

Licensing (Scotland) Act 2005 Guidance on Applying for Extended Hours

Shetland Islands Area Licensing Board

Please read this guidance document before applying for Extended Hours

When do I need to apply for Extended Hours?

You will need to apply for an Extended Hours application if you hold a Premises Licence and wish to temporarily extend the hours beyond those stated in your Operating Plan. An Extended Hours application can operate only for a period of up to one month. They may be granted where the Board considers it appropriate in connection with a special event or occasion to be catered for on the premises or a special event of local or national significance.

Who can apply for Extended Hours?

An Extended Hours application can only be made by the holder of a Premises Licence or their agent.

What hours can I apply for?

Typically, extensions between the hours 11am-1am can be dealt with under delegated powers. Extensions out with these hours will require to be placed before the Board for consideration. Our [Licensing Policy Statement](#) gives full information on how the Board deals with Extended Hours applications. This information can be found under Section 12.7 and Appendix 1(g) of the Licensing Policy Statement.

How far in advance do I need to apply?

The minimum period of notice for an Extended Hours application is 28 days, to allow for the statutory consultation with the Police Scotland and Licensing Standards Officer. Applications received with less than 28 days notice may be rejected by the Board or may not be fully processed by the required date. It is advisable to apply as soon as you are aware that you need a Licence - especially if the hours requested are outside the criteria mentioned above and a Board hearing is required.

How many Extended Hours applications can I apply for?

If the Board receives a number of applications to extend licensed hours it will expect the applicant to consider whether an application should be made to vary the premises licence, by adjustment of the operating plan.

How do I apply for Extended Hours?

You will need to download and complete the application form available [here](#) and submit it to the Licensing Board with the relevant fee. Paper copies of the application can also be obtained from the address below or posted to you.

Applications can be submitted to the following address either by post or in person:-

Shetland Islands Area Licensing Board
Governance & Law
8 North Ness Business Park
Lerwick
Shetland
ZE1 0LZ

Alternatively, once completed and signed, applications can be scanned and sent via email to licensing@shetland.gov.uk.

The current fee is £10. Applications cannot be accepted unless they are accompanied by the correct fee.

The fee can be paid online [here](#) by going to 'Legal Fees' then 'Licence Fees'. Alternatively, the fee can be paid by credit/debit card at our reception or by calling our office 9am-5pm Monday to Friday on 01595 744550. Please note that cheques are to be made payable to 'Shetland Islands Council'.

What happens to my application once it is submitted?

Your application will be copied to Police Scotland and the Licensing Standards Officer for their consideration. Both have 10 days to report on your application.

Once reports have been received and the observation period has expired your application will be considered by the Clerk and granted under delegated authority if your application meets the relevant criteria.

If your application does not meet the relevant criteria to be granted under delegated authority, or if observations/objections have been received, it will be put to a Licensing Board meeting. You will be notified of the date and time of the meeting by letter and will also receive a copy of any observations/objections that have been made. It is advisable that you attend this meeting to answer any questions that the Licensing Board Members may have.

How will I know if my application has been granted?

If your application can be granted under delegated authority it will be sent to you as soon as possible after the 10 day consultation period has expired. If your application requires to be heard by the Licensing Board you will be advised of this by letter. The outcome of the meeting will also be advised by letter.

What happens if my application is refused?

We will advise you if your application is refused by the Licensing Board by letter.