

## CIVIC GOVERNMENT (SCOTLAND) ACT 1982

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

# INDOOR SPORTS 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 the sporting events that will take place on the premises

\_\_\_\_\_

\_\_\_\_\_

Specify the days and hours the premises will be open to the public

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Provide details of toilet facilities to be made available

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

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## **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 sequestrated individual ☐

The licence holder is a limited company in administration ☐

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## 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 an Indoor Sports 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 an Indoor Sports 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:

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C) 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.**

## **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](mailto:dpo@eastlothian.gov.uk)