

Date Received	Fee Paid	Application Number	Sent: Police Environmental Health Planning Trading Standards Firemaster Cleansing Date:	Comments	Reference Date:	DECISION Granted Refused Continued DATE	Licence Number	Expiring
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Stirling Council

Civic Government (Scotland) Act 1982

Application for a Late Hours Catering Licence

EACH QUESTION MUST BE ANSWERED		PLEASE PRINT IN BLOCK CAPITALS		
Type of Licence Applied for		Grant <input type="checkbox"/>	Renewal <input type="checkbox"/>	
Period Applied for		1 Year <input type="checkbox"/>	3 Years <input type="checkbox"/>	
Q1 TO BE COMPLETED IF APPLICANT IS AN INDIVIDIAL				
a. Full Name		Surname	Forename(s)	
b.State Trading Name.				
c. Home Address		Postcode:		
d. telephone number	Home:	Mobile:	Buisness:	
e. E-mail address				
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:			
I. RIGHT TO WORK Do you have the right to work in the UK If you are applying for a grant you will need to provide evidence you have the right to work in the UK. See guidance for the details of the evidence required	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Q2 TO BE COMPLETED IF APPLICANT IS A NON NATURAL PERSON				
a. Full name of Company				
b. Address of principal or registered office:		Postcode:		
c. Telephone No				
d. E-mail address				

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.	Postcode:		
d State days/hours during which it is proposed to trade.	Day	From	To
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
Sunday			
e. Period of the year during which it is proposed to trade.			
f. State nature of goods in which it is proposed to trade.			

Q4 Subject to the provisions of the Rehabilitation of Offenders Act 1974, state below particulars of any Convictions against you 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).				

FIRE RISK ASSESSMENT

A risk assessment for the premises **must** be carried out and **submitted** with the application.

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

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:

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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.

Notes for Applicant for a Late Hours Catering Licence

General

The 1982 Act provides for licensing of Late Hours Caterers. A licence for this activity is required for the use of premises between the hours of 11.00pm and 5.00am for premises offering food whether on or off the premises.

Stirling Council have agreed that **only** premises offering meals or refreshments, which are prepared or heated up on the premises require to be licensed.

The Planning and Regulation Panel agreed at their meeting on Thursday 5 February 2015 that the hours of trading for City Centre premises are as follows:-

1. For Late Hours Catering Licences within Stirling City Centre: Thursday evenings until 2am and Friday and Saturday evenings to 3am.
2. The terminal hour of premises within Stirling City Centre offering a delivery or drive-through service is 5am. No customers are be allowed to enter the premises after the hours of 2am on a Thursday and 3am on Friday and Saturdays, and the delivery has to be made to a legitimate residential or business address.
3. Premises located outwith Stirling City Centre trading hours are until 1am everyday, any premises wishing an extension to the terminal hour, would apply to the Planning & Regulation Panel for consideration on a case by case basis.

The lodging of an application form lodged does not allow a person to trade unless and until the Licence is granted and issued.

Exemptions From Licensing

The following types of activity are specifically exempted from the provisions of the Act and anyone carrying on such a business will NOT therefore require a licence:-

- (a) the uses as such of licensed premises, eg public houses, restaurants, hotels etc;
- (b) the uses of premises with a Public Entertainment Licence

How to apply for a Licence

The licence itself may be held in the name of a firm or company (i.e. non-natural person) or in the name of an individual. Please make sure that you complete 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.

Because your business will be carried on from premises, you will require to display a SITE NOTICE for a continuous period of TWENTY EIGHT DAYS from the date of submission of your application. You will receive a site notice with your application form. After the Twenty Eight days are over, you will have to send into the Licensing Section, a COMPLIANCE NOTICE stating that you have complied with the site 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 in the Licensing Section and the appropriate fee has been paid, a copy of the form will be sent automatically by this office to the Police, Firemaster, Trading Standards, Planning Services and Technical 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.

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. We are **no longer able to accept cheques or cash for payment.**

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 Three Months of it being lodged and the Council must reach a decision on it within Six Months.

If your application is granted you will be issued with a licence. You will be reminded when your licence is due for renewal. You will also receive notification of the conditions (if any) which attach to the licence.

If your application is refused, or granted conditionally, you are entitled to ask the Council within Twenty Eight 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.

EVIDENCE OF RIGHT TO WORK (GRANT APPLICATIONS)

If you are applying for a grant application you must provide evidence of your right to work in the UK.

- If you are a British Citizen please provide your current passport with the application. If you do not have a current passport, then please provide your birth certificate along with either your National Insurance Card or most up to date P60/P45.
- If you are an EU National please provide your passport or National Identity Card with the application.
- If you are not a British Citizen or an EU National, please provide your passport and residence permit confirming your immigration status and right to work in the UK.

STIRLING COUNCIL
CIVIC GOVERNMENT (SCOTLAND) ACT 1982
APPLICATION FOR A LATE HOURS CATERING LICENCE
SITE NOTICE

NOTICE IS HEREBY GIVEN that application has been made on to

Stirling Council for a Late Hours Catering Licence in respect of the premises at:

Premises Name:

Premises Address:.....

.....
Postcode:

by

1. (If Sole Trader/Natural Person)

Name: _____

Address: _____

Day to day Manager:

2. (if a Company/Partnership etc/ Non – Natural Person)

Name: _____

Principal / Registered Office:

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 28 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 LATE HOURS CATERING LICENCE
CERTIFICATE OF COMPLIANCE**

I, _____

Applicant for a Late Hours Catering 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**