

Depute Chief Executive –  
 Education people and Business  
 Application for  
**Grant / Renewal of Public  
 Entertainment Licence**  
 Civic Government (Scotland) Act 1982



sustainable thriving achieving

**East Dunbartonshire Council**

www.eastdunbarton.gov.uk

**For Office Use Only**

Date Received	Fee Paid	Sent	Decision

**PLEASE NOTE THAT THIS APPLICATION FORM REQUIRES TO BE SUBMITTED AT LEAST  
 12 WEEKS PRIOR TO THE START DATE OF TO THE PROPOSED EVENT**

<b>1.</b>	
Is alcohol proposed at the event?	YES / NO
Is a stage proposed at the event? If so as a Raised Structure Permit may be required. Contact <a href="mailto:buildingstandards@eastdunbarton.gov.uk">buildingstandards@eastdunbarton.gov.uk</a> to clarify	YES / NO
Are there any marquees / gazebos which exceed 6metres x 3 metres in size proposed at the event?	YES / NO

<b>2.</b>			
To be completed if applying as a Natural Person (eg not a Company, Partnership or Organisation)			
Full Name			
Address			
Telephone Number		email address	
Date of Birth		Age	
Place of Birth			
Name and address of premises or site for which licence required.			
Name			
Address			
Owner of Premises			
Is applicant to be responsible for lets/bookings of the premises?		YES / NO	
If not, give full name, address, date of birth and place of birth of person who will be responsible			
Full Name			
Address			
Date of Birth			
Place of Birth			

When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ or deliver in person to the Community Hub, William Patrick Library, 2-4 West High Street, Kirkintilloch, Glasgow, G66 1AD or Community Hub, Bearsden Library, 69 Drymen Road, Bearsden, G61 3QT, Community Hub, Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs, G64 2LX or Community Hub, 46 Main Street, Lennoxtown, G66 7JJ together with the appropriate fee.

3.			
To be completed if not a Natural Person (e.g. Company, Partnership, Organisation, etc)			
Full Name			
Address			
Name and Address of premises for which licence is required.			
Owner of Premises			
Names, private addresses, dates of births and places of births of Chairman, Secretary and Treasurer of Committee or partners or other persons responsible for management of premises			
Name	Private Address	Date of Birth	Place of Birth
Name, private address, date of birth and place of birth of day-to-day manager of the Public Entertainment Licence			
Name			
Address			
Telephone Number		Date of Birth	
Place of Birth			
Will Committee/Partners be responsible for lets/bookings of the premises?			YES / NO
If not give full name, address, date of birth and place of birth of person who will be responsible?			
Full Name			
Address			
Date of Birth		Place of Birth	

4.	
Specify the types of public entertainment or recreation to be carried on in the premises	
Disco/Dance	
Concert	
Circus/Fair	
Exhibition	
Other (please specify)	

5.	
Specify main users of premises where known	

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<b>6.</b>	
Specify dates and times when it is proposed the premises will be open for the purposes of the above types of public entertainment or recreation	

<b>7.</b>	
Maximum number of persons proposed to be admitted to premises at any one time	

<b>8.</b>	
Is there any provision within the premises for the disabled?	YES / NO

<b>9.</b>	
Details of Public Liability Insurance Policy. (Company Policy Number and Amount). Certificate to be inspected when application submitted.	

<b>10.</b>			
Subject to the provisions of the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 state below particulars of ALL convictions recorded against you including details of Fixed Penalties and Conditional Offers issued by the Police or Procurator Fiscal. <u><b>NB. RECENT CHANGES TO THE LAW MEAN THAT ALL CONVICTIONS REQUIRE TO BE LISTED ON THE APPLICATION FORM.</b></u>			
Date	Court	Offence	Sentence
All Offences must be declared.			

<b>11.</b>	
Does any person named hold or have they previously been granted a public entertainment licence?	YES / NO
If yes, by which Authority and when?	
Has any person named applied for and been refused a public entertainment Licence?	YES / NO
Name (If applicable)	
If yes, by which Authority and when?	

## 12.

I have read and understand the requirements of the section relating to previous convictions.

I declare that the particulars given by me on this form are true and I hereby make application for the grant or renewal of the licence applied for.

(A) I/we declare that I/we shall, for a period of 21 days commencing with the date of submission of this application, display at or near the premises, so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act 1982. A form that may be used for this purpose is attached. **OR**

(B) I/we declare that I am / we are unable to display a notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so.

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

Delete (A) or (B) as appropriate. Where declaration (a) is made, there must be produced in due course, a Certificate of Compliance with paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.

**Fee £234.00**

**Duration of Licence 1 Year**

**There is no refund given with this application**

Any person who in or in connection with the making this application, makes any statement which they know 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 level 4 on the standard scale (currently £2500).

Signature of Applicant	
Date	

### REQUIRED DOCUMENTS

The following documents are required to be submitted with all public entertainment licence applications:

- Detailed Layout Plan
- Risk Assessment for event
- Traffic Management Plan
- Proof of public liability insurance for a minimum of £1 million
- All Stall Information, ie size of stall, trader's name and goods for sale
- Mobile Food Unit Certificate of Compliance Notices for each snack van
- First Aid Certification

The following documents are required to be submitted for any events which include funfair attractions/rides:

- Proof of public liability insurance for a minimum of £1 million for each attraction
- ADIPS / PIPA certificates for each attraction
- Risk assessment for each attraction

## Privacy Notice

The personal information you provide on this form will be used by East Dunbartonshire Council to process and determine applications for the grant/renewal of a Public Entertainment Licence.

This personal information may also be shared with other departments within East Dunbartonshire Council, the Council committee's and/or boards, local councillors in the area of the application or other organisations for the same purpose and also to:

- check the information we hold is accurate;
- prevent and/or detect crime; and
- protect public funds.

Other organisations may include bodies responsible for auditing or administering public funds, public sector agencies, governmental departments, regulatory and law enforcement bodies including Police Scotland and the Scottish Fire and Rescue Service, private contractors used by the Council and bodies carrying out data matching exercises.

The legal basis for processing your personal information is:

- The Council's legal obligations under the following legislation:
  - the Civic Government (Scotland) Act 1982 (licensing functions in relation to Public Entertainment Licences)
  - the Local Government (Scotland) Act 1973 (to ensure proper administration of the Council's financial affairs) (including the detection and/or prevention of fraud)
  - the Local Government (Scotland) Act 1973 (furnishing of information and documents to the Commission)
  - the Public Finance and Accountability (Scotland) Act 2000 (disclosure of data to Audit Scotland for data matching)
- The official authority vested in the Council pursuant to:
  - the Local Government (Scotland) Act 1973 (arrangement for discharge of functions by local authorities)
  - the Scheme of Administration – Civic Government Appeals Board – Terms of Reference: paragraph 1
- The following task carried out in the public interest:
  - to appropriately and sufficiently licence places of public entertainment and recreation
  - the prevention and detection of licensing fraud

East Dunbartonshire Council will be unable to process your application form if you fail to provide the information required and a Public Entertainment Licence will not be granted. The information requested in this form is required under the Civic Government (Scotland) Act 1982 Schedule 1.

East Dunbartonshire Council uses the Scottish Council on Archives Records Retention Schedules to manage the amount of time the Council keeps information. Further information on these can be found here.

<http://www.scottisharchives.org.uk/scars>

The information you have provided is classed under reference 04.005.038 and the retention period will be triggered from the date the licence expires and the information will then be held for 2 years

### Right of Access

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of your personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here.

<https://www.eastdunbarton.gov.uk/council/data-protection/subject-access-request>

### Right to rectification

You have the right to request the Council correct any information held about you that is inaccurate.

## Right to erasure

You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

## Right to restrict processing

You have the right to request that the Council stops using your personal information, while retaining a copy of it.

## Right to Object

You have the right to object to the Council's use of your personal information. The Council will have to demonstrate why it is appropriate to continue to use your personal data.

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed your personal data. Details on how to report a concern can be found here <https://ico.org.uk/concerns/>

Should you have any questions or concerns about the Council's handling of your personal data you can contact the Council's Data Protection Officer, Karen Donnelly, using the below noted details, who will be happy to discuss.

Telephone Number: 03001234510

Email: [dpo@eastdunbarton.gov.uk](mailto:dpo@eastdunbarton.gov.uk)

Address: 12 Strathkelvin Place, Kirkintilloch, G66 1TJ

## Other Formats & Translations

**This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510**

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòin gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।

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