



**DUNDEE CITY LICENSING BOARD**  
**THE LICENSING (SCOTLAND) ACT 1976**

FOR OFFICIAL USE ONLY	
<b>Application for the grant of an OCCASIONAL PERMISSION in terms of Section 34 of the Licensing (Scotland) Act 1976</b>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Date Received:</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Licence No:</div> <div style="border-bottom: 1px solid black;">Receipt No:</div>
1. Name of Applicant:  Home/Office Address: (including Business Hours Telephone Number)	
2. Name and address of the Voluntary Organisation or the Branch of a Voluntary Organisation in respect of which the Permission is required:	
3. Premises for which Permission is required: (See Notes)	
4. Type of Function to be held (eg Dance):  5. Is it arising from or related to the activities of the Organisation?	YES/NO (Delete as appropriate)
6. Date and hours during which the Permission is required:	
7. State dates of any previous Permissions granted to the Voluntary Organisation within the last twelve months:  <b>ONLY FOUR PERMISSIONS MAY BE GRANTED IN ANY ONE YEAR FROM THE DATE OF GRANT OF THE FIRST PERMISSION</b>	

**DATA PROTECTION ACT 1998 - YOUR PERSONAL DATA**

Dundee City Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used to process the application in terms of the Act stipulated on this form. Your data may be disclosed to Tayside Police and other Council departments involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will also be kept in a register which is open to public inspection. Dundee City Council is the registered Data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Principal General Services Officer, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Principal General Services Officer, 21 City Square, Dundee DD1 3BY.

Date: \_\_\_\_\_ Signature \_\_\_\_\_  
Applicant/Agent

Address of Agent (if any) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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Approved by ..... Member ..... Member

Date .....

NOTES/ overleaf

## NOTES

- (i) An application for an occasional permission requires to be intimated to the Chief Constable and the Clerk to the Board undertakes to notify the Chief Constable.
- (ii) Applications for occasional permissions shall be lodged not later than twelve days prior to the date of the event for which the extension is required.
- (iii) A fee of £10.00 must accompany this application.
- (iv) This application will not be processed until the fee is paid.
- (v) This application should be returned to the Depute Chief Executive (Support Services), Dundee City Council, 20 City Square, Dundee. Cheques should be made payable to Dundee City Council.

**Please note** Application for sites, gala days, fetes, beer tents require specific details of the area to be covered by this licence or a plan of the area.

This is to comply with the byelaws prohibiting the consumption of alcohol in public places.