the event to have their documentation available.
- The Occasional Licence is required to be displayed for the duration of the event.
- [Section 110 notice](#) to be on display at the point of sale for the duration of the event. It is an offence if you fail to display the Section 110 notice.
- The use of toughened glass or plastic drinking vessels should be used where appropriate.
- Adequate and appropriate stewarding to be in place.
- Challenge 25 Policy must be adhered to.
- * An [under 18 access notice](#) (A4 size) to be displayed at the entrance point to the event. This will provide customers with advice on any restrictions for under 18 access.