

Depute Chief Executive –  
Education People and Business

Application for

**Temporary Late Hours Catering  
Licence**

Civic Government (Scotland) Act 1982



sustainable thriving achieving

**East Dunbartonshire Council**

www.eastdunbarton.gov.uk

*Office Use Only*

Date Received	Fee Paid	Date Passed to Police	Date of Decision	Decision	No. Of Licence

Please note, you can complete this form on your computer or alternatively, print and complete in ink using block capitals.

**Personal Details**

Name	
Address	
Postcode	
Date of Birth	
Place of Birth	

**Employer Details**

Give Name & Address of person, firm or company employing you or state if Self-Employed

Name	
Address	
Postcode	

**Trading Details**

Will you carry out day to day management of the trade?

YES /

NO

If NO, give name, address and date of birth of any employee or agent so engaged.

Name	
Address	
Postcode	
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, Lennoxton, G66 7JJ together with the appropriate fee.

Business Details	
Name & Address of Premises in or from which the Catering is to take place	
Business Telephone No	
Days and hours during which it is proposed to trade	
Hours currently operated	
Nature of Goods or Services in which it is proposed to trade	

Conviction Details			
Has any party named above ever been convicted of <b>any</b> crime or offence? (This includes contravention of Bye-Laws, Environmental health/Food Hygiene Regulations and Road Traffic Offences, <b>and any other convictions of any kind</b> ). If so, subject to the provisions of the Rehabilitation of Offenders Act, 1974, give particulars below.			Yes / No
(If <b>YES</b> , state convictions)			
Date	Court	Offence	Sentence

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.

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

Signature of Applicant ..... Date .....

**Fee £44.72    Duration of Licence Maximum 6 Weeks    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 £2,500).**

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## 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 of a Temporary Late Hours Catering 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 Temporary Late Hours Catering 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 premises for the sale to or consumption by the public of food.
  - 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 Temporary Late Hours Catering 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/scarrs>

The information you have provided is classed under reference 04.005.024 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.

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## 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 در خواست 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 fòn gu 0300 123 4510

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

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