

PERTH AND KINROSS LICENSING BOARD

A PRACTICAL GUIDE TO COMPLETING AN APPLICATION FOR A PREMISES LICENCE/PROVISIONAL PREMISES LICENCE

This is a practical guide on how to complete an application for a premises licence or provisional premises licence. It is in the format of a standard application form with comments set out in red.

By following the comments that should reduce the risk of mistakes being made and delaying the application whilst clarification is sought.

This practical guide is not a substitute for obtaining your own independent advice towards completing all the necessary documents that constitute the application. What the comments indicate are common errors in completing the premises licence/provisional premises licence application form.

Do not use this guide as an application form. Instead, the standard, blank form should be used.

An application should be completed in block capitals using BLACK ink. The Board will accept electronic transmission of the completed form provided it is properly signed.

Alcohol Licensing (applications and payments)

Pullar House, 35 Kinnoull Street, Perth, PH1 5GD
Email liquorlicensing@pkc.gov.uk
Tel 01738 475180



PERTH AND KINROSS LICENSING BOARD,
Pullar House, 35 Kinnoull Street, Perth, PH1 5GD

APPLICATION FOR PREMISES LICENCE/PROVISIONAL
PREMISES LICENCE* (Remember to score out the part not
applied for)

*Delete as appropriate

Licensing (Scotland) Act 2005, section 20

APPLICANT INFORMATION Licensing (Scotland) Act 2005, section 20(1)

Question 1

Name, address and postcode of premises to be licensed.

Include the full postal address, including street number if you have one and postcode.

Question 2

Particulars of applicant

2(a) Where applicant is an individual, provide full name, date and place of birth, and home address including postcode.

Only complete this box if you are applying as an individual, i.e. as a sole licensee. Do not complete this box if you are applying as a partnership or registered limited company.

Remember to include:

- **Full name including middle names**
- **Date and place of birth (i.e. town and where necessary, country)**
- **Home address, including street number if you have one and postcode.**

2(b) Where applicant is a partnership, please provide full name, and postal address of partnership.

Complete this box only if you are applying as a partnership.

Please enter the name of the firm and, where there is one, the trading name of the partnership.

This might be “Mr Joe Bloggs and Mrs Jean Bloggs, trading as xxx” or “The firm of xxx”.

Remember to add the full postal address, including street number if you have one and postcode of the partnership.

2(c) Where applicant is a company, please provide name, registered office and company registration number

Complete this box only if you are applying as a registered limited company.

Please put the full name of the company, the registered office address, and the company number.

2(d) Where the applicant is a club or other body, please provide full name, and postal address of club or other body.

Complete this box only if you are another kind of body such as a trust or members club. It is not for individuals, partnerships or registered limited companies.

The name of the club/trust/body should be entered.

Remember to add the full postal address, including street number if you have one and postcode.

2(e) Where applicant is a partnership, company, club or other body, please provide the names, dates and places of birth, and home addresses of connected persons.*

Connected persons are:

- **All partners of a partnership**
- **All directors of a company, or a person who has control of the company**

- All office bearers of a members club
- In any other case, the person concerned in the management or control of the body

Remember to also insert for each connected person

- Date and place of birth (i.e. town and where necessary, country)
- Home address, including street number if you have one and postcode.

* Connected person is defined in section 147(3) of the Licensing (Scotland) Act 2005

Question 3

Previous applications

- 3 Has the applicant been refused a premises licence under section 23 of the Licensing (Scotland) Act 2005 in respect of the same premises?
YES/NO* **(Remember to score out the one that is not applicable)**

If YES – provide full details

Question 4

Previous convictions etc

4 Has the applicant or any connected person ever been convicted of a relevant or foreign offence (a)	YES/NO* (Remember to score out the one that is not applicable)
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*If YES – provide full details

(a) In addition to any convictions held by the applicant at the time of application, applicants should also familiarise themselves with the contents of Section 24(1) of the Licensing (Scotland) Act 2005 in respect of any convictions for relevant or foreign offences which they may receive during the period beginning with the making of the premises licence application and ending with determination of the application.

For the purpose of this Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purpose of the Rehabilitation of Offenders Act 1974

Name & position (if applicable)	Date of conviction or sentence	Court	Offence	Penalty
Remember to	complete	where	relevant.	

DESCRIPTION OF PREMISES Licensing (Scotland) Act 2005, section 20(2)(a)

Question 5

5 Description of premises (where application is submitted by a members' club, please also complete question 6)

The Board is looking for a short description of (i) the main type of activities or nature of the business, and (ii) the general location of the premises. A lengthy description covering all activities on the premises is not required. This description will form part of the premises licence and if it changes in the future, a major variation application will be required at cost.

For example:

- **A small café and delicatessen situated in the centre of Perth on the ground floor of a tenement block with residences above.**
- **An off sales corner store situated in a row of shops on (x) street on the western edge of Perth.**
- **A pub situated within the small community of Kinloch Rannoch.**

Question 6

6 To be completed by members' clubs only

Do the club's constitution and rules conform to the requirements of regulation 2 of the Licensing (Clubs) (Scotland) Regulations 2007?	YES/NO* (Remember to score out the one that is not applicable)
* Delete as appropriate	

DECLARATION BY APPLICANT/OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

The contents of this Application are true to the best of my knowledge and belief.

Signature * (see note below)

Date

Capacity APPLICANT/AGENT (delete as appropriate)

Telephone number and email address of signatory

I have enclosed the relevant documents with this application – please tick the relevant boxes	
Operating plan	
Layout plan	
Planning certificate	
Building standards certificate	
Food hygiene certificate	

*** Data Protection Act 1998**

The information on this form may be held on an electronic public register which may be available to members of the public on request.

<u>This section is for use by the Licensing Board only</u>	
Application checklist	
Date received	
Fee amount	
Receipt number	
Received by (INITIALS)	
Consideration date	
Last date for consideration	
Date of initial hearing	
Date of any modification hearing	
Date granted/refused (delete as appropriate)	

For use by the Licensing Board only	
If applying for a premises licence	
Documents required	
Operating plan	
Layout plan	
Planning certificate	
Building standards certificate	
Food hygiene certificate	

For use by the Licensing Board only	
If applying for a provisional premises licence	
Documents required	
Provisional planning certificate	
Operating plan	
Layout plan	