

## **CINEMA LICENCE**

### **NOTES OF GUIDANCE**

- 1 Plastic plans of the premises in duplicate, showing in distinguished colours the seating and standing accommodation and all side and centre passages in each part of the auditorium the width of each seat and the distance between each seat and the back of the seat in front shall be lodged with the Depute Chief Executive (Support Services) at the time of application. Prior to the granting of a licence the plan shall, if necessary, be altered to the satisfaction of the Council. The plan shall be retained by the Depute Chief Executive (Support Services) and shall be available for reference in future applications for renewal of the licence, so long as the premises and the sitting and standing accommodation remain unaltered. In the event of the application being made for renewal of a licence where an alteration is proposed to be made on the premises or the sitting and standing accommodation, a plan in duplicate of the whole floor of that part of the auditorium on which the alteration is to be made must be lodged with the application.
- 2 An Electrical Certificate requires to be lodged. A style Certificate will be sent to you once the application is lodged.
- 3 DVLA Licence details are required by Tayside Police to complete background checks on the applicant.
- 4 Data Protection Act 1998 - Your Personal Data

Dundee City Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used to process the application in terms of the Act stipulated on this form. Your data may be disclosed to Tayside Police and other Council departments involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will form a register which is open to public inspection. Dundee City Council is the registered Data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Legal Manager, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Legal Manager, 21 City Square, Dundee DD1 3BY.

We must protect the public funds we handle so we will carry out checks against Dundee City Council's and the Department for Work and Pensions benefit records in order to check the accuracy of the information to prevent or detect crime or protect public funds in other ways as allowed by law.

Further to the above the information you provide and any expected income you may gain from obtaining the Licence will be used to maximise the recovery of any debt that is owed to the Council.

We will not release information about you to anyone outside the Council unless the law allows us to do so.