

Guidance Note - Application for an Occasional Licence

The Court may, on the application of the holder of an on-licence, grant him a licence (an 'occasional licence') authorising the sale by him of liquor and if required music/dancing at say a wedding function or christening at such place that is specified in the application being a place other than the premises in respect of which the on-licence is granted. The application may be granted for a period not exceeding 14 days and between the hours as may be specified in the licence.

When the event is taking place in a Marquee, then Marquee Conditions apply. A proof of Marquee Certificate is required by the Court upon collection of the licence from the Public Counter.

Where functions in marquees and temporary structures are being planned for public entertainment, whether on payment or otherwise and/or selling alcohol to members of the public by retail, a Fire Certificate in accordance with the Fire Precautions Act 1975 and the Fire Precautions (Entertainment Premises/Licensed Premises) Orders 1997 is required.

The safety of persons attending such functions is of paramount importance. With that in mind, as from the beginning of January 2010, the Licensing Court will only be prepared to grant Occasional Licences in respect of such functions if applicants supply the Court with an appropriate letter completed by Isle of Man Fire & Rescue Service (click [here](#)). All Occasional Licences then granted will be subject to the condition *inter alia* that the requirements contained within that letter are complied with.

See also Guidance Document for Marquees and Temporary Structures [here](#) as issued by the Isle of Man Fire and Rescue Service.

The Licensing Court also considers it timely to remind all On-Licence holders that it is a standard condition attached to Occasional Licences that they be produced to the officer in charge of a Police Station in the vicinity of the place where the function is to be held not later than 24 hours before the beginning of the occasion.

By virtue of Section 9(7) of the Licensing Act 1995, if any condition to which a licence is subject is not complied with (a) the holder of the licence is guilty of an offence and liable on summary conviction to a fine not exceeding £2,500 and (b) whether or not he is convicted of that offence, the court may by order cancel the licence or suspend it for such period, or until the happening of such event, as is specified in the order.

Have you fully completed and signed your form?

Have you enclosed a written letter of support with your application form?

Applications must be lodged with the Licensing Clerk, Summary Courts Office, Deemsters Walk, Bucks Road, Douglas, Isle of Man, IM1 3AR at least 10 days prior to the sitting of the Licensing Court at which the application is to be considered.

Have you placed a public notice (advertisement) of the application for the licence in one newspaper no later than 10 days prior to the Court date? *Form 2 Licensing Court Rules*

Have you got a copy of the public notice advertisement to take to the Court sitting?

Have you enclosed three copies of the plans?

Have you paid a Fee?

Have you served notice on the Chief Constable c/o the Central Alcohol Unit in Form 3 Licensing Court Rules not less than 10 days before the hearing of the application and enclosed a copy of your application

Following Court, licences are produced and collected from the Public Counter of the Court House by the applicant before the event takes place. The (white) copy is retained. The pink copy of the licence needs to be given to the local police in the vicinity of where the event is taking place and at least 24 hours before the event takes place. Failure to collect such licences will be reported to the Police Alcohol Unit.