

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

Application for the CONFIRMATION of a TRANSFERRED LICENCE under Section 25(4) of the Licensing (Scotland) Act 1976	FOR OFFICIAL USE ONLY	
	Date Received:	
	Licence No:	
	Receipt No:	
1. Full Name of Employee (including middle names) who is to be confirmed as the person responsible for the day to day running of the premises: Home Address: (including Business Hours Telephone Number)		
2. Name and Address of Premises:		

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) _____

NOTES

- (i) **This application should be lodged with the Depute Chief Executive (Support Services), Dundee City Council, 18 City Square, Dundee. A fee of £58 should accompany this application. Cheques should be made payable to Dundee City Council.**
- (ii) **Applicants for Confirmation must lodge with the Clerk a copy of the Certificate showing that he or she has been awarded a licensing qualification under the Licensing (Scotland) Act 2005.**

