



PERMISSION TO SELL ALCOHOL AT THE SEC FOR OFFSITE CONSUMPTION
LICENSING (SCOTLAND) ACT 2005

Please read the following guidelines prior to completing this form. Please submit the form and return to SECFood.Licencing@sec.co.uk no later than 28 days prior to the event. Any application received after 28 days prior to the event may not be accepted.

Name	
Event Name	
Stand Number	
Company	
Address	
Telephone number	
Email	
Website	
Date of birth	
Date of event	
Type of License held	
Names of staff working on stand	
Description of product(s) being sold	

APPLICATION GUIDELINES FOR SELLING ALCOHOL AT THE SEC FOR OFFSITE CONSUMPTION

STAGE 1

Please forward the following information to SEC Food for approval –

SECFood.Licencing@sec.co.uk

- Application for permission to sell alcohol at the SEC.
- Proof of License.
- Training certificate (mandatory 2-hour training is required).
- Proof of age i.e., valid passport or driving license.

STAGE 2

On receipt of the application form and documentation, SEC Food will confirm a date and time for inspection with the applicant and a representative from SEC Food. Please note that the application will not be approved without the relevant documentation.

Applicants must ensure the following details are adhered to:

- **All** staff must complete mandatory two-hour training in relation to alcohol sales as required by the Licensing (Scotland) Act 2005. Please note that those holding a personal licence in England must complete the 2-hour mandatory training as required by the Licensing (Scotland) Act 2005.
- All staff selling alcohol must be aged 18 or above.
- “Challenge 25” legislation must be adhered to. Anyone appearing below the age of 25 should be asked to produce identification proving they are over 18. Acceptable “proof of age” documents at the SEC are passport or driving license. If there is any doubt over the age of a patron and proof cannot be produced, the alcohol should not be sold.
- Handwashing Facilities with Hot and Cold Water must be provided on your stand.
- Staff should not provide or sell products to people who appear to be intoxicated or under the influence of drugs.
- A notice in accordance with the provisions of Section 110 of the Licensing (Scotland) Act 2005 must be displayed on the stand where the dispensing of alcohol is taking place.
- DRINKS PROMOTIONS Off-sales: restriction on supply of alcoholic drinks free of charge or at reduced price. Premises licences and occasional licences contain a mandatory licence condition restricting irresponsible promotions. Examples of such promotions to which these paragraphs apply include:
 - buy one, get one free
 - three for the price of two
 - five for the price of four, cheapest free
 - 3 bottles of wine for £10
 - buy six, get 20% off.
 - Double spirit priced lower than a single

The protection of Personal Data is very important to Compass. We are committed to international compliance with data protection laws and recognise we have a regulatory, ethical and contractual responsibility to protect and safeguard the Personal Data we hold of our employees, customers and suppliers. Maintaining the confidentiality and security of our employees, customer and suppliers ensures that we maintain their trust and uphold Compass’ reputation.

Personal Data shall not be kept for longer than what is required for the purpose of the Processing.

This means that Compass will set and apply maximum retention periods to all Personal Data that is processed and delete Personal Data once the retention periods have been reached. It should be noted that Compass may have a legal obligation that may require the retention of Personal Data.

The specific retention periods are defined by a combination of legal requirements and business needs and can be found in our Data Retention Policy.

For more information contact SECFood.Licencing@sec.co.uk for our Global Privacy Policy.

I understand that should I or any personnel employed in relation to this application breach The Licensing (Scotland) Act 2005, I will be asked to cease all selling of alcohol immediately.

Signed _____

Print _____

Date _____

Please return to:

SECFood.Licencing@sec.co.uk

If you have any queries regarding your application, please contact via email

SECFood.Licencing@sec.co.uk

For SECFood use only

Approved: Yes / No

Signed

Print

USEFUL WEBSITES	
Scottish Legislation	www.legislation.gov.uk/asp/2005/16/contents
Challenge 25	www.challenge25.org
Training Provider	www.servewiseonline.co.uk