

ANGUS COUNCIL

Civic Government (Scotland) Act 1982

Late Hours Catering Licence

The attached application forms for a late hours catering licence should be completed in duplicate and returned to the Head of Law and Administration, Angus Council, Angus House, Orchardbank Business Park, Forfar, DD8 1AN.

Please note that a licence is required for the use of premises between the hours of 11.00pm and 5.00am the following morning for the sale to or consumption by the public of meals or refreshments either on as well as off the premises in which they are sold.

Premises covered by a licence under the Licensing (Scotland) Act 1976 do not require to be licensed under the Civic Government (Scotland) Act 1982 and accordingly it is those parts of your premises which are not currently covered by a liquor licence, eg, separate carry out section, which now requires to be licensed.

Although the Act sets out the hours of operation as between 11.00 pm and 5.00 am, the Council may fix different closing times and indeed any prior planning or other restrictions may determine the hours you can actually trade. The Council's current guidelines allow late hours catering premises to open between 11.00pm to 12 midnight Sunday to Thursday and 11.00pm to 1.00am on Friday and Saturday. Any request for hours outwith these guidelines will require to be considered by the Council's Civic Licensing Committee.

The lodging fee of £206 for a new grant or the lodging fee of £170 for a renewal should be submitted with the application forms and please note that this fee is not refundable.

Cheques should be made payable to Angus Council.

You must also display the enclosed notice at or near the premises to be licensed intimating that an application has been lodged with the Council. This notice must be displayed for a period of 21 days commencing with the date on which the application is submitted to the Council.

Only after the expiry of the statutory 21 day period should the enclosed "Certificate of Compliance" be completed and returned to this office.

On receipt of your application forms one copy of the form will be forwarded to Tayside Police in order that they may carry out checks into your suitability to hold a licence and this will include a check on any convictions/offences. The Council will also consult with Tayside Fire and Rescue, Head of Planning and Transport and Head of Environmental and Consumer Protection. The Head of Finance will also be consulted to check whether you have any outstanding debts due to the Council. This process will take a statutory minimum period of four weeks.

Should there be any comments on your application or if your application is for a new grant, this will require to be considered by the next available Civic Licensing Committee which generally meets on a three weekly cycle.

If you have any queries, please telephone the Licensing Section on 01307 476254, 01307 476048 or 01307 476252.