

(Before completing application form please refer to Boat Hire Notes)

ANGUS COUNCIL

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION for BOAT HIRE LICENCE

PLEASE TICK FOR

Grant

Renewal

Temporary

Please complete the relevant questions in BLOCK CAPITALS

1.	This section to be completed where the applicant is an <u>individual</u>					
(i)	Full Name:					
(ii)	Home Address: (including full postcode)					
(iii)	Email Address: <i>Mandatory</i>					
(iv)	Telephone Numbers:	Home:		Mobile:		
(v)	Date of Birth:	Day	Month	Year	Place of Birth:	

2.	To be completed where the applicant is a <u>partnership, firm or limited company</u>					
(i)	Trading name of Business:					
(ii)	Business Address: (including full postcode)					
(iii)	Business Telephone Numbers:	Business:			Mobile:	

3.	Please provide the following details of all partners/directors involved in your firm, please note where there are more than 3 partners/directors, please complete their details to include full name, home address, date of birth and telephone numbers on an attached sheet of paper.					
(i)	Full Name:					
	Home Address: (including full postcode)					
	Date of Birth:	Day	Month	Year	Home Telephone	Mobile

(ii)	Full Name:					
	Home Address: (including full postcode)					
	Date of Birth:	Day	Month	Year	Home Telephone:	Mobile:
(iii)	Full Name:					
	Home Address: (including full postcode)					
	Date of Birth:	Day	Month	Year	Home Telephone:	Mobile:

4.	Please give the name of the person responsible for the day to day running of business/managing the activity. If this person is not one of those mentioned above, please also give:					
	Full name:					
	Home Address: (including full postcode)					
	Date of Birth:	Day	Month	Year	Home Telephone:	Mobile:

5.	State location from which the vessel(s) will operate (e.g. Arbroath Harbour, Monikie Country Park etc.)	
6.	Vessel(s) to be subject of licence:- State type, year of manufacture and maximum number of persons to be carried	
7.	Specify details of public liability insurance, including identity of insurance company, amount of cover and extent of liability The Council will require sight of your current public liability insurance policy prior to issuing any licence	

8. Does the applicant hold a current Boatman's Licence? (See note 1 below) The Council will require sight of the Boatman's Licence prior to issuing any boat hire licence				
9. Does any person named on the previous page currently hold or has previously held a boat hirer's licence? If so, give details				
10. If a temporary licence is applied for, give dates and times of when the licence is required (Please note a temporary licence should not exceed 6 weeks)				
11. State below particulars of any convictions or offences against the applicant or any person(s) named in questions 4 and 5 overleaf. Please note that these convictions and any future convictions may be referred to the Civic Licensing Committee and may be dealt with in public. Convictions which are spent under the Rehabilitation of Offenders Act 1974 do not have to be included but may also, in certain circumstances, be referred to by the Committee - (continue on separate sheet if necessary):-				
Name of Person	Date of Conviction	Court	Offence	Sentence/Fine

FOR OFFICE USE ONLY

<u>Date, Amount and Receipt Number</u>	<u>Date Passed to Consultees</u>	<u>Date Observations Received</u>	<u>Insurance Details</u>	
		<u>Police</u>		
		<u>Finance</u>		
<u>Date Boatman's Licence Granted</u>	<u>Date of Certificate of Fitness</u>	<u>Date of Decision</u>	<u>Decision</u>	<u>Licence Number & Date of Issue</u>

DECLARATIONS:-

1. I understand that I am required to obtain a Certificate of Fitness from an Inspector approved by the Council in respect of the vessel(s) which is/are the subject of this application.
2. Angus Council is under a duty to protect the public funds it administers. As a result, the information you have provided or the information provided about you by a third party will be passed to the Council's Revenue and Benefits Service to check whether you have outstanding debts with the Council in relation to such matters as Council tax and non-domestic rates. The Council may also share information about you with other Departments of the Council and with other bodies administering public funds for the prevention of crime and the detection of fraud, such as Government departments and other local authorities.
3. I declare that the particulars given by me on this form are correct to the best of my knowledge and belief. I authorise the use of all information which I have provided for the above purposes. I hereby make application to Angus Council for the grant or renewal of the licence applied for.

The information you have provided on this Application form, and from supporting documentary evidence – where applicable, will be used by Angus Council (the “data controller”) for the purposes of the General Data Protection Regulation and the Data Protection Act 2018 in order to process your Licensing Application.

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

For the purpose of dealing with your application, we will share your information in accordance with the Civic Government (Scotland) Act 1982, other licensing legislation and with relevant 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 funds or where required by law.

Please note that you should read this service specific Privacy Notice in conjunction with the council’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/angus_council_full_privacy.

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 understand that Angus Council are permitted to accept applications for the grant or renewal 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.

Date.....	Signature of Applicant (or agent if applicable)
	Position of Applicant in company (if not otherwise stated)
	Address of Agent (if applicable)

NOTES

- 1. The person responsible for piloting the vessel at sea will require to produce a Boatman’s Licence as proof of his/her ability to handle the vessel. Applications for such a Licence should be made, in writing, to the Department of Trade, Marine Office, Blaikies Quay, Aberdeen (telephone 01224 574122). The application will not be processed without payment of the appropriate fee.**
- 2. Any person who is, or in connection with, the making of this application makes any statement which he knows to be false or reckless makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £2,500.**

SUPPORTING DOCUMENTATION

The following supporting documentation along with the appropriate fee **MUST** be lodged with the form otherwise the application will be considered incompetent and returned:

- The fee of £194 (new) or £161 (renewal) (cheques should be made payable to Angus Council)
- Insurance policy
- A map of the area detailing the precise area applying to operate within
- Letter of consent from the owner of the premises (this is required for use of land owned either privately or by a public authority) which permits you to use premises for your intended purpose (if applicable)
- A MOT certificate in respect of each boat to which the application relates
- Proof of entitlement to work and previous convictions (if applicable)