

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR GRANT OF A PUBLIC ENTERTAINMENT LICENCE



<i>For Official Use Only</i>	
Date Received:	
Receipt No.	
Date to Officers:	
Last Date for Consideration:	

THIS APPLICATION MUST BE LODGED AT LEAST 28 DAYS PRIOR TO THE EVENT TO ALLOW THE APPLICATION TO BE PROCESSED. HOWEVER, TO PLAN A SAFE AND LEGAL EVENT, CONSULTATION WITH THE RELEVANT COUNCIL DEPARTMENTS AND OTHER AGENCIES NEEDS TO BEGIN WELL IN ADVANCE. FOR LARGE SCALE EVENTS, COUNCIL DEPARTMENTS AND OTHER AGENCIES MAY REQUIRE MANY MONTHS NOTICE OF THE PLANNED EVENT. FOR EXAMPLE, THE CONSULTATION FOR HOLDING A LARGE OUTDOOR MUSIC EVENT MAY HAVE TO BEGIN 9/12 MONTHS IN ADVANCE OF THE PROPOSED EVENT DATES.

NOTES FOR COMPLETION

- Complete in **BLOCK CAPITALS**.
- Individual Applicants should complete Question 1.
- Question 2 is only to be completed if the application is being made on behalf of a Company, Partnership or Group (including community, voluntary and charitable groups).
- All applicants should complete Questions 3 to 9.
- Particular attention should be taken when detailing convictions and fixed penalties.
- **PLEASE READ THE CONDITIONS OF LICENCE ENCLOSED CAREFULLY.**
- **PLEASE READ THE GUIDE FOR SAFE AND LEGAL EVENTS WHICH IS AVAILABLE ON www.dundee.gov.uk/licensing.**

NB: YOU MUST BE OVER THE AGE OF 21 TO APPLY FOR A PUBLIC ENTERTAINMENT LICENCE

1. TO BE COMPLETED WHERE THE APPLICANT IS AN INDIVIDUAL																			
(a) Full Name of Applicant (including middle names and any other name by which you may be known)	Surname First Name(s)																		
(b) Address Details Current Address (including postcode) (including Business Hours Telephone Number)																			
Please enter the date you moved to your current address																			
If you have lived at this address for less than three years please state any other addresses you have resided at during this time and your period of residence at those addresses																			
(c) Date and Place of Birth																			
(d) National Insurance Number (See Note 4)	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																		
(e) Daytime Telephone Number																			
(f) Name and Address of Next of Kin																			
(g) Driving Licence Number (As per DVLA Licence) where applicable	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																		
(h) Inland Revenue Unique Tax Reference Number (See Note 5) Commencement Date	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																		
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Is it Current?	YES/NO																		

2. TO BE COMPLETED BY THE APPLICANT IF APPLYING ON BEHALF OF A COMPANY OR PARTNERSHIP OR OTHER ORGANISATION OR GROUP (including Voluntary, Charitable or Community Groups)	
(a) Full Name of Company/Partnership or Organisation	
(b) Company Corporation Tax Reference Number	
(c) Company/Charity Registration Number	
(d) Address of Principal Office (including postcode)	
(e) Daytime Contact Telephone Number	
(f) Full names (including middle names and any other name by which they may be known), private addresses (including postcode) and dates of birth of directors, partners or other persons responsible for its management	
(g) Is the applicant self employed? If no, give Name and Address of Employer (including Business Hours Telephone Number)	YES/NO .
(h) The applicant has overall responsibility for ensuring that the event complies with licence conditions. Who will manage the event? If not the applicant give full name (including middle names and any other name by which he/she is known), home address (including postcode) and date of birth of Event Manager (including Business Hours Telephone Number)	
(i) Full name (including middle names), home address and date of birth of employee to carry on day-to-day management of the business (including Business Hours Telephone Number)	
ALL APPLICANTS SHOULD COMPLETE QUESTIONS 3 TO 9	
3.(a) Name (if any) and address of premises or site for which a licence is required (including postcode)	
(b) Do you own the premises or site?	YES/NO (Delete as appropriate)
(c) If not, do you have the owner's/landlord's consent?	YES/NO (Delete as appropriate)
(d) Name and address of owner/landlord (including Business Hours Telephone Number)	

<p>4.(a) Specify the type(s) of public entertainment or recreation to be carried on in the premises (please list all intended activities)</p> <p>Please specify if equipment is being hired or sourced to facilitate activities (i.e. bucking broncos, bouncy castles, temporary stages, etc.)</p>	
<p>(b) Is it your intention to provide food or beverages?</p> <p>(If so, please specify, including total numbers being catered for and the type of food and beverages to be provided)</p>	
<p>5. Specify days and times when it is proposed the premises/site will be open for the purposes of the above type(s) of public entertainment or recreation</p>	
<p>6. Maximum number of persons proposed to be admitted to premises/site at any one time</p>	
<p>7. Is planning consent in force? (Premises only)</p>	<p>YES/NO (Delete as appropriate)</p>
<p>8. Is a temporary raised structure to be erected ie a stage?</p>	<p>YES/NO (Delete as appropriate)</p>
<p>9. Have you been refused a similar licence in the last year?</p>	<p>YES/NO (Delete as appropriate) If YES, give date</p>
<p>10. Have you been convicted of any offences or have you been issued with any Fixed Penalty Notices?</p>	<p>YES/NO (Delete as appropriate)</p>

Details of Convictions and Fixed Penalty Notices

ALL 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>

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 Data Protection Officer, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Data Protection Officer, 21 City Square, Dundee DD1 3BY.

(A) I declare that I will, for the duration of the licence as specified in paragraph 5 comply with the Public Entertainment Licence Conditions as stipulated by Dundee City Council and issued to me with this application form.

Delete (B) or (C) below as appropriate. Where declaration (B) 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 Conditions of Licence).

(B) I declare that I will, 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 notice complying with the requirements of Paragraph 2(3) of Schedule A of the Civic Government (Scotland) Act, 1982. (See Conditions of Licence).

or

(C) 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, name:- *(here specify steps taken)*

but have been unable to acquire those rights.

(D) I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

Date: _____

Signature: _____
Applicant/Agent

Address of Agent (if any) _____

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 £245 (non commercial £5) (carnival stall £15) 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

The undernoted supporting documents must be lodged with the application.

1. Event Safety Plan (see conditions of licence paragraph 2.5) and site plan.
2. Current Certificate of Insurance for public liability (minimum of £5,000,000).
3. DVLA Licence details are required by Tayside Police to complete background checks on the applicant(s).
4. National Insurance Number

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.

5. 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.



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CERTIFICATE OF COMPLIANCE

PUBLIC ENTERTAINMENT

I,

applicant for a Public Entertainment 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



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NOTICE

APPLICATION FOR A PUBLIC ENTERTAINMENT LICENCE

NOTICE IS HEREBY GIVEN that application has been made on to Dundee City Council for a Public Entertainment Licence in respect of premises at

between the hours of am to pm

by:- **NAME**
 ADDRESS

DIRECTORS' NAMES
AND ADDRESS
(if applicable)

DAY TO DAY MANAGER
ADDRESS
(if applicable)

Any objections or representations in relation to the application made to the Depute Chief Executive (Support Services), Dundee City Council, 18 City Square generally within 28 days of the above mentioned date. Objections and representations should be made in accordance with the following provisions, namely:-

1. Any objections 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 objections 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) specified 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.

