|  |  |
| --- | --- |
| Falkirk Council CrestFALKIRK COUNCIL LICENSING BOARD | **Licensing Unit****Falkirk Council****The Foundry****4 Central Park****Central Boulevard****Larbert, FK5 4RU****Telephone: 01324 501575****e-mail: licensing@falkirk.gov.uk****DX 556562** |

**APPLICATION FOR PREMISES LICENCE/**

**PROVISIONAL PREMISES LICENCE\***

*\**Delete as appropriate

**Licensing (Scotland) Act 2005, Section 20**

**Question 1**

*Particulars of Premises*

*Name, address and postcode of* ***premises*** *to be licensed*

|  |
| --- |
| NameAddressPostcode |

**Question 2**

*Particulars of applicant - Licensing (Scotland) Act 2005, section 20(1)*

*2(a) Where applicant is an* ***individual****, provide full name, date and place of birth, and home address including postcode*

|  |
| --- |
| NameDate & Place of BirthHome AddressPostcode |

*2(b) Where applicant is a* ***partnership****, please provide full name and postal address of partnership.*

|  |
| --- |
| NameAddressPostcode |

*2(c) Where applicant is a* ***company****, please provide name, registered office and company registration number.*

|  |
| --- |
| NameRegistered OfficeCompany Registration No. |

*2(d) Where the applicant is a* ***club or other body****, please provide full name and postal address of club or other body.*

|  |
| --- |
| NameAddressPostcode |

*2(e) Where applicant is a* ***partnership, company, club or other body****, please provide the names, dates and places of birth, and home addresses of connected persons* (connected person is defined in Section 147(3) of the Licensing (Scotland) Act 2005).

|  |
| --- |
| NameDate & Place of BirthHome AddressPostcodeNameDate & Place of BirthHome AddressPostcode*Continue on next page if necessary.* |

|  |
| --- |
| NameDate & Place of BirthHome AddressPostcodeNameDate & Place of BirthHome AddressPostcodeNameDate & Place of BirthHome AddressPostcode |

**Question 3**

*Previous applications*

*3. Has the applicant been refused a premises licence under Section 23 of the Licensing (Scotland) Act 2005 in respect of the same premises*

*YES/NO\**

 *If YES – provide full details*

|  |
| --- |
|  |

**Question 4**

*Previous convictions*

|  |  |
| --- | --- |
| *4. Has the applicant or any connected person ever been convicted of a relevant or foreign offence* see (1) below | *YES/NO\** |

*\*If YES – provide full details*

*For the purposes of this Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purpose of the Rehabilitation of Offenders Act 1974*

**(1)** In addition to any convictions held by the applicant at the time of application, applicants should also familiarise themselves with the contents of Section 24(1) of the Licensing (Scotland) Act 2005 in respect of any convictions for relevant or foreign offences which they may receive during the period beginning with the making of the premises licence application and ending with determination of the application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Name & position (if applicable* | *Date of conviction or sentence* | *Court* | *Offence* | *Penalty* |
|  |  |  |  |  |

**DESCRIPTION OF PREMISES** *Licensing (Scotland) Act 2005, Section 20(2)(a)*

**Question 5**

*5. Description of premises (where application is submitted by a members’ club, please also complete question 6)*

|  |
| --- |
|  |

**Question 6**

*6. To be completed by members’ clubs only*

|  |  |
| --- | --- |
| *Do the club’s constitution and rules conform to the requirements of Regulation 2 of the Licensing (Clubs) (Scotland) Regulations 2007?* | *YES/NO\** |
| *\*Delete as appropriate* |  |

**DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT**

**If signing on behalf of the applicant please state in what capacity.**

The contents of this Application are true to the best of my knowledge and belief.

Signature …………………………………………………………. \*(see note below)

Date ………………………………………………………………..

Capacity ………………………………………………………….. APPLICANT/AGENT

 (delete as appropriate)

Telephone number ………………………………………………

Email address ……………..…………………………………….

|  |
| --- |
| ***I have enclosed the relevant documents with this application – please tick the relevant boxes*** |

|  |  |
| --- | --- |
| *Operating plan* |  |
| *Layout plan* |  |
| *Planning certificate* |  |
| *Building standards certificate* |  |
| *Food hygiene certificate* |  |
| *Disabled Access and Facilities Statement* |  |

**\*Data Protection Act 2018**

The information on this form may be held on an electronic public register which may be available to members of the public on request.

Your privacy is important to us. You can find out how we deal with your personal information here: <http://www.falkirk.gov.uk/privacy/law-licensing/licensing/>

|  |
| --- |
| **For use by the Licensing Board only****Application checklist** |

|  |  |
| --- | --- |
| **Date received** |  |
| **Fee amount** |  |
| **Receipt number** |  |
| **Received by *(INITIALS)*** |  |
| **Consideration date** |  |
| **Last date for consideration** |  |
| **Date of initial hearing** |  |
| **Date of any modification hearing** |  |
| **Date granted/refused****(delete as appropriate)** |  |

|  |
| --- |
| **For use by the Licensing Board only****If application is for a Premises Licence****Documents required** |

|  |  |
| --- | --- |
| **Operating plan** |  |
| **Layout plan** |  |
| **Planning certificate** |  |
| **Building standards certificate** |  |
| **Food hygiene certificate** |  |
| **Disabled Access and Facilities Statement** |  |

|  |
| --- |
| **For use by the Licensing Board only****If application is for a Provisional Premises Licence****Documents required** |

|  |  |
| --- | --- |
| Provisional planning certificate |  |
| Operating plan |  |
| Layout plan |  |
| Disabled Access and Facilities Statement |  |

Before submitting an application for a Premises Licence or a Provisional Premises Licence, intending applicants and their solicitors/agents should consider carefully the terms of the five licensing objectives as set out in The Licensing (Scotland) Act 2005 namely:

(a) preventing crime and disorder,

(b) securing public safety

(c) preventing public nuisance,

(d) protecting and improving public health, and

(e) protecting children from harm

and also the terms of the Falkirk Council Licensing Board’s Statement of Licensing Policy which sets out the Boards’ views and expectations as to how the five licensing objectives and other matters should be addressed within its area. Applicants are asked to submit a written statement detailing how they, in the operation of their premises, will adhere to the five licensing objectives.

Applicants are expected to provide appropriate written statements along with their applications and operating plans etc. detailing all existing measures or measures proposed to be put into effect on all relevant matters to assist the Board in determining the application(s).

From 30 March 2018, applicants are required to submit a Disabled Access and Facilities Statement with their application. This must be in the prescribed format.