

LATE HOURS CATERING

NOTES OF GUIDANCE

1 **DUE TO LEGISLATIVE REQUIREMENTS WE STILL REQUIRE A SIGNATURE FROM YOU AND TO THAT END WE WILL SEND YOU A DECLARATION TO SIGN AND RETURN. YOUR APPLICATION CANNOT BE PROCESSED UNTIL THE DECLARATION IS RECEIVED BY US.**

2 A Late Hours Catering Licence is required to trade between 11.00 pm and 5.00 am.

3 In terms of the Civic Government (Scotland) Act a Notice in the prescribed form must be prominently displayed on the premises for a period of 21 days from the date the application is lodged with the local authority. (A copy of this will be sent to you).

4 A Certificate of Compliance requires to be produced confirming that the Notice has been posted. (A copy of this will be sent to you).

5 DVLA Licence details are required by Tayside Police to complete background checks on the applicant.

6 A Duty of Care Notice (Controlled Waste Transfer Note) from your Trade Waste Contractor detailing procedures for removal and disposal of trade waste (including waste cooking oil) from the premises must be sent to the Depute Chief Executive (Support Services), 21 City Square. The application will not be processed in the absence of a Transfer Note.

7 Unique Tax Reference Number

Self employed persons must register as such with HMRC within 3 months of setting up the business or they may be subject to a fine. HMRC will issue a 10 digit unique tax reference number that will remain with that person for life.

8 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.