

EAST DUNBARTONSHIRE LICENSING BOARD

APPLICATION FOR PREMISES LICENCE/PROVISIONAL PREMISES LICENCE

Licensing (Scotland) Act 2005, section 20

APPLICANT INFORMATION Licensing (Scotland) Act 2005, Section 20(1)

Question 1

1 Name, address and postcode of premises to be licensed.

Question 2

Particulars of applicant

2(a) Where applicant is an individual, provide full name, date and place of birth, and home address including postcode.

2(b) Where applicant is a partnership, please provide full name, and postal address of partnership.

2(c) Where applicant is a company, please provide name, registered office and company registration number.

2(d) Where the applicant is a club or other body, please provide full name, and postal address of club or other body.

2(e) Where applicant is a partnership, company, club or other body, please provide the names, dates and places of birth, and home addresses of connected persons.*

* Connected person is defined in section 147(3) of the Licensing (Scotland) Act 2005.

Question 3

Previous applications

3 Has the applicant been refused a premises licence under section 23 of the Licensing (Scotland) Act 2005 in respect of the same premises?	YES/NO*
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*If YES – provide full details

Question 4

Previous convictions

4 Has the applicant or any connected person ever been convicted of a relevant or foreign offence (1)	YES/NO*
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*If YES – provide full details

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For the purpose of this Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purpose of the Rehabilitation of Offenders Act 1974

Name & position (if applicable)	Date of conviction or sentence	Court	Offence	Penalty

DESCRIPTION OF PREMISES Licensing (Scotland) Act 2005, section 20(2(a))

Question 5

5 Description of premises (where application is submitted by a members’ club, please also complete question 6)

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Question 6

6 To be completed by members’ clubs only

Do the club’s constitution and rules conform to the requirements of regulation 2 of the	YES/NO
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(1) In addition to any convictions held by the applicant at the time of application, applicants should also familiarise themselves with the contents of section 24(1) of the Licensing (Scotland) Act 2005 in respect of any convictions for relevant or foreign offences which they may receive during the period beginning with the making of the premises licence application and ending with determination of the application.

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

The contents of this Application are true to the best of my knowledge and belief.

Signature: * (see note below)

Date:

Capacity: APPLICANT/AGENT

Telephone number and email address of signatory:

I have enclosed the relevant documents with this application – please tick the relevant boxes	
Operating plan	<input type="checkbox"/>
Layout plan	<input type="checkbox"/>
A disabled access and facilities statement	<input type="checkbox"/>
Planning Section 50 certificate	<input type="checkbox"/>
Building standards Section 50 certificate	<input type="checkbox"/>
Food hygiene Section 50 certificate	<input type="checkbox"/>

<u>For use by the Licensing Board only</u>	
Application checklist	
Date received	
Fee amount	
Receipt number	
Received by (<i>INITIALS</i>)	
Consideration date	
Last date for consideration	

Date of initial hearing	
Date of any modification hearing	
Date granted/refused	

<u>For use by the Licensing Board only</u>	
If application is for a premises licence	
Documents required	
Operating plan	<input type="checkbox"/>
Layout plan	<input type="checkbox"/>
Planning certificate	<input type="checkbox"/>
Building standards certificate	<input type="checkbox"/>
Food hygiene certificate	<input type="checkbox"/>
A disabled access and facilities statement	<input type="checkbox"/>

<u>For use by the Licensing Board only</u>	
If application is for a provisional premises licence	
Documents required	
Provisional planning certificate	<input type="checkbox"/>
Operating plan	<input type="checkbox"/>
Layout plan	<input type="checkbox"/>
A disabled access and facilities statement	<input type="checkbox"/>

ADDITIONAL MATERIAL – PREMISES LICENCE APPLICATION

Any person, other than an individual under 18 years of age, may apply for a Premises Licence.

An application must be accompanied by an operating plan and 2 sets of layout plans (in the prescribed form) and the appropriate fee.

The fee will be based on the rateable value of the premises (unless it is an application for a provisional licence which will be £200 with the remainder of the fee being paid upon production of the confirmation of provisional licence).

Section 50 Certificates from Planning, Building Standards and Environmental Health are required to be submitted to the Licensing Section before the due Board date (unless it is an application for a

provisional licence when only the planning section 50 will be required to be submitted with the application)and in each case a disabled access and facilities statement. The Site Notice is to be displayed in a prominent place at the premises for the prescribed 21 day period after receipt of application. If you require to speak to a member of the Licensing Team please call 0141 578 8319.

Contact Details for any advice:-

Licensing Standards Officers: Neil Miller - 578 8781 or 07799 656843

Claire Mather- 578 8809 or 07799 478044

Privacy Notice

The personal information you provide on this form will be used by East Dunbartonshire Council to process and determine applications for a premises licence/provisional premises 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 Licensing (Scotland) Act 2005 (licensing functions in relation to premises licence/provisional premises licence)
 - 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 following task carried out in the public interest:
 - to appropriately and sufficiently licence the sale of alcohol
 - 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 premises licence/provisional premises licence will not be

granted. The information requested in this form is required under the Licensing (Scotland) Act 2005 (Section 20 and 45).

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. [Scottish Archives website](#)

The information you have provided is classed under reference 04.005.065 and the retention period will be triggered from the date the licence is superseded, surrendered or revoked and the information will then be held for 5 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 [Data Protection details](#)

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 [Information Commissioner's Office website](#)

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

Address: 12 Strathkelvin Place, Kirkintilloch, G66 1TJ