



**CIVIC GOVERNMENT (SCOTLAND) ACT 1982: SECTION 41  
LICENSING OF PUBLIC ENTERTAINMENT**

**APPLICATION FOR GRANT OR RENEWAL (*delete as appropriate*)  
OF PUBLIC ENTERTAINMENT LICENCE –  
INDOOR MUSIC EVENTS/FESTIVALS**

**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)	
2. Home Address	
3. Email Address	
4. Phone No.	
5. Date of Birth	
6. Place of Birth	
7. If applicant is a company/partnership/ voluntary organisation, please detail names of Directors/ Partners or other persons responsible for management	
8. Private Addresses of Directors/ Partners or other persons responsible for management	

9. Dates of Birth of Directors/ Partners/ other Responsible Persons	
10. Do you intend to operate the business/event yourself or employ someone	
11. Name of Employee Responsible for Day to Day Operation	
12. Address of Employee	
13. State location/full address of Public Entertainment	Please attach confirmation of consent of landowner
14. State Days / Hours, the period during which the public entertainment will take place	Days or Date/s  Hours
15. State a) capacity of premises b) Maximum number of attendees at any 1 time	
16. Type of Licence – delete as appropriate	Grant of a new PUBLIC ENTERTAINMENT LICENCE - Temporary / 3 year
	RENEWAL of a PUBLIC ENTERTAINMENT LICENCE – 3 year

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

17. 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 19)*

18. I .....(the applicant) hereby declare (delete as appropriate)

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

from (date that the application 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.**

or

b) that I am 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 will take reasonable steps to acquire these rights. 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.

19. 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, Kirkbank House, English Street, Dumfries, DG1 2HS  
☎ 01387 245922 ✉ licensing@dumgal.gov.uk

Licence Type	Duration of Licence	Cost £	Charitable or Community Event - 50 % Reduction	Anticipated Attendance per day 500-1000 25% Increase	Anticipated Attendance per day 1001- 3000 50% Increase	Anticipated Attendance Per day Over 3000 100 % Increase	Multi – Site Licenses – D&G 25 % increase for every subsequent site
<b>Indoor Music Festivals / Events</b>	3 year	£660	£330	£825	£990	£1320	
	1-7 days	£331	£166	£414	£497	£662	
	8days – 6weeks	£396	£198	£495	£594	£792	

## 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 2 months before the proposed commencement date of the licence.
3. The lodging fee is not refundable.
4. For the purpose of question 18, the Notice must be displayed at the premises and remain in place for no less than 21 days from the date your application is **accepted** by the Licensing Authority.
5. To obtain the 50% reduction for charitable or community events the application must be on behalf of a charitable or voluntary organisation and the operation must not be for commercial gain.