

PERTH & KINROSS COUNCIL
CIVIC GOVERNMENT (SCOTLAND) ACT 1982

Application for a licence / renewal of a licence for late hours catering

Please return together with £285 – one year licence or, £340 – three year licence. In the event of your application being withdrawn/refused, an administration charge of £285 will be retained by the Council.

PART 1 TO BE COMPLETED IF APPLYING AS AN INDIVIDUAL PERSON			
	Surname	Forename(s)	
1. (a) Full Name (BLOCK LETTERS)			
(b) Home Address and Telephone No. (if any)	Email: _____ Tel.No. _____		
(c) Age, Date and Place of Birth	Age	Date of Birth	Place of Birth
(d) Period of licence applied for	3 years / 1 year	New / Renewal	Licence No.
(e) Is applicant to carry out day-to-day management of the business. If NO, give full name, date and place of birth and address of any employee or agent responsible for management of the business.	YES/NO		
	Full Name	Date & Place of birth	Address
(f) Give a business hours telephone number			
PART 2 TO BE COMPLETED IF APPLYING AS A COMPANY OR PARTNERSHIP etc.			
2. (a) Full Name of Company, Partnership etc.			
(b) Name and Address of Principal Registered Office & Telephone No (if any)	Email: _____ Tel. No. _____		
(c) Full Name, date & place of birth and private address of each director, partner or other person responsible for management of the business	Full Name	Date & Place of birth	Address
(d) Full name, date & place of birth and private address of employee or agent responsible for day-to-day management of the business	Full Name	Date & Place of birth	Address
(e) Give a business hours telephone number			
3 Address of premises for which licence is required			

THE FOLLOWING QUESTIONS TO BE COMPLETED BY ALL APPLICANTS					
4	A licence is only required for trading between 11 o'clock in the evening and 5 o'clock the following morning. Please state what closing hours you intend to operate each day	Day		Closing Time	
5	Does any person named hold or have they previously been granted a late hours catering licence. If YES by which Authority and when?	YES/NO	Authority	Date	
6	Has any person named applied for and been refused a late hours catering licence. If YES by which Authority and when?	YES/NO	Authority	Date	
7 LIST BELOW ALL CURRENT CONVICTIONS LISTED AGAINST THOSE PERSON(S) NAMED IN PARAGRAPHS 1(a), 1(e), 2(c) AND 2(d) ABOVE. IF THERE ARE NO CONVICTIONS, STATE 'NONE'					
	Name of Person	Date	Court	Offence	Sentence

Data Protection Act 1998

The information provided by you and by relevant third parties will be used in determining your application for the Grant/Renewal of Late Hours Catering Licence. It may include both personal and other details and may be shared with other appropriate professionals and service providers, in particular each application will be forwarded to the Police, Fire Brigade, the Council's Environment Services and Planning & Transportation Services. Information may also be shared with Statutory Bodies for the purpose of prevention or detection of fraud or crime. In terms of the Data Protection Act 1998, you are entitled to know what personal information Perth and Kinross Council hold about you, on payment of a fee of £10. Application should be made to the Head of Legal Services, 2 High Street, Perth PH1 5PH.

I declare that the particulars given by me on this form are true and I hereby make application to Perth & Kinross Council for the grant or renewal of the licence applied for. I consent to the sharing of my personal information as provided above.

Date..... Signature of applicant or agent.....
 Agent's Address.....

N.B Any person who in or in connection with the making of this application makes any statement which he knows to be false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £1,000.

OFFICE USE ONLY

Date Received	Fee Paid	Passed To	Date Passed	Decision
	Receipt No.	POLICE FIREMASTER ECS PLANNING On:		

