

## **ANGUS COUNCIL**

### **Civic Government (Scotland) Act 1982**

#### **Public Entertainment Licence**

The attached application forms for a public entertainment 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.

The lodging fee of £139 for a new grant or the lodging fee of £116 for a renewal should be submitted with the application forms and please note that this fee is not refundable.

If you are applying for a licence on behalf of a charitable organisation, you may be eligible for a reduced fee of £33 for a new grant or £26 for a renewal. In these circumstances you will require to complete and return to this office in addition the form for a certificate for a reduced application fee.

Please note if you are applying for a temporary public entertainment licence, the lodging fee of £139 for a new grant should be submitted, however if you are a charitable organisation you may be eligible for a reduced fee of £33.

#### **Cheques should be made payable to Angus Council.**

Please note that the licence is required for use, within the Angus area, of buildings or land as a place of public entertainment of one or more of the following classes:-

- Public halls (including Council halls), leisure and recreation centres and gymnasia, Church halls used wholly or mainly for non-religious purposes and premises used mainly for playing billiard, snooker or pool.
- Carnivals and fairgrounds, agricultural, trade or other shows, exhibitions, pop concerts, amusement arcades, highland games, circuses, motor spectacles and rallies.

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 form 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 various other parties as and where appropriate. 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, 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.

To obtain a Safe Events Pack, please contact accessline on 08452 777 778.