|  |  |
| --- | --- |
|  | 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/renewal of an Indoor Sports Licence**

1. All relevant questions must be answered in block letters or typescript. If you are providing an email address this should be done in the required format for sending an email.
2. Failure to fully and accurately complete any section (in particular question 6) of the application form and failure to submit the necessary supporting documentation may render it void.

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

**(i) Applying for an Indoor Sports Entertainment Licence**

**(ii) Completing an application form for an Indoor Sports Licence**

**SECTION 1**

**Question 1**

|  |  |
| --- | --- |
| Is the application in respect of a new grant or renewal? | NEW / RENEWAL\* |
| \*If existing give details: | Licence No.:  Expiry Date: |

**SECTION 2**

**Question 2**

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

|  |  |
| --- | --- |
| (a) Full Name of applicant |  |
| (b) Home 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 3**

|  |  |
| --- | --- |
| 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 5

**Question 4**

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

|  |  |
| --- | --- |
| (a) Full name of partnership or company. (If a partnership a copy of the agreement must be submitted with a new application). |  |
| (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 5**

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.

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

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

**Question 6**

|  |  |
| --- | --- |
| Does any of the persons named in questions 2, 4 or 5 above have any current convictions, conditional offers and or fixed penalties recorded against them. In the case of renewal application it refers only to such convictions, conditional offers and or fixed penalties since the licence was last granted. | YES/NO\* |

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

Failure to disclose all 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 7**

|  |  |
| --- | --- |
| Has any person named in questions 2, 4 or 5 lived outwith the United Kingdom for a period of six months or more within the last 10 years? In the case of renewal application it applies to any person living outwith the United Kingdom since last grant of licence. | 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 8**

|  |  |
| --- | --- |
| Does the applicant including the 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 9**

|  |  |
| --- | --- |
| (a) Has any person named in questions 2, 4, or 5 above previously held or currently holds an Indoor Sports 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 10**

|  |  |
| --- | --- |
| (a) Has any person named in questions 2, 4 or 5 above ever applied for and been refused an Indoor Sports 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 an indoor sports 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 circumstance. This information must be provided with the application.**

**SECTION 3**

**Question 11**

Details of premises to be licensed.

|  |  |
| --- | --- |
| (a) Full postal address, including trading name of premises to be licensed. |  |
| (b) Telephone number of premises. |  |
| (c) Give a brief description of the premises. |  |
| (d) Has there been any previous alterations carried out on the property?  If yes give details including dates. | YES/NO\* |
| (e) List any proposed alterations to the premises. |  |

**Question 12**

(a) The days and times when it is proposed the premises / location / site will be open for the purposes of indoor sports entertainment or recreation.

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

**Question 13**

|  |  |
| --- | --- |
| (a) State the maximum number of persons proposed to be admitted to the premises/location/site at any one time |  |

(b) Specify car parking facilities for customers

**SECTION 4**

**Question 14**

CHECKLIST OF PAPERWORK SUPPORTING THIS APPLICATION

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

|  |  |
| --- | --- |
| **I confirm that I have enclosed the following** | **Submitted** |
| (a) Photographic evidence of right to work in the UK |  |
| (b) Proof of address |  |
| (c) 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. |  |
| (d) Copy of partnership agreement if required for new applicants. |  |
| (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. |  |

**SECTION 5**

TO BE COMPLETED BY INDVIDUAL, PARTNERSHIP OR COMPANY

Complete (A) or (B) as appropriate. Where declaration (A) is made there must be produced in due course a Certificate of Compliance with Paragraph 2 of Schedule 1 to the Civic Government (Scotland) Act 1982.

1. I/We declare that I/We shall for a period of 21 days commencing with the date hereof, display at or near

the premises location so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2 of Schedule 1 to the Civic Government (Scotland) Act 1982.

Or

1. I/We declare that I am/we are unable to display a notice of this application at or near the premises location because I/we have no rights of access or other rights enabling me/us to do so, but that I/we have taken the following steps to acquire the necessary rights, namely: (Here specify steps taken)

…………………………………………………………………………………………………

…………………………………………………………………………………………………

But have been unable to acquire those rights.

**SECTION 6**

**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 Second Hand Dealer Licence.

Date:

Signature of applicant/agent:

Or agent 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 Second Hand Dealers Licence

Date:

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

Address of Signatory (if not already specified in Sections 3 or 4 above):

**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.