

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

PUBLIC ENTERTAINMENT LICENCE

NOTES FOR GUIDANCE

The completed application should be submitted to Licensing and Democratic Services, Licensing Team, John Muir House, Haddington, EH41 3HA at least 6 weeks prior to the date you wish the license to operate.

The following is required to be submitted along with the application form:

- Appropriate fee – see Fee List
- Written permission to occupy the site (if appropriate)
- Location map
- Layout plan showing area to be licensed
- Copy of the event organiser's Public Liability insurance document (minimum of £2,000,000)

Event organisers are required to complete the online Public Event form at www.eastlothian.gov.uk/planningpublicevents (12 weeks notice of your event is required)

Details of toilets and hand washing facilities are to be provided to the satisfaction of East Lothian Council.

If alcohol is sold/supplied at the premises/event, an occasional licence is required. An application form for an occasion licence may be obtained from Licensing and Democratic Services, Licensing Team, John Muir House, Haddington, EH41 3HA or www.eastlothian.gov.uk

Please note that in terms of the Civic Government (Scotland) Act 1982, the Council, as licensing authority, requires passing a copy of the completed application form to the Chief Constable.

It should be understood that if your application for a public entertainment licence is granted under the Civic Government (Scotland) Act 1982, the licence does not carry with it any consent or approval which may be required under any other statute or regulations. It is the responsibility of the licence holder to ensure that any necessary consents are obtained, where required e.g. the permission of a landowner to trade from his ground / planning consent etc.

You are advised to contact the Planning Department to ascertain whether any planning permissions are required. The Planning Duty Officer can be contacted on 01620 827216.

Contact East Lothian Council Transportation Division on 01875 824305 if you applying for a permit to occupy part of a street etc.

For information on Food Safety contact East Lothian Council Public Health and Protection on 01620 827365.

For further information on Public Entertainment Licensing or the completion of this form please contact the Licensing Department on 01620 82 7867 / 0114 / 7217.

Information supplied on this form may be held electronically and applicants are advised that in processing this application, background enquiries will be made which may include reference to personal data held electronically. In terms of the Data Protection Act the data will be processed by sharing it with officials of services within East Lothian Council and external agencies, Police Scotland and the Scottish Fire and Rescue Service. All agencies are consulted on the application for licenses as well as monitoring compliance with conditions attached to the license.

A place of public entertainment is defined in Section 42 of the Civic Government Act (Scotland) 1982 as 'any place where members of the public are admitted or may use any facilities for the purposes of public entertainment'. Please note that the definition was amended in 2012 to remove any reference to the payment of money so that events which are free to enter now require to be licensed.

Which types of public entertainment require a licence from the Council?

Dancing establishments

Theatres, including any play, dramatisation, concert, hypnotism act to which the Hypnotism Act 1952 applies, or comedy act

Billiards, snooker or pool halls

Any exhibition to which the Hypnotism Act 1952 applies insofar as not covered by the definition of Theatres

Exhibitions of objects such as paintings, sculptures, drawings or historical artefacts

Exhibitions of persons, including but not limited to boxing, wrestling, cage fighting or martial arts (where not already covered by an Indoor Sports Entertainment Licence)

Circuses, carnivals and funfairs, including merry-go-rounds, roundabouts, swings, switchback railways, skittle alleys, coconut shies, hooplas, mechanical riding, driving or boating apparatus or anything similar to any of the foregoing

Any activities involving shooting, including but not limited to archery, clay pigeon shooting, or paintball

Drone, Laser or War gaming

Motor cycle and quad bike scrambling

Track racing and go-carting

Indoor or open air festivals or variety concerts, shows or performances

Airshows

Amusement arcades with automatic or other machines, including but not limited to video gaming machines, intended for entertainment or amusement which are not licensed in terms of the Gambling Act 2005

Escape rooms (including puzzle and breakout rooms)

Bouncy castles or similar structures, or trampoline venues

Commercial internal or external children's play areas including soft play areas

Indoor bowling alleys including ten pin bowling alleys

Bungee jumping or catapulting

Adventure / Activity parks

Water-based activity schools / classes

Fireworks or bonfire displays

Agricultural, equestrian or livestock shows

Commercial Skate parks / Pump tracks

Major Sporting events (with the definition of 'major' being greater than 5000 persons on site over the course of one day)

Highland Games