Midlothian

Application for a licence for: Temporary Public Entertainment

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

Return this form at least 3 months before you require your licence to: Fairfield House, 8 Lothian Road, Dalkeith, Midlothian, EH22 3AA or email civiclicensing@midlothian.gov.uk

If you intend to supply alcohol you must also apply for an occasional licence.

For this form in another format or language email civiclicensing@midlothian.gov.uk

Application fees (from 1 April 2026)

- Application - Capacity under 1,000 £204
- Application - Capacity 1,001 to 5,000 £406
- Application - Capacity 5,001 to 10,000 £948
- Application - Capacity over 10,000 £2167

To pay by credit/debit card call 0131 271 3529

Our bank details for payment:
Sort Code: **83-17-26**
Account: **00128568**
Bank: **Royal Bank of Scotland**
Reference: **PEL (and your name)**

Office Use	
Enclosures	
IDOX No	
Paid	
Granted/ Refused	

Section 1A - complete this section ONLY if making application for an Event

What is the name of your event?

Where will the event happen?

Include name and address of where the event will be held.
Include a **plan of the premises/site layout.**

When will the event happen?

Date	Start	Finish

How many people will attend?

The maximum number of people at any one time

Section 1B - complete this section ONLY if making application for a Place of Public Entertainment

What is the name of the business?

What is the address of the business?

Provide full address including postcode.
Include a **plan of the premises with the application.**

What type of event are you applying for?

"Place of public entertainment" (any place where members of the public are admitted or may use any of the facilities for the purposes of entertainment or recreation)	**Tick**
Dancing establishments	☐
Concert halls and theatres	☐
Petting zoo, petting farm, llama walking or similar	☐
Premises with mechanical rides or simulators intended for entertainment or amusement excluding those rides exclusively for use by children under 5 whilst supervised by an adult	☐
Health Clubs and gyms	☐
Bowling alleys	☐
Billiards, Snooker or Pool Halls	☐
Escape rooms including puzzle and breakout rooms	☐
Amusement arcades with automatic or other machines, including video gaming machines, intended for entertainment or amusement (which are not licensed in terms of the Gambling Act 2005).	☐
Saunas, massage parlours, tanning, sunbed salons, nail bars	☐
Adventure or activity parks, adventure playgrounds and soft play areas	☐
Trampoline venues	☐

Festivals, concerts, shows, performances or events (indoor or outdoor)	**Tick**
Festivals, concerts, shows, performances or other events, involving stages, scenery or raised structure(s) – including plays, dramatisation or comedy act. (Small performances of poetry or storytelling with less than 200 people attending do NOT need a licence. Small performances of live music which is incidental to the main purpose of the premises where the performance takes place do NOT need a licence).	☐
Highland games	☐
Airshows, including model airshows or hot air ballooning	☐
Fireworks or bonfire displays and torchlight processions	☐
Events showing animals including agricultural, equestrian, livestock or dog shows	☐
Major sporting events or associated fanzones	☐

Exhibitions (indoor or outdoor)	Tick
Exhibitions of objects such as paintings, sculptures, drawings or historical artefacts (Small exhibitions with less than 200 people attending do NOT need a licence)	☐
Exhibition of persons, including boxing, wrestling, cage fighting or martial arts and war gaming	☐

Activities (indoor or outdoor)	Tick
Bouncy castles or inflatable structures	☐
Shooting, including but not limited to archery, clay pigeon shooting or paintball	☐
Motorcycle or quadbike scrambling	☐
Track racing or go-carting or off-road driving experiences where the operator provides access to vehicles, including segways, for entertainment purposes	☐
Hypnotism - any act or exhibition to which the Hypnotism Act 1952 applies	☐
Water sports including raft races, wake boarding, water skiing, sail boarding, canoeing and jet skiing activities (where the activity is not defined by a Boat Hire Licence)	☐
Transportation or propulsion of persons whether by mechanical or other means including gravity including Bungee jumping or catapulting	☐
Organised fitness activities including Bootcamps. (Personal exercise and small organised fitness activities of less than 200 people do NOT need a licence)	☐
Acts of an erotic or sexually explicit nature provided wholly or partly for the sexual gratification or titillation of the audience	☐
Laser displays, laser games	☐
Circuses, carnivals or funfairs; including merry-go-rounds, roundabouts, swings, switchback railways, skittle alleys, coconut shies, hooplas, mechanical riding, driving or boating apparatus. (Small non-profit festivals, fetes, treasure hunts, duck derbys, galas with less than 200 people attending do NOT need a licence. "Non-profit" means a non-commercial event held solely for the purpose of raising funds for the organisation holding the function and NOT for the purposes of making a profit or deriving any other form of financial benefit by any person or organisation, and where ALL surplus funds raised by the event are utilised to further the aims and activities of the organisation holding the event)	☐

Section 2 – Who is applying for the licence

Applicants must only complete section A or section B.

A - To apply to trade as an individual

Details of Individual	Information
Full Name (Forename and Surname)	
Any previous surnames	
Home Address (and postcode)	
Telephone Number	
Email Address	
National Insurance Number	
Place of Birth	
Date of Birth	
Name of person, company or firm, employing you to trade or state if you are self-employed.	

B - To apply to trade as a company or partnership

Details of Company or Partnership	Information
Full Name of Company or Partnership.	
Company number	
Address of Principal Registered Office (and postcode)	
Telephone Number	
Email Address	
Information about directors, partners or other persons responsible for its management • Names • Private addresses • Date of birth • Place of birth If more than one please use another sheet.	

Details of employee or agent with day-to-day responsibility for the entertainment	Information
Full Name (Forename and Surname)	
Any previous surnames	
Home Address (and postcode)	
Telephone Number	
Email Address	
National Insurance Number	
Place of Birth	
Date of Birth	

Section 4 – Previous convictions

This should be completed by all persons named in this form.
If the tables are blank we will assume no one in this form has convictions.

You must list:

- All convictions and Alternatives to Prosecutions, except those which are spent in terms of the Rehabilitation of Offenders Act 1974
- All Fixed Penalty offences either currently or previously shown on your driving licence, and any you have accepted but which are not yet on your licence.

Conviction 1

Detail required	Information
Full Name	
Date of conviction	
Court	
Offence	
Sentence	

Conviction 2

Detail required	Information
Full Name	
Date of conviction	
Court	
Offence	
Sentence	

Conviction 3

Detail required	Information
Full Name	
Date of conviction	
Court	
Offence	
Sentence	

If you need more space please continue on another page.

Section 5 – Declaration

The information on this form is correct. I know that making a false declaration is an offence.

- ☐ I enclose a site layout / plan of the premises
- ☐ I have paid the application fee
- ☐ I am aware of my responsibilities in relation to the Fire (Scotland) Act 2005.

I understand a licence does not carry with it the necessary consent to any proposed development which may be required under Planning or Building Control legislation or under any other Statutory enactments.

Date ……

Name of Applicant or Agent……

Address of Agent (if applicable) ……

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Information supplied on this form may be held on computer both within Midlothian Council and other bodies (e.g. Police Scotland). Background enquiries will be made which may include reference to personal data held on computer. To find out how Midlothian Council collects, uses and shares your personal information, visit www.midlothian.gov.uk to access our online Privacy notice