

## CIVIC GOVERNMENT (SCOTLAND) ACT 1982

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

# SEX SHOP 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

Will the premises be operated solely as a sex shop? YES  NO

If NO, give particulars of the whole business to be carried on in the premises

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State days/hours during which it is proposed to trade:

Day	Opening	Closing
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

What displays or advertisements are proposed in the sex shop?

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Will the interior of the sex shop be visible to passers-by? Yes  No

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## 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:

NAME	DATE	COURT	OFFENCE	SENTENCE

Has any party named in Parts A or B ever held or currently hold a Sex Shop 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 Sex Shop? 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
- Public Liability insurance
- The Compliance Notice to be lodged following the 21 day display of the Site Notice
- A copy of the newspaper containing the advertisement to be lodged within 7 days of the publication of the advertisement

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-refundable.

Requirement for layout plan – the plan must show:

- The extent of the boundary of the premises, outlined in red
- Location of points of access to and egress from the premises
- Any parts used in common with other premises
- Position of CCTV cameras
- The location of any steps, stairs, elevators or lifts
- The locations and type of any fire safety and other safety equipment
- 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:

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Data Protection Officer  
Licensing, Administration and Democratic Services  
John Muir House  
Haddington  
dpo@eastlothian.gov.uk