

2. TO BE COMPLETED IF COMPANY OR PARTNERSHIP	
(a) Full Name of Company or Partnership	
(b) Company Registration Number	
(c) Corporation Tax Reference Number	
(d) Address of Principal Office (including postcode)	
(e) Contact Telephone Number	
(f) Full names (including middle names), private addresses (including postcode) and dates of birth of directors, partners or other persons responsible for its management.	
(g) Full name (including middle names), home address (including postcode) and date of birth of employee to carry on day-to-day management of the business (including Business Hours Telephone Number).	
(h) Driving Licence Number (as per DVLA Licence) where applicable	
3 (a) Name and address of premises for which a licence is required.	
(b) Date of Entry to Premises	
(c) Name of previous licensee (where applicable)	
4. Days and hours during which it is proposed to trade.	From 11.00 pm to
5. Type of food to be provided eg Chinese, Indian etc.	
6. Is planning consent in force?	YES/NO (Delete as appropriate)
7. Have you been refused a similar licence in the last year?	YES/NO If YES, give dates
8. Who collects your trade waste? (Please attach a copy of your controlled waste transfer note (ie the agreement with your contractor for the disposal of your general waste and waste cooking oil)	
9. Have you been convicted of any offences or have you been issued with any Fixed Penalty Notices from the Police, Fiscal or the Council?	YES/NO If YES, give details below.

Details of Convictions and Fixed Penalty Notices

ALL NEW CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) INCLUDING SPENT CONVICTIONS MUST BE LISTED EVEN IF THEY HAVE BEEN PREVIOUSLY DISCLOSED ON A PRIOR APPLICATION FORM

<u>Date</u>	<u>Court</u>	<u>Crime/Offence</u>	<u>Penalty</u>

Delete (A) or (B) as appropriate. Where declaration (A) is made a Certificate of Compliance with paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act, 1982 must be produced in due course. (See Notes).

(A) I declare that I shall, for a period of 21 days commencing with the date hereof, display at or near the premises so that it can conveniently be read by the public, a note complying with the requirements of Paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act 1982. (See Note 2).

or

(B) I declare that I am unable to display a notice of this application at or near the premises because I have no rights of access or other rights enabling me to do so, but that I have taken the following steps to acquire the necessary rights, namely:- (*here specify steps taken*)

but have been unable to acquire those rights.

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.

Please read this declaration carefully before you sign and date it. We must protect the public funds we handle and 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 operating a late hours catering business 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.

I declare that the information I have given on this form is correct and complete, that I will advise you of any other changes to the above and that I agree to this information being used for benefit fraud checks as determined necessary to the Council.

Signature: _____

Name (In block capitals): _____

Date: _____

Applicant/Agent/Director/Partner
(delete as appropriate): _____

Signature: _____

Name (In block capitals): _____

Date: _____

Applicant/Agent/Director/Partner
(delete as appropriate): _____

Lodging of Application

This application can be lodged at the Licensing Office, 18 City Square or Dundee House, North Lindsay Street, Dundee.

The Licensing Office cannot accept cash payments or payment by card. Cheques are accepted.

Anyone lodging a form here and wishing to pay by cash or card will be issued with an invoice which will have to be paid at Dundee House.

All forms of payment can be accepted at Dundee House.

The fee is £110 which is non-refundable.

NB Any person who in or in connection with the making of this application makes any statement which he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable on summary conviction to a fine not exceeding £500.

NOTES

1. A Late Hours Catering Licence is required to trade between 11.00 pm and 5.00 am.
2. 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. (Copy Notice enclosed).
3. A Certificate of Compliance requires to be produced confirming that the steps at (A) or (B) on page 3 have been carried out. (Copy Certificate enclosed).
4. DVLA Licence details are required by Tayside Police to complete background checks on the applicant(s).
5. 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 accompany this application form.

6. National Insurance

You can find this on payslips or letters from the Department for Works & Pensions or HM Revenue & Customs.

We may need to see proof of your identity and National Insurance Number.

7. Unique Tax Reference Number

Persons who operate their own business must register as self employed with HMRC within 3 months of setting up the business or they may be subject to a fine. Applicants will be issued with a 10 Digit Unique Tax Reference (UTR) Number that will remain with them for life. You will require to lodge original correspondence from HMRC which quotes your 10 digit UTR when lodging the application. If you do not have this your application will be processed but will not be considered competent until such time as correspondence from HMRC is produced. It takes HMRC no more than six weeks to issue the UTR. If after your background checks are back you have still to produce your UTR you will be given a temporary licence only. This will run for a maximum period of six weeks and will then expire. This will afford you a final chance to register with HMRC. Thereafter if you have not produced the UTR your application will go before the next available Licensing Committee at which members will be asked to decide if your application is incompetent. If they decide that the application is not competent it will not be considered and will fall. If you still wished to proceed with your application you would need to apply again and pay the fee. There is no appeal to the Sheriff in these circumstances. You can register as self employed in person at the Tax Office at the Greenmarket, Dundee or by telephoning 0845 302 1484.

Anyone who works for another individual or company and who are not self employed ie they receive a wage and are liable to pay tax through the PAYE system need not register with the Inland Revenue but will have to submit evidence to this effect i.e. a payslip or P60.

8. If you have any queries on how to complete this form telephone 434000 and ask for Licensing.

CODE OF PRACTICE ON LITTER AND REFUSE FROM LATE HOURS CATERING PREMISES

The licensee shall:-

1. ensure that his/her commercial activities do not harm the amenity of the area in which he/she operates.
2. at the close of business each day or at times designated by officers authorised by the Licensing Authority (hereinafter referred to as "Authorised Officers") litterpick and, where practical, sweep the area or pavement outside his/her premises.
3. regularly wash or otherwise cleanse, the area or pavement outside his/her premises, to remove stains, grease, etc on a regular basis or to a frequency agreed with Authorised Officers.
4. litterpick an area around his/her premises outlined by Authorised Officers to remove all litter arising from his/her business activity.
5. provide, and make suitable provision for emptying litter receptacles outside his/her premises for use by customers as required by Authorised Officers.
6. store commercial waste in a safe, secure and satisfactory manner in a container fit and suitable for that purpose and maintained in such a condition as to ensure safe and efficient emptying.
7. store commercial waste and containers in a manner which prevents detriment to the amenity of the area.
8. present waste and recyclable materials for collection in a manner which avoids littering or soiling the street or pavements of the City.
9. not present waste for collection before 7 a.m. any day unless arrangement has been made for its immediate collection.
10. only Registered Carriers in terms of The Controlled Waste (Regulation of Carriers and Seizure of Vehicles) Regulations 1991 should be contracted to remove controlled waste.
11. keep a Duty of Care Note in terms of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991 detailing:-
 - the waste description;
 - the quantity of waste produced;
 - the source of the waste;
 - the carrier and registration number of the carrier;
 - the registration number of the vehicle which carried the waste;
 - the final disposal site;
 - the licence number of the disposal site.
12. produce a Duty of Care Note for inspection by Authorised Officers at all reasonable hours.

13. dispose of waste in a safe manner at a site licensed in terms of the Environmental Protection Act 1990 during the normal operating hours of the site, with the permission and under the supervision of the site operator.
14. produce a Duty of Care Note if the licensee himself/herself delivers commercial waste to a Site licensed in terms of the Environmental Protection Act 1990 as long as it is waste produced from his/her own premises.

[The waste producer does not require to be a Registered Carrier (under the Controlled Waste Registration of Carriers and Seizure of Vehicles Regulations, 1991).]



CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR GRANT OF A LATE HOURS CATERING LICENCE

NOTICE IS HEREBY GIVEN that application has been made on
to Dundee City Council for renewal of a Late Hours Catering Licence in respect of premises at

to open between the hours of 11 pm and on

by:- **NAME AND
HOME ADDRESS**

**DIRECTORS' NAMES
AND ADDRESSES**
(if appropriate)

**NAME AND ADDRESS OF
DAY TO DAY MANAGER**
(if appropriate)

Any objections or representations in relation to the application should be made to the Depute Chief Executive (Support Services), Dundee City Council, 21 City Square within 28 days of the above mentioned date. Objections or representations should be made in accordance with the following provisions, namely:-

1. Any objection or representation relating to an application for the grant or renewal of a licence shall be entertained by the Licensing Authority if, but only if, the objection or representation -
 - (a) is in writing;
 - (b) specifies the grounds of the objection or, as the case may be, the nature of the representation;
 - (c) specifies the name and address of the person making it;
 - (d) is signed by him or on his behalf;
 - (e) was made to them within 28 days of whichever is the later or, as the case may be, latest of the following dates:-
 - (i) where public notice of the application was given in a newspaper, the date when it was first so given;
 - (ii) where Dundee City Council have required the applicant to display the Notice again from a specified date; that date;
 - (iii) in any other case, the date when the application was made to them.
2. Notwithstanding (1)(e) above, it shall be competent for a Licensing Authority to entertain an objection or representation received by them before they may take a final decision upon the application to which it relates if they are satisfied that there is sufficient reason why it was not made in the time required.
3. An objection or representation shall be made for the purposes of (1) above if it is delivered by hand within the time there specified to the Licensing Authority or posted (by registered or recorded post) so that in the normal course of post it might be expected to be delivered to them within that time.
4. Dundee City Council shall send a copy of the objection or representation to the applicant.



CIVIC GOVERNMENT (SCOTLAND) ACT 1982

CERTIFICATE OF COMPLIANCE

LATE HOURS CATERING

I,

applicant for a Late Hours Catering Licence, hereby certify that a Notice has been posted at or near the premises at

from _____ to _____

containing such information as is required by paragraph 2(3) of Schedule 1 to the above Act.

*Where the said Notice was removed, obscured or defaced during the above mentioned period, I took reasonable steps for its protection and replacements as follows:-

(give details and circumstances)

Date: _____ Signature: _____

* Delete if not applicable