

APPLICANTS MUST POSSESS (AS A MINIMUM) A LICENSING QUALIFICATION IN TERMS OF THE LICENSING (SCOTLAND) ACT 2005

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11. 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 style="text-align: right;">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>
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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: _____

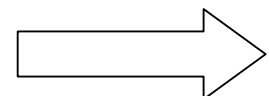
Signature _____

Applicant/Agent

Address of Agent
(if any) _____

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STATEMENT IN TERMS OF REGULATION 4(d)

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 4(e)

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

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STATEMENT IN TERMS OF REGULATION 4(f)

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

**TRANSITIONAL ARRANGEMENTS FOR APPLICATIONS FOR THE GRANT AND
PROVISIONAL GRANT OF NEW LICENCES UNDER THE LICENSING (SCOTLAND)
ACT 1976**

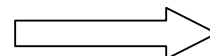
1. **Please note that this application will not be considered by the Board unless an application under Section 20 or 45 of the 2005 Act is lodged at the same time.**
2. When an application is lodged we will write to you advising you of the date on which we will advertise the application in the local press. We will also give you the following:-
 - a. **Notice for display at premises**

This notice must be displayed at or near the premises and at a height where it can be conveniently read by the public for a period of 21 days commencing on the date of the Notice.
 - b. **Notice to Occupiers**

You should make as many copies of this notice as you require and serve it on all occupiers of premises in the same building as the premises within seven days of the date of the notice.
 - c. **Certificate of Compliance**

This Certificate should be completed and returned as soon as possible after the expiry of the 21 day period allowed for objections as specified in the notices referred to at (a) and (b) above.
3. Applicants for the grant of a new licence (other than an off-sale licence) and for the provisional grant of a new licence must lodge with the application, one plastic and three paper copies of a plan of the premises. In the case of applications for the grant (including provisional grant) of new public house or hotel licences and where application is being made for a children's certificate the plan should clearly show the area to which the children's certificate applies.
4. Where application is being made for a new licence or for a provisional grant of a new licence (other than an off-sale), certificates in terms of Section 23 of the Act as to the suitability of the premises in relation to planning, building control and food hygiene, must accompany the application and only an application which is so accompanied shall be a competent application for advertising under Section 12(1) of the Act. An application for such certificates is attached.
5. Evidence that the applicant is in possession of the premises should be submitted with the application preferably at least seven prior to the date of the Licensing Board on which the application is to be considered. Such evidence should take the form of a lease or missive of let or other similar documents.

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6. Not later than 14 days before the meeting of the Board at which the application is to be considered the Certificate of Compliance referred to at 1(c) above must be lodged intimating that (1) a notice has been given in writing in terms of Section 10(5) of the Act by recorded delivery letter(s), and (2) a notice has been displayed at the premises in terms of Article 5 of the Licensing (Transitional and Saving Provisions) (Scotland) Order 2007.
7. DVLA licence details are required by Tayside Police to complete background checks on the applicant.
8. The statements in terms of Regulations 4(d), (e) and (f) must be completed. Failure to complete the statement may result in the application not being considered.
9. Applicants must lodge with the Clerk at least 7 days before the meeting at which the application is to be determined, 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 a certificate.
10. This application should be lodged with the Clerk to the Licensing Board, Dundee City Council, 18 City Square, Dundee, together with the application fee as undernoted:-

Full Grant	£172.00
Provisional Grant	£138.00

In the case of an application for the full grant or provisional grant (Public House or Hotel only) to include an application for a children's certificate a further fee of £86.00 will require to be lodged.

In the case of an application for the full grant or provisional grant to include an application for musical entertainment a further fee of £50.00 will require to be lodged.

Cheques should be made payable to Dundee City Council.

DUNDEE CITY LICENSING BOARD

THE LICENSING (SCOTLAND) ACT 1976

Application for PLANNING, BUILDING CONTROL AND HYGIENE CERTIFICATES under Section 23 of the Licensing (Scotland) Act 1976	FOR OFFICIAL USE ONLY	
	Date Received: Licence No: Receipt No:	
1. Full Name of Applicant (including middle names): Home/Head Office Address: (including Business Hours Telephone Number)		
2. Where applicant is a Company or Partnership: Full Name of Employee or Agent (including middle names) to be responsible for the day to day running of the premises: Home Address: (including Business Hours Telephone Number)		
3. Name and Address of Premises:		
4. Type of licence required eg Hotel, Public House:		
4a. State whether application is for:-	(a) Provisional Grant 26(1) (b) Full Grant	
5. Planning Certificates (required in all cases) Please give the following information: (i) Date and reference of planning permission/ outline planning permission OR (ii) Date and reference of determination under Section 51 of Town and Country Planning (Scotland) Act 1972 that planning permission is not required.		

(continued overleaf)

<p>6. Is a Building Control Certificate required? (required for Full Grant or Provisional Grant - 26(1))</p> <p>Please give the following information:</p> <p><u>In the case of an application for the grant of a licence</u></p> <p>(i) A. Date and reference of warrant for the construction of the premises AND B. Date and reference of certificate of completion</p> <p>OR If no warrant for the construction of the premises is required give reasons</p> <p>(ii) Date and reference of warrant for the change of use of the premises</p> <p>OR If no such warrant is required give reasons <u>In the case of an application for the provisional grant of a licence - Section 26(1)</u></p> <p>(i) Date and reference of warrant for the construction of the premises</p> <p>(ii) Date and reference of warrant for the change of use of the premises</p> <p>OR Reference to any correspondence with this authority where it is indicated that, on completion of the construction of the premises in accordance with the warrant, a warrant for the change of use will be granted.</p> <p>OR If no warrant for change of use is required, give reasons</p>	<p>YES/NO</p>
<p>7. Is Food Hygiene Certificate required? (required for Full Grant or Provisional Grant - 26(1))</p> <p>Please supply a plan of the premises and if information is not shown on plan give full information relating to construction, layout, drainage, ventilation, lighting and water supply and the provision of sanitary and washing facilities</p>	<p>YES/NO</p>

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Date:

Signature

Applicant/Agent

Address of Agent (if any)

NOTE

This application should be lodged with the Clerk to the Licensing Board, Dundee City Council, 20 City Square. No fee is required but departments may charge a fee for the issue of the certificate.

