

ANGUS COUNCIL LICENSING BOARD

APPLICATION FOR CONFIRMATION OF A PROVISIONAL PREMISES LICENCE

Licensing (Scotland) Act 2005, Section 46

When completing this form, please write legibly in BLOCK CAPITALS using ink.

APPLICANT INFORMATION (The Applicant must be the holder of the Provisional Premises Licence or an Agent on their behalf)

Question 1

Name, address and postcode of premises in respect of which the Provisional Premises Licence is held and when it was granted:

Question 2

Name, address including postcode and telephone number of Provisional Premises Licence holder:

Question 3

When do you expect the premises to be trading from?:

Question 4 - DETAILS OF PREMISES MANAGER

4 (a) Name and Telephone number

4 (b) Date and place of birth

4 (c) Contact address, Including postcode

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4 (d) E-mail address (mandatory)

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4 (e) Personal Licence details*

Date of Issue	Name of issuing Licensing	Licence Number

*You must provide a copy of the premises manager's personal licence unless it was issued by Angus Licensing Board. This includes all parts - front page and appendices A to C.

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

The information you have provided on this Application form, and from supporting documentary evidence – where applicable, will be processed by The Angus Licensing Board (the “data controller”) in compliance with the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 in order to process your Licensing Application.

For the purpose of dealing with your Application (in order to process your application), we will share your information in accordance with the Licensing (Scotland) Act 2005 and other applicable licensing legislation with internal services of Angus Council.

The Council may also check information provided by you, or information about you provided by a third party such as NHS Tayside, Scottish Fire and Rescue Service, Scottish Ambulance Service and Police Scotland with other information held by us.

We may also get information from those third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public safety, protect public funds or where required by law.

Please note that you should read this service specific Privacy Notice in conjunction

with the Angus Licensing Board's Full Privacy Statement which is accessible on the council's website at:

https://www.angus.gov.uk/council_and_democracy/council_information/information_governance/council_and_services_privacy/angus

I hereby confirm that, since the provisional premises licence was issued, or if, since that time, an application for a variation of the licence has been granted under Section 30, since the last such application was granted:

That there has been no variation (other than a minor variation) made to the operating plan or layout plan for the premises to which the licence relates.

Data Protection Act 2018

The information on this form may be held on an Electronic Register which may be available to members of the public on request.

PLEASE NOTE – IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Criminal Law (Consolidation) (Scotland) Act 1995 Section 44(2)(b)

I further confirm that the contents of this application are true to the best of my knowledge and belief.

I understand that Angus Council are permitted to accept applications for the grant of this licence; objections or representations; and notifications of any change to the licence, by means of electronic communication. Applications, objections, representations or notifications can be sent to the Council by email to LAWLicensing@angus.gov.uk.

I permit Angus Council to give notice and provide reasons in relation to granting, refusing, renewing, changing, altering, varying, suspending, and revoking the licence by means of email. I authorise the email address provided by me on this application to be used for this purpose.

Signature*(see note below)

Date

Capacity APPLICANT/AGENT (delete as appropriate)

Telephone Number e-mail address

NOTE: You require to submit the relevant documentation as specified below.

I have enclosed the relevant documents with this application - please tick the relevant boxes.

Provisional Premises Licence	
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Building Standards Certificate	
Appropriate Planning Certificate	
Food Hygiene Certificate	
Layout Plan (six copies A4 of A3 size)	
Copy premises manager personal licence (if applicable)	
Operating Plan (which must include prescribed information about the individual who is to be the Premises Manager) as per section 20(4)(g) of the Licensing (Scotland) Act 2005.	

Information supplied on this form will be held on computer and applicants are advised that in processing this application background checks will be made which may include reference to personal data held on computer. If this form is incomplete it will be returned to you by ordinary post.

This authority has a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

NOTES

1. Please lodge the application at least 14 days prior to your intended opening date.
2. Consideration of the application is delegated to the Clerk.
3. The fee for confirmation depends on the rateable value as outlined below LESS £200 (being the fee already paid for the provisional premises licence).

<u>Premises Licences</u>	<u>Rateable Value</u>	<u>New Application Fee</u>	<u>Annual Fee</u>
Category 1	(-)	£200	£180
*Category 2	(£1 - £11,500)	£800	£220
*Category 3	(£11,501 - £35,000)	£1,100	£280
*Category 4	(£35,001 - £70,000)	£1,300	£500
*Category 5	(£70,001 - £140,000)	£1,700	£700
*Category 6	(£140,000 +)	£2,000	£900

Applications together with a cheque can be submitted by post to:-

The Clerk to the Licensing Board
Angus Council
Legal & Democratic Services
Angus House
Orchardbank Business Park
FORFAR
DD8 1AN

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