

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

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

This application form is in several parts for different things. Which parts you need to complete depends on what you are applying for:

Part A	About you (the applicant)	p1/2
Part B	Day to Day Manager	p3
Part C	Grant or Renewal of a licence	p3
Part D	Declaration	p4

Part A – About the applicant

To be completed if a natural person (individual)

Surname (include any other surname you have been known by)

Forename _____

Trading Name (if different) _____

Home Address _____

_____ Postcode _____

Tel. No. _____ Email address _____

Date of birth _____ Age _____

Place of birth _____

Is applicant to carry out day-to-day management of the activity?

YES NO

To be completed if a non-natural person (organisation, company, partnership etc)

Is the applicant a company, partnership or organisation *(please tick appropriate box)*

Company

Partnership

Organisation

Name of business _____

Address of Principal registered office _____

_____ Postcode _____

Telephone number of principal registered office _____

Email address of principal registered office _____

Names, home addresses and dates of birth of all directors, partners or other persons responsible for management:

Part B – Day to Day Manager

To be completed by the day-to-day manager of the activity

Surname (include any other surname you have been known by)

Forename _____

Home Address _____

_____ Postcode _____

Tel. No. _____ Email address _____

Date of birth _____ Age _____

Place of birth _____

Part C – Grant or Renewal of Licence

What type of licence are you applying for? GRANT RENEWAL

Specify days and hours you propose to trade

Describe the premises (including address) in which, or from which, the catering is to take place

Specify nature of goods/service which you propose to trade

Part D – Declarations

Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party name in this form ever been convicted of any crime or offence?

YES NO

If Yes, provide particulars below. NB – All crimes and offences must be declared:

NAME	DATE	COURT	OFFENCE	SENTENCE

Has any party named in Parts A or B ever held or currently hold a Late Hours Catering licence?

YES NO

If Yes:

When was the licence granted _____

When does it expire _____

Which authority granted the licence _____

Has any party named in Parts A or B ever applied for and a licence application for a Late Hours Catering licence?

YES NO

If Yes:

Name of person _____

When was it refused _____

Which authority refused the licence _____

Delete as applicable:

A) I/We declare that I/We shall, for a period of 21 days commencing with date hereof, display at or near the premises so that it can be conveniently read by the public, the appropriate Site Notice

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.

I/We declare that the particulars given by me on this form are correct to the best of my/our knowledge and belief

Signature of applicant _____

Signature of day to day manager _____

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 found guilty of an offence and liable, on summary conviction

Please return the completed application form, relevant documents and fee to Licensing Office, East Lothian Council, John Muir House, Haddington, EH41 3HA. This application form must be lodged, together with the appropriate fee not less than 6 weeks before the proposed commencement date of the licence. Please note that the application fee is non-returnable.

DATA PROTECTION ACT 2018

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

The Identity of the Data Controller under the Data Protection Act 2018 ("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.

Further information can be obtained from:

Data Protection Officer
Licensing, Administration and Democratic Services
John Muir House
Haddington
dpo@eastlothian.gov.uk