



<i>Lic No.</i>	
----------------	--

PERTH & KINROSS COUNCIL THEATRES ACT 1968

APPLICATION FOR THE USE OF PREMISES FOR THE PUBLIC PERFORMANCE OF PLAYS

Please complete application form in black pen only

1. Details of premises Licence is to be granted for:
Name
Address
..... Postcode
2. Details of Applicant:
<small>Note – A Licence will not be issued to a Company but only to an individual or individuals and preferably to the actual Manager.</small>
Applicant Name (Full name including middle names)
Designation (please state whether owner, lessee, Director, Secretary, Manager etc)
Company Name
Address (if different from point 1 above)
..... Postcode
Telephone No. Mobile No
Date of Birth Place of Birth

3. Details of Occupier/Tenant of Premises (if different from point 2)

Occupier/Tenant Name

Address

..... **Postcode**

Factor Name (if applicable)

Address

..... **Postcode**

4. In whose name or names is the Licence to be issued?

.....

5. Type of Licence required

.....

State period for which the Licence is required

From **To**

6. Is the performance for Educational or Charitable purposes? Yes No

If yes, give particulars

7. Total seating of the building

.....

8. No. and location of exits

.....

.....

9. No. of attendants to be on duty

.....

Have all members of staff and attendants been instructed in the safety precautions to be observed in the premises and the action to take in the event of fire or other emergency?

.....

10. State nature of Safety Lighting

.....

11. State whether the premises are:-

a) Permanent or b) Moveable (*Please delete as applicable)

Signature of Applicant: _____ **Date:** _____

** Where the application is made on behalf of a company, it should be signed on behalf of the company by the applicant.*

Please return completed application form to:

Perth & Kinross Council
Housing & Environment
Pullar House
35 Kinnoull Street
Perth
PH1 5GD

Payment

Application will not be processed until appropriate application fee is paid as detailed in covering letter.

Payment can be made by one of the following options (please tick which method you will be using):

Cheque - made payable to Perth & Kinross Council. Please return cheque with application form to the address above.

Credit/debit card – by calling Perth & Kinross Council Customer Service Centre on 01738 476476. Please quote the type of licence you are applying for, and if renewing an existing licence, quote your licence no. detailed on covering letter.

In person - by visiting the cash office at Pullar House at the above address. Payment can be made by cash, cheque or credit card. Please quote the type of licence you are applying for, and if renewing an existing licence, quote your licence no. detailed on covering letter. You can return your completed application form at this time also.

By EBACS – Please quote the licence type and your licence no. as reference:
Account Name - Perth & Kinross Council Main Account
Sort code - 83-47-00
Account No - 11571138

Please note the fee charged is for the processing of the Licence. No refund will be given if an application is refused or is withdrawn.

The licence is issued for the period 1 October – 30 September, or the remainder of the year if the application is made part the way through the year. There will be no reduction in application fee for applications received part way through the year.

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council to fulfill our statutory obligations for consideration and processing of your Licence Application. The information will be shared with Police Scotland as part of our assessment process. Scottish Fire & Rescue and Police Scotland will both be advised when a Licence is issued as part of our standard procedure.

The Council may 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.

For further information, please look at our website www.pkc.gov.uk/dataprotection, email dataprotection@pkc.gov.uk or phone 01738 477933.