

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982: SECTION 42**

**LICENSING OF LATE HOURS CATERING ESTABLISHMENTS**

**APPLICATION FOR GRANT OR RENEWAL** ***(delete as appropriate)***

**OF LATE HOURS CATERING LICENCE**

**Note:** Each of these questions must be answered. It is a criminal offence to make any statement which you know to be false or recklessly to make any statement which is materially false.

**1. Please give your full name and home address**

**Full Name:**

**Home Address:**

**Postcode:**

**Please give a telephone number where we can contact you:**

**Email address:**

**2. What is your age and place of birth?**

**Years: Date of Birth: Place of Birth:**

**3. State name and address of person, company or firm, employing you to trade or state if self-employed**

**Name:**

**Address:**

**Self-Employed (yes/no?):**

**4. If you do not propose to operate the business yourself, please give the full name and address of the person who will be responsible for the day to day operation of the business.**

**Name Address Bus.Hours Tel.No. Date of Birth**

**5. To be completed only if applying as a Company/Partnership**

**Full Name:**

**Address of Principal**

**Registered Office:**

**6. Names, Private Addresses and Dates of Birth of Directors/Partners or other persons responsible for its management if applying as a company or partnership.**

**Name Address Bus.Hours Tel.No. Date of Birth**

**7. State the name of the premises and describe the premises in which or from which the catering is proposed to take place.**

**8. State days/hours, the period during which it is proposed to trade (late hours only)?**

**Days/Hours of Trade: Hours after 11 pm**

**9. State nature of goods/services in which it is proposed to trade.**

**10. What type of licence are you applying for? (Tick one only)**

 **GRANT of a new LATE HOURS CATERING licence**

 **RENEWAL of existing LATE HOURS CATERING licence**

**11. Please complete the attached sheet with details of any criminal convictions and conditional offers of fixed penalties recorded against you. If you have none, write 'NONE' - your application will not be processed unless the sheet is completed.**

**12. a) Have you previously held or do you currently hold a licence or permit for late hours catering?**

 **If YES, when was the licence/permit granted?**

 **When did/does it expire?**

 **Which Authority granted the licence?**

 **b) Have you ever applied for and been refused a licence/permit for later hours catering?**

 **If YES, which Authority refused you a licence/permit?**

 **When where you refused?**

**13. I ……………………………………….. [the applicant] hereby declare [delete as appropriate]**

 **a) that a Notice will be posted at, on or near the premises at**

 **………………………………………………………………………………………….**

 **from <TBC - DATE THE FORM IS ACCEPTED BY LICENSING> containing such information as is required by paragraph 2(3) of Schedule 1 to the Civic Government (Scotland) Act,**

 **1982**

**Note: Licensing will draft the site notice and email it to you for display on the same day that payment is taken.**

 **b) that I have been unable to post a Notice in compliance with the requirements of Paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act, 1982, because I do not have the rights of access which would enable me to do so, but I have taken reasonable steps to acquire these rights but have been unable to do so. The steps taken are as follows:** *[please specify]*

**Where declaration (a) is made, there must be produced in due course, a Certification of Compliance with Paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act, 1982.**

**I declare that the particulars given by me on this application form are true. I authorise Dumfries and Galloway Council to make such enquiries with the police and others as the Council consider appropriate.**

This authority is under 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. For further information, see <https://www.dumgal.gov.uk/fairprocessing>

**Signature .........................................……………**

**Address …………………………………………**

 **………………………………………….**

 **………………………………………….**

**Position of applicant in Company/Partnership if not otherwise stated.………………………………………………….**

**Date .............................................…………**

**14. Now please return the form to:**

**Licensing, Dumfries and Galloway Council, Kirkbank House, English St, DG1 2HS**

**( 01387 245922**

licensing@dumgal.gov.uk

 **with the following:**

 **the application fee of £258**

**\* If you wish to pay by debit/credit card, the Licensing Team will phone for payment once the form has been checked.**

NB. The lodging fee is not refundable

 **the attached completed convictions sheet.**

**N.B.**

**1. 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 SHALL BE GUILTY OF AN OFFENCE AND LIABLE, ON SUMMARY CONVICTION, TO A FINE NOT EXCEEDING £1,000.**

**2. THIS APPLICATION FORM MUST BE LODGED, TOGETHER WITH THE APPROPRIATE FEE, NOT LESS THAN 28 DAYS BEFORE THE PROPOSED COMMENCEMENT DATE OF THE LICENCE.**

**3. THE LODGING FEE IS NOT REFUNDABLE.**

**4. For the purpose of question 13, the Notice must be displayed at the premises and remain in place for no less than 21 days from the date your application is received by the Licensing Authority.**

**CRIMINAL CONVICTIONS**

**The Council requires all applicants for most types of licence to disclose any criminal convictions recorded against them.**

**You need not disclose any convictions which are 'spent' in terms of this Act, but must list below all other convictions against you. This includes convictions for motoring offences and for other offences (e.g. breach of the peace, vandalism). You must also give details of any conditional offers of fixed penalties which you have paid (e.g. endorseable speeding tickets).**

**Failure to disclose these matters is a criminal offence. If you have no such convictions, please write 'NONE'. Your application will not be processed unless this sheet is completed and signed.**

***If you are unsure of your convictions, a certified copy may be applied for from Police Scotland, Police Station, Loreburn Street, Dumfries (£10 fee applies).***

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **COURT** | **OFFENCE** | **SENTENCE** |
|  |  |  |  |
|  |  |  |  |

I acknowledge and authorise the Chief Constable to make available to the Licensing Authority, details of my previous convictions for inclusion in any report on my application, and understand that this report will be issued to Members of the Licensing Authority, the media and will be available to members of public on request.

I declare that the above particulars are accurate.

Signed ...................................................