

LC1G

Guidance Note - Application for a Special Permission Licensing Order

This application is submitted by a club to ask permission to hold a function where non club members will be attending.

The form must be:-

- fully completed;
- signed by the Secretary of the Club; and
- submitted to the Summary Courts Office together with a signed letter from the organiser/applicant of the function not later than 4.00 pm on the Friday prior to the Thursday on which the application is to be considered.

Unfortunately, failure to comply will result in the application not being considered.

Fill in the form as follows:-

Application by – This is the name and address of the club and the premises where the function is to be held.

Part I - This is the date you wish to hold the event.

Part II – This is the hours when the event will take place.

Part III – This is the reason why you want to hold the function.

The Organiser – Enter the name, address and contact telephone number of the function organiser (the person wishing to hire the premises).

Enter the date of the application.

The Club Secretary submitting the form should sign it and print their name.

Notes

- The dates on the application should match those on the letter of support.
- The relevant fee should be paid at the same time of submitting the application
- Applications must be lodged with the Licensing Clerk, Summary Courts Office, Deemsters Walk, Bucks Road, Douglas, Isle of Man, IM1 3AR.
- The licence is produced by the Court ready for collection at the Court's Public Counter by midday each Friday. One (white) copy is retained by the applicant and the other copy (pink) is forwarded to the local police station in the vicinity of the event. *Failure to collect licences will be reported to the Police Alcohol Unit.*