

CIVIC GOVERNMENT (SCOTLAND) ACT, 1982

INDOOR SPORTS ENTERTAINMENT LICENCE

INFORMATION FOR APPLICANTS

1. The Civic Government (Scotland) Act, 1982 introduced a new system for licensing certain activities and requires places used for indoor sports entertainment within Perth and Kinross to be licensed under Section 41(a) of the Act which is summarised below:

2. Licensing Requirements

A license is required for any premises, including permanent or temporary buildings, and tent or inflatable structures, and including premises owned by the council, to which the public are invited to spectate at any sporting event. However, the provision of a spectator area for the public does not in itself mean that the premises require to be licensed. A license, for premises other than a sports complex, is only required for an occasion where the sports entertainment is the principal purpose for which the premises are being used but a license is required for any sports entertainment being held in a sports complex.

2.1 The council may attach conditions to an indoor sports entertainment license (a) restricting use of the premises to a specified kind or kinds of public sports entertainment, (b) limiting the number of persons to be admitted to the premises, (c) fixing the days and times when the premises may be open for the purposes of public sports entertainment and (d) may also impose any other relevant conditions.

2.2 Application will require to be made to the Licensing Board for an occasional licence if the organisers wish to provide alcohol at any function.

3. How to apply for a licence

3.1 The attached application form should be completed in a ballpoint pen or typed. The application may be made in the name of (i) an individual, (ii) a voluntary organisation, management committee etc or (iii) a company, commercial organisation etc as appropriate. Applicants should complete either section 1, section 2 or section 3 on the first page of the application form. All other questions on the reverse of the application form should be answered.

3.2 The applicant will require to display a Site Notice for a continuous period of 21 days from the date of submission of the application. A copy of this Notice is enclosed along with a Compliance Notice, which should be returned to me after 21 days to certify that you have complied with the display notice requirement. Site and internal layout sketch plans showing the main accommodation, spectator facilities and any stands, including details of the toilet, washing and kitchen facilities and any emergency exits, should be lodged along with the application.

3.3 Licences will normally be granted for a period of up to three years to cover all or certain of the events for which application has been made (see 2.1 above). The fee is £230 for a period of up to three years, £170 for a period of one year and £170 for a temporary licence for an individual event and is non-returnable. An application for a temporary licence should be made at least 21 days before the event.

3.4 The completed application form should be returned to me at the address below along with:

- (i) the appropriate fee
- (ii) site and internal layout sketch plans (as appropriate)
- (iii) Public Liability Insurance Policy (for inspection)
- (iv) The Compliance Notice which should be returned after 21 days (as appropriate)
- (v) The Site Notice

4. Grant or Refusal of Application

4.1 A copy of your application number will be sent to Tayside Police, Tayside Fire & Rescue, the Council's Director of Environment Services and the Director of Planning & Transportation Services. They will carry out their own enquiries and inspections and report to me. If the council feels that any other enquiries should be carried out, you will be told of the nature of these enquiries and the results of them may be taken into account in coming to a decision on your application. Any objections made by those consulted will be reported to the Licensing Committee of the Council and you will be given an opportunity to be heard by the committee before a decision is made on your application.

4.2 The Council Must consider your application within three months of it being lodged and reach a decision on it within six months. However if no objections are received, your application will normally be dealt with and a licence issued within three to four weeks. You may not hold any functions for which an indoor sports entertainment licence is required until you have been issued with a licence.

4.3 The Council may impose any conditions on the grant of a licence which they consider reasonable and if a licence is granted, you will be advised of the conditions which must be observed at all times. The standard conditions approved by the council are attached for your information. You are entitled to seek variation of any conditions once a licence has been granted.

- 4.4** The Council may refuse an application (a) if they consider that any person named on the application form is not a fit and proper person to hold a licence, (b) where the premises are not considered suitable or convenient for the proposed activity, (c) for any other good reason. Where an application is refused you may seek an appeal to the Sheriff and may care to seek the advice of a solicitor.
- 4.5** If you need any help in filling in the form or need any advice, please contact this service.

**I. T. INNES
HEAD OF LEGAL SERVICES**

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2 High Street
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