**Occasional Licence**

**Additional information required for utilising additional outside space at existing licensed premises**

**Please complete this form as fully as possible to minimise any delays in processing the application.**

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| 1.  | Please attach a plan showing the area which you now wish to licence and include any outside areas already licensed. The plan should include dimensions. Clearly mark the fire escape route from the area. |   |
|  |  |  |
| 2. | How will the area be delineated/marked out i.e. fence/hedge/wall/plant pots etc. |  |
|  |  |  |
| 3. | Who will control access to the outside drinking area? |  |
|  |  |  |
| 4. | Do customers have to come through the licensed premises or can they enter straight from the street? |  |
|  |  |  |
| 5. | Will alcohol only be served from within the premises or will you have a servery in the outside drinking area? (Please remember that at present it should be table service only) |  |
|  |  |  |
| 6. | Maximum number of people to be permitted in outside drinking area (For the avoidance of doubt everyone in the outside drinking area should be seated) |  |
|  |  |  |
| 7. | Details of how access to toilets will be managed and the number of toilets which are able to be used. (Queuing) |  |
|  |  |  |
| 8. | The number of staff who will be specifically supervising & serving the outside drinking area. Please do not include the staff who will be working inside the premises. |  |
|  |  |  |
| 9. | Please provide details of how the area will be lit. |  |
|  |  |  |
| 10. | Is there CCTV covering the area  | Yes/No |
| 11. | If you are utilising part or all of your carpark please give details of your traffic management plan. |  |
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**Notes**

* Please note that your fire risk assessment should be updated to reflect the use of the additional area. Further information can be obtained from [For Businesses | SFRS (firescotland.gov.uk)](https://www.firescotland.gov.uk/your-safety/for-businesses/fire-risk-assessment.aspx)
* Premises should also be aware of the need to manage noise from patrons in outside areas