

(Before completing
application form please
refer to Late Hours
Catering Notes)

ANGUS COUNCIL
CIVIC GOVERNMENT (SCOTLAND) ACT 1982
APPLICATION for LATE HOURS CATERING LICENCE

PLEASE TICK FOR
Grant ☐
Renewal ☐
Temporary ☐

1. Full name of applicant (including maiden name if applicable), company or organisation to be licensed		
2. Home Address/Business Address (including postcode) Telephone Number/Mobile Number E-mail address (Mandatory)	Home	Business
3. Applicant's date and place of birth		
4. If company or organisation, state names, private addresses and dates of birth of all directors, partners office bearers or other persons responsible for the management of the company		
5. Full name(s), address(es) and date(s) of birth of person(s) or employee(s) or agent who will carry on day-to-day management of the use of the premises for late hours catering		
6. Name (if any) and address of premises for which a licence is required (hereinafter referred to as "the premises")		
7. Specify whether premises are sit-in restaurant or carry out		
8. Specify days and times when it is proposed the premises will be open for late hours catering and whether there are any restrictions on hours of opening imposed by the planning authority		
9. 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)		

10. 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 a separate sheet if necessary):-

Name of Person	Date	Court	Offence	Sentence/Fine

FOR OFFICE USE ONLY

PLEASE COMPLETE REVERSE OF FORM

Date, Amount and Receipt Number	Date Passed to Consultees	Date Observations Received	Certificate of Compliance Received
		Police Planning..... Fire Finance ECP	
Date of Decision	Decision	Expiry Date	Licence Number and Date of Issue

DECLARATIONS:-

Delete part (a) or (b) as appropriate. Where declaration (a) is made there must be produced as soon as possible after the expiry of the 21 day period a Certificate of Compliance with paragraph 2(2) of the said Schedule.

- 1.(a) I/We declare that in accordance with paragraph 2(2) of Schedule 1 of the Civic Government (Scotland) Act 1982, I/we shall, for a period of 21 days **commencing with the date on which this application was submitted to the Council**, display at or near the premises so that it can conveniently be read by the public a notice complying with the requirements of paragraph 2(3) of the said Schedule.

OR

- (b) I/We declare that I/we are unable to display a notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so, but that I/we have taken the following steps to acquire the necessary rights, namely:- (here specify the steps taken) but have been unable to display the notice.

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:

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.

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.

Date.....

Signature of Applicant
(or agent if applicable)

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Position of Applicant in
company (if not otherwise
stated)

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Address of Agent
(if applicable)

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NOTES

1. To be lodged with the Service Leader – Legal & Democratic, Angus Council, Forfar together with the appropriate lodging fee. The application will not be processed without payment of the appropriate fee.
2. Any person who in, or in connection with, the making of this application makes any statement which he knows to be false or recklessly 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.