A logo for a company

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**CIVIC GOVERNMENT (SCOTLAND) ACT 1982 : SECTION 41**

**USE OF PREMISES FOR A PUBLIC PERFORMANCE OF ANY PLAY**

# APPLICATION FOR GRANT OR RENEWAL OF PUBLIC ENTERTAINMENT LICENCE

# PART A

**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. Full Name of applicant/ proposed licence holder   (individual, partnership, company, voluntary organisation etc) |  |
| 1. Address |  |
| 1. Email Address |  |
| 1. Phone No. |  |
| 1. Date of Birth |  |
| 1. Place of Birth |  |
| 1. If applicant is a company/partnership/ voluntary organisation, please detail names of Directors/ Partners or other persons responsible for management |  |
| 1. Private Addresses of Directors/ Partners or other persons responsible for management |  |
| 1. Dates of Birth of Directors/ Partners/ other Responsible Persons |  |

|  |  |
| --- | --- |
| 1. Do you intend to operate the business/event yourself or employ someone? |  |
| 1. Name of Employee Responsible for Day to Day Operation |  |
| 1. Address of Employee |  |
| 1. State address of Public Entertainment | Please attach confirmation of consent of landowner if applicable |
| 1. State days/hours, the period during which the public entertainment will take place | Date/s  Hours |
| 1. Type of Licence – delete as appropriate | GRANT of a new PUBLIC ENTERTAINMENT LICENCE - Temporary (1 day to 6 weeks); 3 years |
| RENEWAL of a PUBLIC ENTERTAINMENT LICENCE – 3 year |
| 1. Have you previously held or do you currently hold a PE Licence | YES / NO |
| 1. If YES when was the licence granted? |  |
| 1. Which Authority granted the licence? |  |
| 1. When does/ did it expire? |  |
| 1. Have you ever applied for and been refused a PE licence? | YES / NO |
| 1. If YES which Authority refused you a licence? |  |
| 1. When where you refused? |  |

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>CRIMINAL CONVICTIONS

1. Please complete the following sheet with details of any criminal convictions recorded against you. If you have none, write 'NONE' – your application will not be processed unless this sheet is completed.

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 ...................................................

***(If applying for a temporary licence go straight to question number 25)***

24.………………………………..(the applicant) hereby declare (delete as appropriate)

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

………………………………………………………………………………………..

containing such information as is required by paragraph 2(3) of Schedule 1 to the Civic Government (Scotland) Act 1982

**Note: Licensing will draft and email you the site notice once they have checked your form and taken payment.**

**OR**

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

…………………………………………………………………………………………………………………………………………………………………………………………………………

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

25. 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 considers appropriate.

Signature ……………………………………………………………

Address ……………………………………………………………

……………………………………………………………

Position of Applicant ……………………………………………………………

In Company/Partnership

if not otherwise stated ……………………………………………………………

Date ……………………………………………………………

Please return the form to: Licensing, Dumfries and Galloway Council, Kirkbank House, English Street, Dumfries DG1 2HS

Or by email to: [licensing@dumgal.gov.uk](mailto:licensing@dumgal.gov.uk)

🕿 01387 245922

together with the following:

the relevant application fee (refer to application Part B)

the attached completed criminal convictions sheet

NOTES

1. Any person who in, or in connection with, the making of this application makes any statement which he/she 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.