

Date Received	Fee Paid	Application Number	Sent to: Police Firemaster Environmental Health Planning Date:	Comments	DECISION Granted Refused Continued <u>DATE</u>	Licence Number	Expiring
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Stirling Council

Civic Government (Scotland) Act 1982

Application for a Public Entertainment Licence

EACH QUESTION MUST BE ANSWERED PLEASE PRINT IN BLOCK CAPITALS

Type of Licence Applied for	Grant <input type="checkbox"/>	Renewal <input type="checkbox"/>
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Period Applied for	1 Year <input type="checkbox"/>	3 Years <input type="checkbox"/>
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Q1 TO BE COMPLETED IF APPLICANT IS AN INDIVIDUAL

a. Full Name	Surname	Forename(s)
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b. State Trading Name.	
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c. Home Address	
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d. telephone number	Postcode:
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e. E-mail address	Home:	Mobile:	Business:
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f. Age, date of birth & place of birth	Age	Date of Birth	Place of Birth

h. Are you to carry out day-to-day management of the business?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no give name, home address and date of birth of the manager.
	Name:
	Address:
	Date of Birth:

Q2 TO BE COMPLETED IF APPLICANT IS A NON NATURAL PERSON

a. Full name of Company	
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b. Address of principal or registered office:	Postcode:
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c. Telephone No	
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d. E-mail address	
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E. Full names, home addresses and dates and place of birth of all directors or partners (continue on separate sheet if necessary)

Name	Address	Date of Birth	Place of Birth

f. full name, home address and date and place of birth of employee or agent who is to carry out day-to-day management.	Yes <input type="checkbox"/> No <input type="checkbox"/> If no give name, home address and date of birth of the manager.
	Name:
	Address:
	Date of Birth:

Q3. LICENCE DETAILS			
a. Have you had an application for a similar licence refused in the last year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
b. If renewal, state expiry date and licence number of current licence	Expiry Date:	Licence No:	
c. State the name and address of the premises. (layout plan of premises to be provided)	Postcode:		
d. State days/hours during which it is proposed to trade.	Day	From	To
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
Sunday			
e. State the kind(s) of Public Entertainment or recreation to be carried on in the premises. (e.g. dances, youth clubs etc)			
f. Maximum number of persons proposed to be admitted to premises at any one time.			
g. Has a fire risk assessment been carried out for the premises?			
N.B THE COUNCIL WILL REQUIRE SITE OF THE FIRE ASSESSMENT WHEN APPLYING FOR A LICENCE See website:			
https://www.gov.scot/publications/fire-safety-risk-assessment-forms-and-guidance/			
h. Name & address of company providing public liability insurance.			
N.B THE COUNCIL WILL REQUIRE SITE OF THE INSURANCE POLICY WHEN APPLYING FOR A LICENCE.			

Q4. Subject to the provisions of the Rehabilitation of Offenders Act 1974, state below particulars of any convictions, including Road Traffic Offences, against any persons named in this application and Fixed Penalties incurred (continue on a separate sheet if necessary) (if none please state 'NONE').

Name	Date	Court	Offence	Sentence
(If none, please write "NONE" in this box).				
(A)	I declare that I shall display at, or near, the premises, for a period of 21 days, a notice, complying with the requirements of paragraph 2(3) of Schedule of 1 of the Civic Government (Scotland) Act 1982.			
(B)	I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.			

Data Protection

We will process the information given to us in accordance with the Data Protection Act 2018 & The General Data Protection Regulation (GDPR).

Further Information about your rights can be found on the council [website](#) or alternatively if you have any questions please email: dataprotection@stirling.gov.uk

Signature:
Applicant/Agent

Address of Agents (if any):

Date:

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 £2,500.

A FIRE RISK ASSESSMENT MUST BE SUBMITTED ALONG WITH THIS APPLICATION

<https://www.gov.scot/publications/fire-safety-risk-assessment-forms-and-guidance/>

Stirling Council

Civic Government (Scotland) Act 1982

Notes for Applicant for a Public Entertainment Licence

General

The 1982 Act introduces a new system for licensing places of public entertainment.. By resolution, Stirling Council has determined that a licence will be required for the following places:-

Halls, privately or publicly owned, dance halls, discotheques, proprietary clubs, barns, marquees, bowling rinks, skating rinks, billiard/snooker halls, swimming pools while being used for the following classes of functions:- discos, dances, concerts, rock concerts, roller discos, videoteques, barn dances, marquee dances, sporting events in halls, displays, demonstrations, billiard/snooker games, fun fairs, circuses, bowling, skating and swimming.

Exemptions from Licensing

The following types of premises are specifically exempted from the provisions of the Act and will NOT therefore require a licence:-

- (a) athletic or sports grounds while being used as such;
- (b) a school or other educational establishment while being used as such;
- (c) churches or other premises belonging to a religious body while being used as such;
- (d) cinemas and bingo halls;
- (e) premises having a permit under the lotteries and Amusements Act 1976;
- (f) public houses, hotels etc during the permitted hours;
- (g) places where amusements with prize machines are being used incidental to the main use of the premises.

An application form lodged does not allow a person to trade until the licence is granted and issued.

How to apply for a licence

Application forms are available from this office.

The licence itself may be held in the name of a firm or company (ie non-natural person) or in the name of an individual. Please make sure that you complete the correct form or the correct section of the form. Please also make sure that you complete every part of the form, including any convictions against you e.g. road traffic offences should be included if relevant.

Payment can be made via bank transfer to the below account.

Name Stirling Council
Acc No 00135220
Sort Code 832709

Please quote your name or licence number as the reference.

Payment can only be made via debit/credit card **in person** at the Customer First Office, Port Street, Stirling, FK8 2EJ, cheques cannot be posted into the office. We are **no longer able to accept cheques or cash for payment**.

Because the public entertainment will be carried on from premises, you will require to display a SITE NOTICE for a continuous period of 21 DAYS from the date of submission of your application.

You will receive a copy of this notice with your application form. After the 21 days is over you will have to send in to this office, a COMPLIANCE NOTICE stating that you have complied with the display notice requirement. This form will also be given to you with your application form. If, for any reason, you are unable to gain access to the site to display the site notice, please complete the appropriate part of the notice to this effect, and the Local Authority will arrange to advertise your application in the local press.

When your application is lodged and the appropriate fee has been paid, a copy of the form will be sent automatically by this office to the Police, to the Firemaster and to Technical and Commercial Services. They will carry out their own investigations and inspections and report directly to this office. If the council feels that any other enquiries should be carried out, you will be told of the nature of these enquiries and that the results of these enquiries may be taken into account in coming to a decision on your application. If objections are lodged you Will be sent a copy of the letter or letters of objection and an opportunity will be given to you to give your views in writing on such objection(s). Your application, the letter(s) of objections and your response will then be referred to the appropriate Committee. You may be called to a hearing before the Committee.

You can check on the dates of the Committee meetings in this office.

Your application must be considered within 3 MONTHS of it being lodged and the Council must reach a decision on it within 6 MONTHS.

If your application is granted you will be notified accordingly and asked to pick up your licence, and you will be reminded when your licence is due for renewal. You will also receive notification of the conditions which attach to the licence.

If your application is refused, or granted conditionally, you are entitled to ask the Council within 28 days to give reason for such refusal, or the imposition of such conditions, and thereafter you are entitled to appeal to the Sheriff against the decision on various grounds. You should seek the advice of a Solicitor if matters should get to that stage.

If you need any help filling in the forms or need any advice, please contact this office.

STIRLING COUNCIL
CIVIC GOVERNMENT (SCOTLAND) ACT 1982
APPLICATION FOR A PUBLIC ENTERTAINMENT LICENCE
SITE NOTICE

NOTICE IS HEREBY GIVEN that application has been made on to

Stirling Council for a Public Entertainment Licence in respect of the premises at:

Premises Name:

Premises Address:.....

..... Postcode:

by
1. (If Sole Trader/Natural Person)
Name: _____
Address: _____

2. (if a Company/Partnership etc/ Non – Natural Person)
Name: _____
Principal / Registered Office:

Day to day Manager:

Day to day Manager:

Any objection or representation in relation to the application may be made to the Council per the Licensing Team, Old Viewforth, Stirling, FK8 2ET, within 21 days of the abovementioned date.

Objections and representations should be made in accordance with the following provisions, namely;

(1) Any objection or representation relating to an application for the grant of a licence shall be entertained by the licensing authority if, but only if, the objection or representation –

- (a) is in writing;
- (b) specifies the ground of the objection or, as the case may be, the nature of the representation;
- (c) specifies the name and address of the person making it;
- (d) is signed by him/her on his/her 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 the Stirling Council has required the application to display the Notice again from a specific 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 a late objection or representation received by it before it takes a final decision upon the application to which it relates if it is 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 delivery post) so that in the normal course of post it might be expected to be delivered to it within that time.

**STIRLING COUNCIL
CIVIC GOVERNMENT (SCOTLAND) ACT, 1982
APPLICATION FOR A PUBLIC ENTERTAINMENT LICENCE
CERTIFICATE OF COMPLIANCE**

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 it's protection and replacement as follows: (give details and circumstances).

Date: _____ Signature: _____

***Delete if not applicable**