

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR THE GRANT / RENEWAL / VARIATION / SURRENDER OF A

SEXUAL ENTERTAINMENT VENUE 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	p3
Part C	Grant of a New Licence	p3
Part C	Renewal of an Existing Licence	p4
Part E	Variation of an Existing licence Surrender of an Existing licence (surrender on death, sequestration or administration)	p5 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 – 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)

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 – 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 of License

Are the Premises licensed under
the Licensing (Scotland) Act 2005

YES ☐ NO ☐

Licensed hours:

Day	Opening	Closing
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

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

Is the proposal for full nudity

YES ☐ NO ☐

Describe the nature of the entertainment e.g. lap-dancing, pole dancing,
strip-tease etc _____

Part D – Variation of an Existing License

What do you want to change (tick as appropriate)

The applicant details (see D1) YES ☐ NO ☐

The layout plan (see D2) YES ☐ NO ☐

The licence conditions (see D3) YES ☐ NO ☐

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 sequestrated 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:

[illegible]

Has any party named in Parts A or B ever held or currently hold a Sexual Entertainment Venue 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 licence for a Sexual Entertainment Venue?

YES ☐ NO ☐

If Yes:

When was it refused _____

Which authority refused the licence _____

Checklist and Enclosures

I confirm that I have enclosed the following (please tick):

The relevant application fee ☐

A layout plan for the premises ☐

A copy of the Staff Welfare policy ☐

A copy of the Code of Practice for dancers (if appropriate) ☐

A copy of the Code of Conduct for customers ☐

I declare that a public notice advertising this application has today been displayed upon the proposed premises where it may be conveniently read by the public and will remain thereon for a period of 21 days ☐

I declare that within seven days of the date of this application, a public notice advertising this application will be publicised in the local press ☐

I understand that East Lothian Council will advertise my application on Tell Me Scotland ☐

I understand that if I do not comply with the above requirements, my application will be rejected ☐

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 _____

Date of signature _____

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

Notes

This application form must be lodged, together with the appropriate fee not less than 6 weeks before the proposed commencement date of the licence

Payment of the fee can be made by debit or credit card on our payment portal – **Pay for it / East Lothian Council**. Please note that the application fee is non-returnable.

Requirement for layout plan – the plan must show:

- The layout of the premises including e.g. stage, bars, cloakroom, WCs, performance area, dressing rooms
- The extent of the boundary of the premises, outlined in red
- The extent of the public areas outlined in blue
- Uses of different areas in the premises, e.g. performance areas, reception staff facilities
- Structures or objects (including furniture) which may impact on the ability of individuals to use exits or escape routes without impediment
- Location of points of access to and egress from the premises

- Any parts used in common with other premises
- Position of CCTV cameras
- Where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor
- The location of any steps, stairs, elevators or lifts
- The location of any public conveniences, including accessible WCs
- The locations and type of any fire safety and other safety equipment
- The location of the kitchen (if applicable)
- The location of emergency exits

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