



# Midlothian

**GRANT/RENEWAL**

**CINEMA ACT 1985  
APPLICATION FOR GRANT/RENEWAL OF CINEMA LICENCE**

**Each Question must be answered**

Each Question must be answered	Surname		Forename(s)	
	1. To be completed if a <b>natural person</b> .			
(a) Full name (Block letters)				
(b) Home Address				
Telephone number				
(c) Age, Date and Place of Birth	Age	Date of Birth	Place of Birth	
(d) Is Applicant to carry out day-to-day management of the trade?  If not, give full name, address telephone number and place and date of birth of any employee or agent so engaged	YES/NO			
2. Address of Premises				
3. To be completed if <b>not natural person</b> (e.g. Company or partnership).				
(a) Full Name				

(b) Address of Principal Office	
(c) Names, private addresses and places and dates of birth of directors, partners or other persons responsible for its management.	
(d) Full name, address, telephone number and place and date of birth of employee or agent to carry on day-to-day management of the activity.	
4. State period (of one year maximum) that licence is required for.	
5. Name (if any) and address of premises for which a licence is required and business hours telephone number.  <i>(A Plan of the premises <u>must</u> be submitted with the application form)</i>	
6. Specify nature of film exhibitions and categories of films.	
7. State nature of apparatus to be used.	
8. Specify kind(s) of any other entertainment or recreation to be carried on in the premises.	
9. Specify days and times when it is proposed the premises will be open for the purposes of the above film exhibitions and kind(s) of public entertainment or recreation.	(a) Hours between      a.m. and      p.m. on  (b) Days
10. Maximum number of persons proposed to be admitted to the premises at any one time.	

11. State whether premises are (a) permanent or (b) moveable	
12. (a) Has any party named in 1 or 2 above previously held or does currently hold a Cinema Licence?	YES/NO
If YES, which Authority granted the Licence?	
What was its reference number?	
When was it granted?	
When did/does it expire?	
(b) Has any party named in 1 or 2 above ever applied for and been refused a Cinema Licence?	YES/NO
If YES, which authority refused the Licence?	
When was it refused?	

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

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

I enclose the Fee and a Plan of the Premises showing all fixtures and fittings or where a renewal showing any alterations made since the last application was made.

**Signature of applicant or agent** .....

**Agent's Address** .....

.....

**Position of applicant in Company/  
Partnership if not otherwise stated** .....

**Date** .....

## IMPORTANT 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.

The completed application form is to be lodged with Midlothian Council, Midlothian House, 40-46 Buccleuch Street, Dalkeith, EH22 1DN along with the appropriate Fee.

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

Application Fee	£377.00 (a year) £77.00 (a month - up to a maximum of £377.00 in a year)
Renewal Fee*	£377.00 £77.00 Transfer

***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.***

**13. Before completing this section please read the guidance note**

State below particulars or any convictions against you. If there are none please indicate accordingly. *(Continue on a separate sheet, if necessary).*

This should be completed by all persons named in Questions 1 and 3.

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.

Name	Date	Court	Offence	Sentence

**Alternatively – if you have none of these please complete the following declaration.**

I have none of these .....

**(signature)**

## 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 ਮੰਗ ਕਰਨ ਤੇ ਖੁਸ਼ੀ ਨਾਲ ਅਨੁਵਾਦ ਅਤੇ ਜਾਣਕਾਰੀ ਤੇ ਹੋਰ ਰੂਪਾਂ 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 (ناچینا افراد 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](mailto: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](http://www.midlothian.gov.uk) to access our online Privacy notice