

# EAST DUNBARTONSHIRE LICENSING BOARD

## APPLICATION FOR PREMISES LICENCE/PROVISIONAL PREMISES LICENCE\*

\*Delete as appropriate

**Licensing (Scotland) Act 2005, section 20**

### **APPLICANT INFORMATION** *Licensing (Scotland) Act 2005, section 20(1)*

#### **Question 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\*

*If YES – provide full details*

**Question 4**

*Previous convictions*

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

*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*

<i>Name &amp; position (if applicable)</i>	<i>Date of conviction or sentence</i>	<i>Court</i>	<i>Offence</i>	<i>Penalty</i>

**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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(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.

**Question 6**

6 To be completed by members' clubs only

<i>Do the club's constitution and rules conform to the requirements of regulation 2 of the Licensing (Clubs) (Scotland) Regulations 2007?</i>	YES/NO*
<i>* Delete as appropriate</i>	

**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 (delete as appropriate)

Telephone number and email address of signatory .....

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

<b><u>For use by the Licensing Board only</u></b>	
<b>Application checklist</b>	
<b>Date received</b>	
<b>Fee amount</b>	
<b>Receipt number</b>	
<b>Received by (<i>INITIALS</i>)</b>	
<b>Consideration date</b>	
<b>Last date for consideration</b>	
<b>Date of initial hearing</b>	
<b>Date of any modification hearing</b>	
<b>Date granted/refused (delete as appropriate)</b>	

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

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

## 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

<b>Privacy Notice</b>
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The personal information you provide on this form will be used by East Dunbartonshire Council to process and
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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. <http://www.scottisharchives.org.uk/scars>

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. <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