

Guide to Alcohol Licensing for Rugby Clubs in Scotland

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Background

Alcohol licensing applications are made to your local Licensing Board. These are the Local Authority departments whose role is to administer alcohol licensing within their area. A link to each Scottish Local Authority website is set out in this note. Your club's alcohol licensing requirements will vary depending on your location and circumstances. **You should obtain independent professional advice and speak to your local Licensing Board to understand your specific requirements before making any alcohol licensing decisions or applications.**

Premises Licences

If a club wishes to:

- sell alcohol from its premises;
- serve alcohol (even if it's free) from its premises;
- serve hot food and drinks between 11pm and 5am from its premises; or
- provide entertainment from its premises (theatre, film, indoor or outdoor sporting, live music, dance performance, nightclub) then a Premises Licence will be required.

Some exemptions may apply; this is why clubs should contact their local Licensing Board before making any alcohol licensing decisions or applications.

If granted, most Premises Licences have an unlimited duration, but an annual fee is payable.

To apply for a Premises Licence, somebody on the club premises must also hold a **Personal Licence**.

Personal Licences

To apply for a Personal Licence, an applicant must:

- be 18 or older;
- hold a licensing qualification;
- not already hold a Personal Licence; and
- not have had a Personal Licence revoked in the past 5 years.

Personal Licence applications may be refused if:

- the applicant has a criminal conviction for a 'relevant offence', including for violent or sexual offences, firearms offences, drugs offences, aiding and abetting, inciting, counseling or procuring any
- 'relevant offence' or for any other offence which resulted in imprisonment; or
- the applicant held a Personal Licence which expired or surrendered a Personal Licence within 3 years of the application.

If granted, Personal Licences last for 10 years

Extending existing licence conditions

If a club already holds a Premises Licence, to serve alcohol outside of its current licensed hours, e.g. for a wedding reception, a further application will need to be made to the local Licensing Board to extend these hours.

Displaying your licence

Clubs are required to display their 'Licence Summary' where it can be easily seen at the premises. The other Premises Licence pages are required to be kept safely on the premises as police or local authority officers can ask to see them at any time.

Fines and penalties

Carrying out licensable activities without an alcohol licence, or failing to produce an alcohol licence on request, is a criminal offence carrying significant fines and the possibility of imprisonment.

Training Requirements

A mandatory condition for all Premises Licences is that staff selling or serving alcohol are properly trained to do so. Untrained staff cannot be used. Training must be of at least two hours' duration and delivered by a Personal Licence holder or somebody accredited by the Scottish Qualification Authority to do so.

List of Local Authorities by region (plus web links)

Caledonia North

[Aberdeen City Council](#)

[Aberdeenshire Council](#)

[Comhairle nan Eilean Siar](#)

[Highland Council](#)

[Moray Council](#)

[Orkney Islands Council](#)

[Shetland Islands Council](#)

Caledonia Midland

[Angus Council](#)

[Clackmannanshire Council](#)

[Dundee City Council](#)

[Falkirk Council](#)

[Fife Council](#)

[Perth and Kinross Council](#)

[Stirling](#)

Glasgow North

[Argyll and Bute Council](#)

[East Dunbartonshire Council](#)

[East Renfrewshire Council](#)

[Glasgow City Council](#)

[North Lanarkshire Council](#)

[South Lanarkshire](#)

[West Dunbartonshire](#)

Glasgow South

[Dumfries and Galloway Council](#)

[East Ayrshire Council](#)

[Inverclyde Council](#)

[North Ayrshire Council](#)

[Renfrewshire Council](#)

[South Ayrshire](#)

Edinburgh, Lothians and Borders

[East Lothian Council](#)

[Edinburgh Council, City of](#)

[Midlothian Council](#)

[Scottish Borders](#)

[West Lothian](#)

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