



RE: APPLICATION FOR AN OCCASIONAL LICENCE

Dear Member,

Please find enclosed the following forms that are required to be completed when making an application for an Occasional Licence:

- Precedent Form (4 of these)
- Statutory Declaration of Service Form (1 of these)
- Guidelines for Form Completion (1 of these)

The Precedent Form is the form that you use when applying for the Occasional Licence. You will need to complete the 4 copies. You will need to give 1 copy of this to each of the following:

- District Court Clerk – must be given to him at least 48 hours in advance of the District Court hearing. You should also pay the Court Stamp Duty of €150 and the Excise Duty of €110 to the Court Clerk at this time.
- Superintendent of the Gardaí – must be given at least 48 hours in advance of the District Court Hearing.
- Fire Officer – while not legally a notice party, the Judge may seek confirmation this has been done.
- Yourself – you should retain a copy for yourself.

The Statutory Declaration of Service form is a declaration which needs to be signed by you in the presence of either a Judge of the District Court or Commissioner for Oaths or Practising Solicitor or Peace Commissioner or Notary Public declaring that you have served the notice on the Gardaí. This must be given to the Court Clerk when you are giving him the Precedent Form.

The applicant should be in court lest any problems develop, when you can ask for an adjournment. This is an unlikely scenario and if it does arise a Solicitor may then be necessary for the reconvened hearing.

Yours sincerely,


Padraig Cribben

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Precedent Form

AN CHÚIRT DUICHE

THE DISTRICT COURT

INTOXICATING LIQUOR ACT 1962

SECTION 11 (AS AMENDED)

NOTICE OF APPLICATION FOR AN OCCASIONAL LICENCE

District Court Area of _____

District No. _____

Applicant _____

TAKE NOTICE that _____ the holder of an on-licence in respect of the premises _____ situate at _____ intends to apply to the Court at _____ on the _____ day of _____ at ____ .m. for an OCCASIONAL LICENCE authorising the sale of intoxicating liquor at _____ in court area and district aforesaid, _____ being a place to which no licence for the sale of intoxicating liquor is attached, between the hours of ____ .m. on the _____ day of _____ and, ____ .m. on the _____ day of _____ on the occasion of _____.

Dated this _____ day of _____ 20__.

Signed _____

Applicant or Solicitor for Applicant

To the Superintendent of the Garda Síochána, at _____

To the District Court Clerk, at _____

Precedent Form

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Dated this _____ day of _____ 20 ____.

Signed _____

Applicant or Solicitor for Applicant

To the Superintendent of the Garda Síochána, at _____

To the District Court Clerk, at _____



S.I. No. 285 of 2012,

No. 10.3

O.10, r16, 17A

Statutory Declaration As To Personal Service

I, of aged 16 years and upwards, do solemnly and sincerely declare that: I served this original document on the day of 20, by handing a copy thereof to * and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.

Signed

Declared before me [name in capitals]

- a
† (Judge of the District Court)
† (commissioner for oaths/practising solicitor)
† (peace commissioner)
† (notary public)

by the said
† [who is personally known to me],
† [who is identified to me by who is personally known to me]
† [whose identity has been established to me before the taking of this Declaration by the production to me of

†† passport no. issued on the day of by the authorities of
....., which is an authority recognised by the Irish Government,

†† national identity card no. issued on the day of by the
authorities of, which is an EU Member State, the Swiss Confederation or a
Contracting Party to the EEA Agreement,

†† Aliens Passport no. issued on the day of by the
authorities of, which is an authority recognised by the Irish Government,

†† refugee travel document no. issued on the day of by the
Minister for Justice and Equality,

†† travel document (other than refugee travel document) issued on the day
of by the Minister for Justice and Equality,]

at this day of 20

Signed

- † Judge of the District Court
† Commissioner for Oaths
† Practising Solicitor
† Peace Commissioner
† Notary Public

* Give full particulars of service
† Delete words or clauses which are not applicable.
†† Where relevant, provide details of the document by which identity has been established, and delete the remaining alternatives.

APPLICATION FOR AN OCCASIONAL LICENCE

FILLING IN THE BLANKS

District Court Area of – This is the actual court district in which the event is being held.

District No. – You will get this from the District Court Clerk.

Applicant – This is you the licensee and it is the licensee not the name of the premises that goes here.

TAKE NOTICE that – Again it is the licensee that goes in here.

The holder of an on-licence in respect of the premises – That is the name of your current premises.

Situate at – That is the address of your current premises.

Intends to apply to the Court at – Location of the District Court

On the – Put in the date here.

Day of – Put in the month here.

At – Put the time of the hearing here and “a” or “p” as appropriate for am or pm.

Authorising the sale of intoxicating liquor at – This is the premises at which the Occasional Licence is being sought for.

Before being a place to which no licence for the sale of intoxicating liquor – The address of the premises

Between the hours of – The next series of blanks are the times, the date and the month of the Occasional Licence

On the occasion of – You need to fill in here what is the special occasion for which the Occasional Licence is sought.

Dated – Here you fill in the date you are completing the form

Signed – Here you need your signature, the licensee.