

[illegible]

2.	<b>TO BE COMPLETED BY A COMPANY, PARTNERSHIP OR VOLUNTARY ORGANISATION ONLY</b>					
2 (a)	Full name of Company, Partnership or Voluntary Organisation	If Organisation go to Question 2(d)				
(b)	Address of Principal Office (including postcode)					
		Postcode				
(c)	E-mail					
(d)	Contact Telephone No	Landline	Mobile			
(e)	Full names, dates and places of birth of all <b>Directors, Partners or Chairman, Secretary and Treasurer</b> (including maiden and middle names)  Private home addresses including postcode.  <b>(Please use separate sheet, if necessary)</b>	Full Name		Date of Birth		
				Place of Birth		
		Address <i>(include date that you moved to this address)</i>				
				Sex (Male/ Female)		
		Postcode				
		Full Name		Date of Birth		
				Place of Birth		
		Address <i>(include date that you moved to this address)</i>				
				Sex (Male/ Female)		
		Postcode				
		(f)	If you have lived at this address for less than 3 years please state any other addresses you have resided at during this time and your period of residence at those addresses			

**QUESTIONS 3 TO 11 MUST BE ANSWERED BY ALL APPLICANTS**

3.	Please list all current convictions. (If applying on behalf of a company, partnership or voluntary organisation, please list convictions for the Company and all partners/directors/chairman/secretary/treasurer) * <b>(Use separate sheet if necessary)</b>	Date	Court	Offence	Sentence
4.	Will you carry out the day to day management of the business?	Yes <input type="checkbox"/> If yes, go to question 6    No <input type="checkbox"/> (f no, go to Question 5			
5 (a)	Full name (including maiden and middle names) of Manager	Full name		Date of Birth	
	Private home address of Manager including postcode	Address ( <i>include date that you moved to this address</i> )		Place of Birth	
		Postcode		Sex (Male/ Female)	
(b)	Please list all current convictions of Manager *	Date	Court	Offence	Sentence

(c)	Manager's Contact details	Telephone				
		Mobile				
		E-Mail				
6.	Have you and/or your Manager lived in the UK for at least 10 Years. If no, please provide a letter from you and/or your Manager's home country confirming that you or they have/have not got any convictions. *	Self  Yes <input type="checkbox"/> No <input type="checkbox"/>			Manager  Yes <input type="checkbox"/> No <input type="checkbox"/>	
7.	Licence applied for	New <input type="checkbox"/> 1 year <input type="checkbox"/> 3 years <input type="checkbox"/>  Renewal <input type="checkbox"/> 1 year <input type="checkbox"/> 3 years <input type="checkbox"/>  Current Licence Number (For renewals only) .....				
8.	Name and address of premises to be licensed					
		Postcode				
9.	Specify the nature of sport(s) to be carried out within the premises					
9a	State the days and times of operation	Days and or Dates	Times	Months of the Year		
9b	State the maximum number of persons to be admitted to the premises/site/event at any one time <b>and enclose a copy of your fire risk assessment together with a copy of your current Public Liability Insurance Cover</b>					

10	Have you previously held or do you currently hold an Indoor Sports licence?	Yes <input type="checkbox"/>	Date licence issued	Date of expiry	Name of Issuing Authority
		No <input type="checkbox"/>			
11	Have you ever applied for and been refused an Indoor Sports Entertainment licence?	Yes <input type="checkbox"/>	When were you refused	Which authority refused your licence	
		No <input type="checkbox"/>			

**\* Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party named in this form ever been convicted of any crime or offence? (Continue on a separate sheet if necessary). Please read the guidance notes accompanying this form before completing this section.**

CHECKLIST		
I have	Please tick	
	Yes	No
• Made or enclosed payment of the fee for the application (£195 for one year and £265 for three years).		
• I have completed all sections relating to any convictions that should be declared.		
• If I or my Manager have not lived in the UK for 10 years I have enclosed a letter from my/his/her home country confirming that I/we have/have not got any convictions.		
• Enclosed copy of Fire Risk Assessment		
• Enclosed copy of current Public Liability Insurance Cover		
• I have displayed the Site Notice and confirm that I will return the Compliance Notice after 21 days to certify that I have complied with the display notice requirement.		
• I have signed and dated the declaration.		

## HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council to process your application and thereafter to keep you informed of any updates with regard to your application or licence.

Your information will be shared with Police Scotland, Scottish Fire and Rescue Service, Planning Service and Environment Services in order to determine if you are a fit and proper person to hold a licence. A requirement for this licence is to display a site notice for 21 days which the public can view and this will contain personal information which will include your name and address.

The Council may also check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

You should be aware that the names of individuals who hold this licence appear on a register which is available for public inspection

I declare that the particulars given by me on this form are true. I consent to the sharing of my personal information for the purposes set out above.

Signature of applicant/agent .....

Date .....

**It is an offence to make any statement in this application which you know to be false or to recklessly make any statement which is false in a material particular. Offences are punishable by a fine up to £1,000.**

August 2016

**PERTH & KINROSS COUNCIL**

**CIVIC GOVERNMENT (SCOTLAND) ACT, 1982**

**INDOOR SPORTS ENTERTAINMENT LICENCE**

**SITE NOTICE**

NOTICE IS HEREBY GIVEN that application has been made on (date)\_\_\_\_\_to

Perth and Kinross Council for an Indoor Sports Entertainment Licence in respect

of the premises/site at\_\_\_\_\_

by Name Organisation, Committee or Individual\_\_\_\_\_

Address\_\_\_\_\_

Name of person responsible for management of the indoor sports entertainment \_\_\_\_\_

Address\_\_\_\_\_

**Any objections or representations in relation to the application may be made to the Head of Legal and Governance Services, Corporate and Democratic Services, Perth & Kinross Council, 2 High Street, Perth PH1 5PH, within 28 days of the abovementioned date. Objections and representations should be made in accordance with the following provisions, namely:-**

- (1) Any objection or representation relating to an application for a grant or renewal of a licence shall be entertained by the Council if, but only if, the objection or representation-
  - (a) is in writing;
  - (b) specifies the ground of the objection or, as the case may be the nature of the representation;
  - (c) specifies the name and the address of the person making it;
  - (d) is signed by him or on his behalf;
  - (e) was made to them within 28 days of this Notice being displayed as required by the Council.
- (2) Notwithstanding (1) (e) above, it shall be competent for a licensing authority to entertain an objection or representation received by them before they take a final decision upon the application to which it relates if they are satisfied that there is sufficient reason why it was not made in the time required.
- (3) An objection or representation shall be made for the purposes of (1) above if it is delivered by hand within the time there specified to the licensing authority or posted (by registered or recorded delivery post) so that in the normal course of post it might be expected to be delivered to them within that time.

**PERTH & KINROSS COUNCIL**

**CIVIC GOVERNMENT (SCOTLAND) ACT, 1982**

**COMPLIANCE NOTICE**

I, \_\_\_\_\_

**Applicant for an Indoor Sports Entertainment Licence, hereby certify that –**

a) an Notice has been posted at or near the premises/site at \_\_\_\_\_

\_\_\_\_\_

from (date) \_\_\_\_\_ to (date) \_\_\_\_\_

as required under Schedule 1 of the above Act.

\*Where the said Notice was removed, obscured or defaced during the abovementioned period, I took reasonable steps for its protection and replacement as follows – (Give details and circumstances):

Or

b) that I have been unable to post a Notice as required under Schedule 1 to the above Act because I do not have the rights of access which would enable me to do so – (Give details and circumstances below):

Date.....

Signature.....

Licence Number .....

Position.....

**To be returned to the Head of Legal and Governance Services, Corporate and Democratic Services, Perth & Kinross Council, 2 High Street, Perth PH1 5PH after a Site Notice has been displayed for 21 days.**