



DUNDEE CITY LICENSING BOARD  
THE LICENSING (SCOTLAND) ACT 1976

**APPLICANTS MUST POSSESS A LICENSING QUALIFICATION UNDER THE LICENSING (SCOTLAND) ACT 2005. SEE GUIDANCE NOTE VIII FOR IMPORTANT INFORMATION REGARDING THIS APPLICATION.**

Application for <b>TRANSFER</b> of <b>LICENCE</b> under Section 25 of the Licensing (Scotland) Act 1976	<b>FOR OFFICIAL USE ONLY</b>																					
1. (a) Full Name of Applicant (including middle names):  Home/Head Office Address: (including Business Hours Telephone Number)	Date Received: Licence No: Receipt No:																					
(b) Driving Licence Number (as per DVLA Licence) where applicable	<table border="1" style="width: 100%; text-align: center;"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>																					
(c) Date and Place of Birth  Sex  If Female please state maiden name where applicable	Male/Female																					
2. (a) Where applicant is a Company or Partnership:  Full Name of Employee or Agent (including middle names) who is responsible for the day to day running of the premises:  Home Address: (including Business Hours Telephone Number)																						
(b) Driving Licence Number (as per DVLA Licence) where applicable	<table border="1" style="width: 100%; text-align: center;"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>																					

**STATEMENTS IN TERMS OF REGULATION 8 ON PAGE 4 MUST BE COMPLETED**

**NOTES OF GUIDANCE ENCLOSED**  
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<p>(c) Date and Place of Birth</p> <p>Sex</p> <p>If Female please state maiden name where applicable</p>	<p>Male/Female</p>
<p>3. Name and Address of Premises:</p>	
<p>4. Type of licence held:</p>	
<p>5. (a) Name of present licence holder:</p> <p>(b) Name of present employee responsible for day to day management:</p>	
<p>6. Is application:-</p> <p>(a) for permanent transfer? (subsection 1)</p> <p>(b) temporary transfer? (subsection 1(a))</p> <p>(c) permanent transfer (after temporary granted)? (subsection 1(b))</p> <p>(d) (i) by the executors, representatives or disponees of any person who held the licence in respect of the premises and who has died before the expiry of the licence</p> <p>or</p> <p>(ii) by the trustee, judicial factor or curator bonis of any person holding such a licence who has become bankrupt, insolvent or incapable before the expiry of the licence (subsection 2)</p> <p>(e) for substitution of employee or agent? (subsection 3)</p> <p>(f) for confirmation (after substitution of employee granted)? (Section 25(4))</p>	

<p>7. Is evidence of title enclosed?</p> <p>If no, give projected completion date/date of possession of premises by applicant.</p>	<p>YES/NO (delete as appropriate)</p>
<p>8. Have you or, in the case of a company/partnership your employee or agent, been convicted of any offences or have you been issued with any Fixed Penalty Notices?</p>	<p>YES/NO</p> <p>If YES, give details below. NB Details of ALL CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) including spent convictions must be given.</p>

**Details of Convictions and Fixed Penalty Notices (Please read carefully)**

**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>
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**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 also be kept in 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 Principal General Services Officer, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Principal General Services Officer, 21 City Square, Dundee DD1 3BY.

Date: \_\_\_\_\_

Signature \_\_\_\_\_  
Applicant/Agent

Address of Agent (if any) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**STATEMENT IN TERMS OF REGULATION 8(c)**

In the case of an application by an individual please complete either Section (a) or (b) and in the case of a company or partnership please complete Section (c):-

(a) I certify that I am not managing the premises on behalf of or for the benefit of any other person

Signature \_\_\_\_\_ Date \_\_\_\_\_

OR

(b) I certify that I am managing the premises on behalf of or for the benefit of the undernoted persons

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Continue on separate sheet if necessary)

Signature \_\_\_\_\_ Date \_\_\_\_\_

OR

(c) I certify that the undernoted persons are the only Directors or Partners of the company or firm.

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Continue on separate sheet if necessary)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NB** Spouses to be included in either Section (b) or (c).

**STATEMENT IN TERMS OF REGULATION 8(d)**

Previous experience. Please give details of experience gained in the licensed trade, including details of previous employment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STATEMENT IN TERMS OF REGULATION 8(e)**

I confirm that I have entered into an Agreement with the following licensed disposer of trade waste:-

and attach a copy of my Controlled Waste Transfer Note.

OR

My business generates no waste.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## NOTES OF GUIDANCE

### APPLICATIONS FOR TRANSFER

- (i) Applications in terms of Section 25(1), 25(1)(a), 25(1)(b) or 25(2) for the permanent transfer, temporary transfer and the transfer of licences in the case of the death, bankruptcy, insolvency or incapacity of a licence holder should be accompanied by:-
- (a) evidence that the applicant is in possession of the premises; and
  - (b) two references as to the applicant's character and fitness to hold a licence are required and such an applicant who is a company or business shall also lodge two references in respect of the character and fitness of the employee, or agent, who shall have responsibility for the day-to-day management of the premises to which the application relates. One of the aforementioned references should contain information as to the applicant's experience in the licensed trade as well as his/her character and fitness to hold a licence and may be from persons involved in or associated with the licensed trade. These references must be lodged with the application. Failure to submit satisfactory references may affect the competency of the application.
- (ii) Applications in terms of Section 25(3) shall be accompanied by two references as to the character of the employee or agent proposed to be substituted and as to his fitness to hold a licence.
- (iii) Application for permanent transfer of a licence in terms of Section 25(1) of the Act must be lodged as soon as possible.
- (iv) Applications for the transfer of a licence under subsections (2) and (3) must be lodged as soon as possible after the event.
- (v) **Fees**
- This application should be lodged with the Clerk to the Licensing Board, Dundee City Council, 20 City Square, Dundee. Cheques should be made payable to Dundee City Council.
- (a) Where application is being made for a temporary transfer a fee of £19 shall accompany this application.
  - (b) Where application is being made for a permanent transfer in terms of Section 25(1)(b), a fee of £96 shall accompany this application.
  - (c) Where application is being made for a permanent transfer in terms of Section 25(1), a fee of £114 shall accompany this application.
  - (d) Where application is made for the transfer of a licence to executors etc or the substitution of another employee or agent, a fee of £19 shall accompany this application.
  - (e) Where application is made for confirmation a fee of £58 shall accompany this application.
- (vi) DVLA Licence details are required by Tayside Police to complete background checks on the applicant.
- (vii) The statements in terms of Regulations 8(c), (d) and (e) must be completed. Failure to complete the statements may result in the application not being considered.
- (viii) **Training Certificates**

Applicants for Permanent Transfer under Sections 25(1) and 25(2) and Confirmation under Section 25(4) must lodge with the Clerk a copy of the Certificate showing that he or she has been awarded a licensing qualification in terms of the Licensing (Scotland) Act 2005. Where the applicant is a non natural person, the person nominated as having day to day responsibility for the premises must hold the Certificate.

