

**CINEMAS ACT 1985**

**APPLICATION FOR A GRANT OF A CINEMA LICENCE**

**PART I**



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

**TO BE COMPLETED BY APPLICANT  
ALL QUESTIONS MUST BE ANSWERED (IN BLOCK LETTERS)**

1. TO BE COMPLETED IF INDIVIDUAL																			
(a) Full Name of Applicant (including middle names)	<table border="1"> <thead> <tr> <th>Surname</th> <th>First Name(s)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Surname	First Name(s)																
Surname	First Name(s)																		
(b) Address Details Current Address (including postcode)																			
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 3)	<table border="1"> <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> </tr> </table>																		
(e) Inland Revenue Unique Tax Reference Number (See Note 2)	<table border="1"> <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> </tr> </table>																		
Commencement Date	<table border="1"> <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> </tr> </table>																		
Is it Current?	YES/NO																		
(f) Daytime Telephone Number																			
(g) Name and Address of Next of Kin																			
(h) Driving Licence Number (As per DVLA Licence) where applicable	<table border="1"> <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> </tr> </table>																		

<b>2. TO BE COMPLETED IF COMPANY OR PARTNERSHIP</b>																					
(a) Full Name of Company or Partnership																					
(b) Company Registration Number	<table border="1"><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) Address of Principal Office (including postcode)																					
(d) Corporation Tax Reference Number.	<table border="1"><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>																				
<b>OR</b>																					
Partnership Tax Reference Number	<table border="1"><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>																				
(e) Daytime 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)																					
3. (a) Is applicant self employed?	YES/NO (Delete as appropriate)																				
(b) If no, give Name and Address of Employer (including Business Hours Telephone Number)																					
4. Address of Premises																					
5. During Exhibitions - (a) Is inflammable film to be used? (b) Is inflammable film to be stored in the premises?																					
6. Do the premises comply and have arrangements been made to comply with the regulations made under the Act by the Secretary of State for Scotland?																					
7. Will the premises be used for any purpose other than cinematograph exhibitions.  If so, specify.																					

8. If seating is provided for not more than 400 persons, will the premises be used for cinematograph exhibitions, other than exempted exhibitions, on more than three days in any week in the current calendar year?	
9. What provisions have been made for the admittance of disabled or chairbound persons to the premises?	
10. Is application being made for Sunday Opening?	YES/NO

#### **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>

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

#### **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) .....

.....

**PART II**

To be completed in the case of premises not at present licensed or having been altered in any way or so as to affect the auditorium, seating and standing accommodation or the exits since the premises were last licensed.

11. <b>Description of premises, stating measurements of Auditorium.</b>		
12. <b>Seating Accommodation of Auditorium.</b>	<u>Part of Auditorium</u>	<u>Number of Seats</u>
13. <b>Places where it is desired to allow standing.</b>	<u>Place</u>	<u>Max No of Persons</u>
14. <b>Description and number of exits, stating width and type of doors.</b>		

**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.

**NOTE:** Plastic plans of the premises in duplicate, showing in distinguished colours the seating and standing accommodation and all side and centre passages in each part of the auditorium the width of each seat and the distance between each seat and the back of the seat in front shall be lodged with the Depute Chief Executive (Support Services) one calendar month prior to the date on which the application for a licence falls to be considered. Prior to the granting of a licence the plan shall, if necessary, be altered to the satisfaction of the Council. The plan shall be retained by the Depute Chief Executive (Support Services) and shall be available for reference in future applications for renewal of the licence, so long as the premises and the sitting and standing accommodation remain unaltered. In the event of the application being made for renewal of a licence where an alteration is proposed to be made on the premises or the sitting and standing accommodation, a plan in duplicate of the whole floor of that part of the auditorium on which the alteration is to be made must be lodged with the application.

**Notes**

1. DVLA Licence details are required by Tayside Police to complete background checks on the applicant.

2. 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.

3. 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.**