|  |  |
| --- | --- |
|  | Falkirk Council Licensing Unit  Foundry  4 Central Park  Central Boulevard  Larbert  FK5 4RU  Telephone: 01324 501575  E- mail: licensing@falkirk.gov.uk |

**Civic Government (Scotland) Act 1982**

**Application for the grant of a Temporary Public Entertainment Licence - Fairground**

All relevant questions must be answered in block letters or typescript.

**Before completing the application please read the guidance notes on: -**

**(i) Preparing an event plan for a fairground**

**SECTION 1**

**Question 1**

To be completed only if the application is being made by a natural person (i.e. individual)

|  |  |
| --- | --- |
| (a) Full Name of applicant |  |
| (b) Private Address (Including postcode) |  |
| (c) Date of Birth |  |
| (d) Town and Country of Birth |  |
| (e) E-mail Address |  |
| (f) Mobile Telephone Number |  |
| (g) Home Telephone Number |  |
| (h) Works Telephone Number |  |

**Question 2**

|  |  |
| --- | --- |
| Do you intend to carry out the day to day management of the business? | YES/NO\* |

If you have answered NO you must complete question 4.

**Question 3**

To be completed only if the application is by a non-natural (i.e. partnership or company)

|  |  |
| --- | --- |
| (a) Full Name of partnership or company |  |
| (b) Address of principal/registered office including postcode |  |
| (c) Telephone Number of principal/registered office |  |
| (d) Registered Company Number |  |
| (e) E-mail Address |  |

(f) Names, private addresses and place and date of birth of its directors, partners or other persons responsible for its management (Continue on a separate sheet if necessary)

|  |  |  |
| --- | --- | --- |
| Full Name | Private Address | Date and Place of Birth |
|  |  |  |
|  |  |  |
|  |  |  |

**Question 4**

To be completed in respect of the employee or agent who is to carry on the day-to-day management of the activity in relation to which the application is made. This question must be answered if the application is submitted by a non-natural person.

|  |  |  |
| --- | --- | --- |
| Full Name | Private Address | Date and Place of Birth |
|  |  |  |

|  |  |
| --- | --- |
| E-mail Address |  |
| Mobile Telephone Number |  |
| Work Telephone Number |  |
| Home Telephone Number |  |

**Question 5**

|  |  |
| --- | --- |
| Does any of the persons named in questions in 1, 3 or 4 above have any current convictions, conditional offers and or fixed penalties recorded against them. | YES/NO\* |

If yes disclose all such unspent conditional offers and or fixed penalties.

Failure to disclose all current convictions etc will result in the application being returned to the applicant. (Continue on a separate sheet if necessary).

**(a) Convictions**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Offence | Court | Sentence/Penalty |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(b) Conditional Offers and Fixed Penalties**

|  |  |  |
| --- | --- | --- |
| Date | Offence | Sentence/Penalty |
|  |  |  |
|  |  |  |
|  |  |  |

**Question 6**

|  |  |
| --- | --- |
| Has any person named in questions 1, 3 or 4 lived outwith the United Kingdom for a period of six months or more within the last 10 years? | YES/NO\* |

If yes you are required to provide a Criminal Record Check/verification from the Embassy of the country you resided in. Information on how to obtain this is contained within the guidance notes.

**Question 7**

|  |  |
| --- | --- |
| Does the applicant/day to day manager have the right to work in the UK | YES/NO |

Evidence you have the right to work in the UK requires to be provided, (such as British or EU Passport, Biometric Residence Permit). See guidance notes for details of the evidence required.

**Question 8**

|  |  |
| --- | --- |
| (a) Has any person named in questions 1, 3 or 4 above previously held or currently holds a Public Entertainment Licence issued by this or any other authority? | YES/NO\* |
| (b) If yes which authority granted the licence? |  |
| (c) When was it granted? |  |
| (d) When does it expire? |  |

**Question 9**

|  |  |
| --- | --- |
| (a) Has any person named in questions 1, 3 or 4 above ever applied for and been refused a Public Entertainment Licence by this or any other authority? | YES/NO\* |
| (b) If yes which authority refused the licence? |  |
| (c) When was it refused? |  |

**If an application for a public entertainment licence was refused by this authority within the last year a further application will only be accepted if there has been a material change in circumstances. This information must be provided with the application.**

**SECTION 2**

**Question 10**

Details of site to be licensed.

|  |  |
| --- | --- |
| (a) Full postal address, including trading name of site be licensed. |  |
| (b) Maximum number of persons proposed to be admitted to the site at any one time. |  |

(c) Give details of adaptation and or any temporary adaptations to site to accommodate the activity. (e.g. constructions of temporary fencing)

|  |  |
| --- | --- |
| (d) Is there a public address system for emergency announcements? | YES/NO\* |

(e) Give details of car parking facilities available for customers

(f) Give details of toilet facilities available for customers

|  |  |
| --- | --- |
| (g) Will there be stewards in attendance at the event? | YES/NO\* |

If yes give details:

|  |  |
| --- | --- |
| (h) will food or mobile caterers be provided? (Including ice cream vans) |  |

**Question 11**

Date, hours, and days the licence is required.

|  |  |
| --- | --- |
| Dates required | From ……………………………. To …………………………….. |

|  |  |  |
| --- | --- | --- |
| **Day** | **From** | **To** |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |

**SECTION 3**

**Question 12**

CHECKLIST OF PAPERWORK SUPPORTING THIS APPLICATION

The following documentation must be submitted with the application otherwise the application will not be accepted.

|  |  |
| --- | --- |
| **I confirm that I have enclosed the following** | **Submitted** |
| (a) Criminal Record Check/ Verification from Embassy. This applies to all persons named on the application who have lived outwith the UK for any period of at least 6 months within the last 10 years. |  |
| (b) Photographic evidence of right to work in the UK |  |
| (c) Proof of address |  |
| (d) Copy of partnership agreement if required. |  |
| (e) Location plan showing at least two named roads and surrounding buildings or the situation of the application site in relation to the locality. The application site must be clearly marked and include all of the land relating to the area to be licensed. |  |
| (f) Site plan showing the proposed layout, in particular the location of the major rides and indicating (by arrows) the direction that the speaker system for each of these will be facing. |  |
| (g) Event Plan |  |
| (h) Risk Assessment |  |

**The following documentation must be submitted before a licence is issued along with the enclosed equipment form**

|  |  |
| --- | --- |
| A copy of insurance for each ride |  |
| Copy of the Guild top up insurance for each ride. |  |
| A risk assessment for each ride. |  |
| The attached list of equipment to be used on site |  |
| Copy of lease agreement from landowner to operate on dates required. |  |

**SECTION 4**

**INDIVIDUAL PERSON**

I declare that the particulars given by me on this form are true and I hereby make application to Falkirk Council for the grant of a Temporary Public Entertainment Licence – Fairground.

Date:

Signature of applicant/agent:

Or Agents address:

**COMPANY/PARTNERSHIP, (\*Insert company / partnership name)**

On behalf of \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I declare that the particulars given by me on this form are true and I hereby make application to Falkirk Council for the grant of a Temporary Public Entertainment Licence - Fairground

Date:

Signature of person authorised to sign on behalf of company/partnership:

Address of Signatory (if not already specified in question 1 or 3 above)

|  |
| --- |
| Please indicate where all correspondence should be sent to applicant/agent/manger. Also where possible provide e-mail address for correspondence where appropriate.  Applicant □ Agent □ Manager □  E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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 within this authority for the prevention and detection of fraud.  It may also share this information with other bodies administering public funds solely for these purposes.**

N.B. 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 in a material matter shall be guilty of an offence and liable, on summary conviction, to a fine.