EAST AYRSHIRE COUNCIL
CIVIC GOVERNMENT (SCOTLAND) ACT 1982

Application for Grant/Renewal of a Late Hours Catering Licence

	Please complete in block capitals	
1 (a)	**To be completed if a natural person** Full name of applicant Maiden Name National Insurance No Please state your Nationality Do you have the right to work legally in the UK? Please note that you may be asked to provide your Home Office documents and/or Passport	Surname First Names(s)
(b)	Home Address, including postcode Contact Telephone Number Home/Business/Mobile Email address	
(c)	Age, Date of Birth and Place of Birth	Age DOB Place of Birth
(d)	Give name and address of person, company or firm, employing you to trade. If self-employed, please state trading name and contact telephone number.	
(e)	Is applicant to carry out day to day management of the activity? If not, give full name, address, date of birth and place of birth of any employee or agent so engaged. Give business hours telephone number of employee or agent.	**YES/NO**
2 (a)	**To be completed if not a natural person** Full Name of Company/Partnership	
(b)	Address of Registered or Principal Office	

(c)	Full name, address, date of birth and place of birth of all Directors, Company Secretary, Partners or other persons responsible for its management (continue on a separate sheet if necessary) Also give contact Telephone No of Principal Director – Home/Business/Mobile	
(d)	Full name, address, date of birth and place of birth of any employee or agent who is to carry on the day-to-day management of the activity in relation to which the application is made.	
3	Describe the premises (including address) in which or from which the catering is proposed to take place.	
(a) **(b)**	State The hours, and The days during which it is proposed to trade	Between_____pm and_____am on …….
4	State nature of goods/services in which it is proposed to trade	

SCHEDULE OF DETAILS OF CONVICTIONS

5 Give details of all convictions for which a Court has imposed a sentence on you. Failure to disclose convictions may lead to a refusal to grant a Licence. Also include details of any **fixed penalties** imposed. Continue on a separate sheet if necessary.

If the applicant is a limited company or partnership, details of convictions of all parties specified in the application form are required.

If you have not been convicted by a Court or received any fixed penalties write **"NONE"**.

If you are in doubt about your answer, consult your Solicitor for advice.

Note: As of 29th March, 2003 the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions)(Scotland) Order 2003 requires that applicants for **Taxi and Private Hire Car and Driver Licences** must declare all previous convictions both **spent** and **unspent**.

DATE OF OFFENCE	DATE OF CONVICTION	NAME & PLACE OF COURT	NATURE OF OFFENCE	PENALTY/SENTENCE IMPOSED

6 a	Have you or any person named on this form previously held or currently hold a Late Hours Catering Licence?	YES/NO
	If yes, when was the licence granted?	
	When does/did it expire?	
	Which authority granted the licence?	
b	Have you or any person named on this form ever applied for and been refused a Late Hours Catering Licence?	YES/NO
	If yes, which authority refused the Licence?	
	When was it refused?	

(A) I/we declare that I/we shall, for a period of 21 days commencing with the date hereof, display at or near the premises so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act 1982

OR

(B) I/we declare that I am/we are unable to display a notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so but that I/we have taken the following steps to acquire the necessary rights, namely

but have been unable to acquire those rights.

(Delete A or B as appropriate. Where declaration A is made there must be produced in due course a Certificate of Compliance in accordance with paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982.)

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief. I enclose £ in payment of the appropriate fee.

(Signature of applicant or agent) ……

(Agents Address) ……

……

……

(Position of applicant in Company/ Partnership if not otherwise stated)

……

Date ……

East Ayrshire Council is under a duty to protect the public funds it administers, and to this end may use the information you provide on this form for the prevention and detection of fraud. It may also share this data with other bodies including government organisations for these purposes.

NB Any person who in or in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding level 4 on the standard scale.

Please note that the application fee is non-refundable once the application is processed.

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SITE NOTICE

NOTICE IS HEREBY GIVEN that application has been made

on.....

to East Ayrshire Council for a

.....

in respect of the premises

at.....

to operate on (days and times) .....

by .....

Company Name:-.....

Address/Registered Office:-.....

.....

Directors Names & Address:-.....

.....

Day-to-Day Manager:-.....

Address.....

Any objection and representations in relation to the application should be made to the Head of Legal, Procurement and Regulatory Services, Council Headquarters, London Road, Kilmarnock, KA3 7BU generally 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 the grant or renewal of a Licence shall be entertained by the licensing authority if, but only if, the objection or representation -
   (a) is in writing;
   (b) specifies the grounds of the objection or, as the case may be, the nature of the representation;
   (c) specifies the name and address of the person making it;
   (d) is signed by him/her on his/her behalf;
   (e) was made to them within 28 days of the date when the application was made, being the date specified at the top of this notice.

(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 at the time required.

(3) An objection or representation shall be made for the purpose 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 that normal course of post, it might be expected to be delivered to them within that time.

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CERTIFICATE OF COMPLIANCE

I/We.....

applicant for a.....Licence, hereby certify that a Notice has been posted at

or near the premises at.....

from..... to..... ….

containing such information as is required by paragraph 2(3) of Schedule 1 of the above Act.

* Where the said Notice was removed, obscured or defaced during the above-mentioned period, I took reasonable steps for its protection and replacement as follows (give details and circumstances):-

.....

.....

.....

.....

Date..... Signature.....

*Delete if not applicable.

This Certificate of Compliance to be returned to the Head of Legal, Procurement and Regulatory Services, Council Headquarters, London Road, Kilmarnock, KA3 7BU, within 7 days following display of the Site Notice for 21 days.