

## CIVIC GOVERNMENT (SCOTLAND) ACT 1982

# INDOOR SPORTS 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
- Site Plan showing the area to be licensed
- Copy of the event organiser's Public Liability insurance document (minimum of £2,000,000)

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](http://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.

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.

An Indoor Sports Entertainment licence is required for any sporting event in premises to which the public are invited as spectators. The licensing system is in place to ensure public safety. Every person who applies for a licence is assessed to see if they are 'fit and proper' to have a licence.