

# LICENSING COURT

## GUIDANCE NOTES

All applications for the Special Sessions Court must be lodged at the Court office with the appropriate fees by close of business on the Friday prior to the Thursday on which the Court is to be held. **Failure to comply will result in applications not being listed for the Court.**

Applications for the Special Permissions List must be lodged at the Court office with the appropriate fees by close of business on the Friday prior to the Thursday on which the applications are to be considered. **Failure to comply will result in applications not being so considered.**

All Occasional Licences and Special Permissions granted must be collected from the Public Counter of the Courthouse before the events take place. **Failure to collect such Licences/Permissions will be reported to the Police Alcohol Unit.**

All applications must be made in writing. Application forms can be obtained either from the Court office via telephone or from the Public Counter of the Courthouse in person. The following application forms are available:-

Application for an On Licence - Public House

- Subject to Restaurant Conditions
- Subject to Residential Conditions

Application for an Off Licence

Application for a Passenger Vessel Licence

Application for renewal of an On Licence/Off Licence

Occasional Licence Liquor Application

Occasional Licence Music Application (non-liquor licensed premises)

Charitable Function Licence Application

Section 53 Licensing Order Application (private function at registered club)

It is the responsibility of all applicants to ensure that the appropriate applications are submitted to the Court Office together with the requisite fees and necessary accompanying documentation.

Copies of the Licensing Acts, Music and Dancing Acts, the Licensing Court Rules and the Licensing Regulations including subsequent amendments can be obtained on the payment of a fee from the Tynwald Library, 3<sup>rd</sup> Floor, Government Office, Bucks Road, Douglas.

The Clerk to the Licensing Court is **NOT** permitted to give legal advice, i.e., advice as to the nature of the application to be made or the legal requirements appertaining thereto, e.g., advertisements, notice to the Police, etc.

**IF IN DOUBT APPLICANTS SHOULD CONSULT THE POLICE ALCOHOL UNIT AND/OR OBTAIN INDEPENDENT LEGAL ADVICE.**