

**EAST LoTHIAN COUNCIL
CIVIC GOVERNMENT (SCOTLAND) ACT, 1982**

APPLICATION FOR A GRANT/RENEWAL OF A LATE HOURS CATERING LICENCE

EACH QUESTION MUST BE ANSWERED

<p>1. (a) Full Name (BLOCK LETTERS) (In case of a married woman please give maiden name)</p>	<p style="text-align: center;">Surname</p>		<p style="text-align: center;">Forename(s)</p>
<p>(b) <u>Home Address and telephone No.</u></p>			
<p>(c) Age, Date and Place of Birth</p>	<p style="text-align: center;">Age</p>	<p style="text-align: center;">Date of Birth</p>	<p style="text-align: center;">Place of Birth</p>
<p>(d) is applicant to carry out day-to-day management of the activity</p> <p>if not give full name, address & date of birth of any employee or agent so engaged.</p> <p>Give business hours telephone number of applicant or agent</p>	<p style="text-align: center;">YES/NO</p>		
<p>2. To be completed if not natural person (i.e. Company or Partnership etc).</p> <p>(a) Full Name</p>			
<p>(b) Address & Telephone number of Principal Registered Office</p>			
<p>(c) Names, private addresses and dates of births of directors, partners or other persons responsible for its management</p>			
<p>(d) Full name, address and date of birth of employee or agent to carry on day-to-day management of the market.</p> <p>Give business hours telephone Number of applicant or agent.</p>			
<p>3. Describe the premises (including address) in which or from which the catering is proposed to take place.</p>			

<p>4. State the period and days/hours during Which you propose to trade late hours catering</p>	
<p>5. State the nature of goods/services in which you propose to trade</p>	

Have you ever been convicted of any Crime or Offence, subject to the provisions of the Rehabilitation of Offenders Act, 1974, YES/NO If yes please give particulars below.

Date	Court	Offence	Sentence

N.B. All crimes and offences must be declared.

<p>12. (a) Have any party named in question 1 or 2 ever held or currently hold a Late Hours Catering Licence</p> <p>If YES, when was the licence granted</p> <p>When does it expire?</p> <p>Which Authority granted the licence</p>	<p>YES/NO</p>
<p>(b) Have you ever applied for and been refused a licence for a Late hours catering licence</p> <p>If YES, when were you refused? which Authority refused you a licence</p>	<p>YES/NO</p>

13. DECLARATION

(A) I/WE declare that I/We shall for a period of 28 days commencing with date hereof, display at or near the premises so that it can be conveniently read by the public, a notice complying with the requirements of Paragraph 2 (2) of Schedule 1 of the Civic Government (Scotland) Act, 1982.

(B) I/WE declare that I/We are unable to display a notice of this application at or near the premises because no access is available. The following action was taken to try to gain access: -

But was unsuccessful or

(D) I/WE declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

Signature of applicant/Agent

Agent's address

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Any person who in, or in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine of up to £2,500.

DATA PROTECTION ACT 1998

Please note that the information given on this form may be stored on a computer system by this Authority for the purpose of licensing.

The Identity of the Data Controller under the Data Protection Act 1998 ("the Act").

East Lothian Council, John Muir House, Haddington, East Lothian EH41 3HA ("the Council")

The purpose or purposes for which the data are intended to be processed.

The Data will be processed in order for East Lothian Council to fulfil its statutory duty under the Civic Government (Scotland) Act 1982 in receiving, registering, determining and granting applications for licenses under the said Act. The Data will be shared with public bodies who require to be consulted about the application, such as the Police. It will also be shared with internal East Lothian Council services, particularly within the Environment Department who give advice to the Council as Licensing Authority, in respect of the application.

East Lothian Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.