

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR THE GRANT / RENEWAL / VARIATION / SURRENDER OF A PUBLIC ENTERTAINMENT LICENCE

Please read the accompanying guidelines before completing this form.

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)	p2
Part B	Day to Day Manager	p4
Part C	Grant of a New licence	p4
Part C	Renewal of an Existing licence	p4
Part D	Variation of an Existing licence	p5
Part E	Surrender of an Existing licence (surrender on death, sequestration or administration)	p5
Part F	Declaration	p6

Please select what you require the Council to process (tick all that apply):



Grant a new licence	Complete parts A, B, C and F	
Renew an existing licence	Complete parts A, B, C and F	
Vary an existing licence	Complete parts A, D and F (if the variation includes changing the Day to Day Manager's details, also complete Part B)	
Surrender an Existing licence	Complete parts A, E and F (if you also want the vary the licence, complete part D)	

Should you require extra space to answer any questions, please provide additional details on a separate sheet.

Name of site or premises to be licenced _____

Address of site or premises to be licenced _____

PART A

To be completed if a natural person (individual)

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 _____

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)

Name _____

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

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

Specify all types of public entertainment and / or recreation that is required to be licensed in the premises

Specify dates and times when it is proposed the premises will be open for the purposes of the above entertainment / recreation (FULL LICENSE)

Specify dates and times when it is proposed the premises will be open for the purposes of the above entertainment / recreation (TEMPORARY LICENCE)

Date _____ Time from _____ Time until _____

Maximum number of persons proposed to be _____
admitted to the premises at any one time

Provide details of toilet facilities to be made available

Provide details of safety measure to be put in place and number of stewards provided

Part D – Variation of an Existing Licence

What do you want to change? Delete as appropriate

The applicant details (see D1)

The layout plan (see D2)

The licence conditions see (D3)

Notes:

D1. You must complete Part A with the new details if you are changing the applicant details

D2. You must provide a copy of the new layout plan and may require planning consent for changes

D3. You must detail, in writing, what you want to change in the licence conditions

Part E – Surrender of licence on death, sequestration or administration of the Licence Holder

Which option applies (please tick)

The license holder has died ☐

The licence holder is a sequestered individual ☐

The licence holder is a limited company in administration ☐

Part F – 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 Public Entertainment 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 been refused a Public Entertainment Licence?

YES ☐

NO ☐

If Yes:

Name of applicant _____

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, 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:

- C) I/We declare that the application is for a temporary licence and therefore no requirement to display a notice is necessary

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.

APPLICATION CHECKLIST

NOTE –
This checklist must be fully completed in order to submit your application

I have enclosed the following – please tick to confirm (or enter N/A)

Completed application form	<input type="checkbox"/>	
Correct application fee	<input type="checkbox"/>	See East Lothian Council website Licence Fees booklet
Location map	<input type="checkbox"/>	See guidance notes
Layout plan	<input type="checkbox"/>	See guidance notes
Permission to occupy site	<input type="checkbox"/>	See guidance notes
Public Liability insurance	<input type="checkbox"/>	See guidance notes

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