

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

**APPLICATION FOR A
*PUBLIC ENTERTAINMENT LICENCE/
*PUBLIC INDOOR SPORTS ENTERTAINMENT LICENCE**

(*Delete as appropriate)

For Office Use Only	
Enclosures	
IDOX No	
Paid	
Granted/ Refused	

If you are applying as an Individual please complete Sections 1,2,3 & 4

If you are applying as a Company please complete Sections 1,5 & 6

Please read the notes for guidance when completing this form; type or write legibly in block capitals in black ink and ensure that your answers are inside the boxes; use additional sheets, if necessary; keep a copy of the completed form for your records if you wish.

THIS FORM MUST BE SUBMITTED AT LEAST THREE MONTHS PRIOR TO THE EXPECTED COMMENCEMENT DATE OF THE ACTIVITY TO ENSURE YOUR LICENSE IS ISSUED ON TIME.

IF YOU INTEND TO SUPPLY ALCOHOL YOU MUST ALSO APPLY FOR AN OCCASIONAL LICENCE

1 (a)	Name and Address of where the event is to be held. A plan of the premises must be submitted with the application form							
(b)	Specify days, dates and times when it is proposed the premises will be open for the purposes of the above kind(s) of public entertainment or recreation.	Day	Date	Time				
		Monday		from		until		
		Tuesday		from		until		
		Wednesday		from		until		
		Thursday		from		until		
		Friday		from		until		
		Saturday		from		until		
		Sunday		from		until		

(c)	Proposed maximum number of persons to be admitted to the event				
(d)	Please tick the type of event that you propose to hold including all activities that will take place as part of your event.	Agricultural, Equestrian or Livestock Shows		Play/Public Performance	
		Circus		Concert	
		Festival/Music Event		Firework and/or Bonfire Display	
		Go-carting		Fun Day	
		Fun Fair including merry-go-rounds, roundabouts, swings, switchback railways, skittle alleys, coconut shies, hoopla's, mechanical riding, driving or boating apparatus or anything similar to any of the foregoing		Gala Day	
		Trampolines		Inflatables ,Bouncy Castles or similar structures	
		Stages/Raised Platform		Laser or War Gaming	
		Shooting – including but not limited to archery, clay pigeon shooting and paintball			
		Other – Please specify:			

PERSONAL DETAILS
PLEASE COMPLETE Questions 2 - 4 if you wish a licence to trade as an Individual

2	Full Name	Forename(s)	Surname
3	Any previous surnames (if applicable)		
4 (a)	Home Address		
(b)	Postcode		
(c)	Telephone Number		
(d)	Mobile Number		
(e)	Email Address		
(f)	National Insurance Number		
(g)	Age, Date & Place of Birth	Age	Date of Birth
			Place of Birth
(h)	Give name of person, company or firm, employing you to trade or state if self-employed.		

BUSINESS DETAILS
PLEASE COMPLETE Questions 5 and 6 if you wish a licence to trade as a Company or Partnership

5 (a)	Full Name of Company or Partnership.		
(b)	Address of Principal Registered Office		
(c)	Names and Private addresses of directors, partners or other persons responsible for its management		
(e)	National Insurance Number		
(d)	And dates and place of birth of 4(c) above	Date of Birth	Place of Birth

Please continue on a separate sheet if necessary

6	Employee or agent to carry on day-to-day management of the trade.							
(a)	Full Name							
(b)	Home Address							
(c)	Postcode							
(d)	Telephone Number							
(e)	Mobile Number*							
(f)	Email Address							
(g)	National Insurance Number							
(h)	Age, Date & Place of Birth	Age	Date of Birth		Place of Birth			

7 (a)	Have you previously held or do you currently hold a licence or permit for public entertainment.	YES <i>(If so when)</i>	NO
(b)	When did/does it expire?		
(c)	Which Local Authority granted the licence/permit?		
(d)	Have you ever applied for and been refused a licence/permit for a public entertainment?	YES <i>(If so when and by which Local Authority)</i>	NO

DECLARATION AND NOTES

Any person who in connection with the making of this application makes any statement which he/she knows to be false may be liable to prosecution.

Information supplied on this form may be held on computer both within Midlothian Council and other bodies (e.g. Police Scotland) and applicants are advised that in processing this application, background enquiries will be made which may include reference to personal data held on computer.

It should be understood that any Licence does not carry with it the necessary consent or approval to any proposed development which may be required under Planning or Building Control legislation or under any other Statutory enactments.

I certify that I am aware of my responsibilities in relation to the Fire (Scotland) Act 2005.

I have read the important notes above and declare that the particulars given by me on this form are correct and complete to the best of my knowledge and belief.

Please tick

I enclose:-

(a) Fee

(b) Plan

Date Signature of Applicant or Agent

Agents Address

.....

The completed application form is to be lodged with Midlothian Council, Midlothian House, 40-46 Buccleuch Street, Dalkeith, along with the appropriate Fee.

The fees below are valid from **1 April 2024**.

Public Entertainment -

Application Fee (3 years)	capacity under 1,000	£413.00
Application Fee (3 years)	capacity 1,001 to 5,000	£825.00
Application Fee (3 years)	capacity 5,001 to 10,000	£1,926.00
Application Fee (3 years)	capacity over 10,000	£4,402.00

Renewal Fee (3 years)	capacity under 1,000	£258.00
Renewal Fee (3 years)	capacity 1,001 to 5,000	£517.00
Renewal Fee (3 years)	capacity 5,001 to 10,000	£1,205.00
Renewal Fee (3 years)	capacity over 10,000	£2,755.00

Public Indoor Sports –

Application Fee (3 years)	- £377.00
Renewal Fee (3 years)	- £236.00

***Payable by cheque (payable to Midlothian Council) or credit/debit card
(or by phone to 0131 270 7500) to Licensing***

****IMPORTANT NOTE: Whilst the Council's practice has previously been to send out a reminder whenever possible in advance of the expiry of a licence, this practice has been discontinued and must no longer be relied upon. It is ultimately the responsibility of the licence holder to apply in good time (six weeks recommended) before the expiry date should he/she wish to renew the licence. It is strongly recommended therefore that the licence holder make a diary note as a reminder to do this.***

A Site Notice must be placed for a continuous period of 21 Days before the application can be considered. Please complete declaration * **(A) or (B) as appropriate**. Where declaration (A) is made there must be produced in due course a Certificate of Compliance with paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.

***(A)** I/We declare that I/we shall, for a period of 21 days commencing with the date hereof, display at or near the premises so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act, 1982

***(B)** I/We declare that I am/we are unable to display a notice of this application at or near the premises 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:-

but have been unable to acquire those rights.

****Delete as appropriate***

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Before completing this section please read the following guidance.

This should be completed by all persons named in Questions 1, 4 and 5.

All convictions and Alternatives to Prosecutions (ATPs), except those which are spent in terms of the Rehabilitation of Offenders Act 1974, must be listed.

All Fixed Penalty offences either currently or previously shown on your driving licence, together with any you have accepted but which do not yet appear on your licence, must also be listed.

If you/or any of those named have none of these please complete the following declaration.

I/we have no relevant convictions, ATPs or Fixed Penalty Offences.

..... (signature)

Otherwise, please state below particulars of any conviction against you. (Continue on a separate sheet if necessary).

Name	Date	Court	Offence	Sentence

COMMUNICATING CLEARLY

We are happy to translate on request and provide information and publications in other formats, including Braille, tape or large print.

如有需要我們樂意提供翻譯本，和其他版本的資訊與刊物，包括盲人點字、錄音帶或大字體。

Zapewnimy tłumaczenie na żądanie oraz dostarczymy informacje i publikacje w innych formatach, w tym Braillem, na kasecie magnetofonowej lub dużym drukiem.

ਅਸੀਂ ਸੋਗ ਕਰਨ ਤੇ ਖੁਸ਼ੀ ਨਾਲ ਅਨੁਵਾਦ ਅਤੇ ਜਾਣਕਾਰੀ ਤੇ ਹੋਰ ਰੂਪ ਵਿੱਚ ਪ੍ਰਕਾਸ਼ਨ ਪ੍ਰਦਾਨ ਕਰਾਂਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਬਰੇਲ, ਟੇਪ ਜਾਂ ਵੱਡੀ ਛਪਾਈ ਸ਼ਾਮਲ ਹਨ।

Körler için kabartma yazılar, kaset ve büyük nüshalar da dahil olmak üzere, istenilen bilgileri sağlamak ve tercüme etmekten memnuniyet duyarız.

اگر آپ چاہیں تو ہم خوشی سے آپ کو ترجمہ فراہم کر سکتے ہیں اور معلومات اور دستاویزات دیگر شکلوں میں مثلاً بریل (بڑا چھاپا) کے لیے ابھرے ہوئے حروف کی لکھائی) میں، ٹیپ پر یا بڑے حروف کی لکھائی میں فراہم کر سکتے ہیں۔

Contact 0131 270 7500 or email: enquiries@midlothian.gov.uk

If you would like to know how Midlothian Council collects, uses and shares your personal information, please visit our website www.midlothian.gov.uk to access our online Privacy notice