

**EAST AYRSHIRE COUNCIL
CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

Application for the Grant/Renewal of a Public Entertainment Licence

Events with under **500 attendees** - applications to be lodged **4-6 weeks prior to the event**

Events with over **500 attendees** - applications to be lodged **8-10 weeks prior to the event**

Applications for either a **Circus or a stand alone Funfair** - at least **90 days' notice is required**

The above applies following completion of the Events Team process and only when all relevant supporting documentation is available

	Please complete form in block capitals. Please complete either Q1 <u>or</u> Q2			
Q1(a)	To be completed where the applicant is an individual 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)	First Name(s)	Surname	
(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)	Is applicant to carry out day-to-day management of the activity? If no, please provide full name, address, date of birth and place of birth of any employee or agent so engaged.	Yes / No		
Go to Q3				

Q2(a)	To be completed where the applicant is a partnership, company or other body Full Name of Company, Partnership or other body	
(b)	Full address of Registered or Principal Office	
(c)	Full name, address, date of birth, 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 * Please continue on a separate sheet if necessary	
(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.	
Q3	Name and address (including postcode) of premises / land for which a licence is required (hereinafter called the premises)	
Q4	Days and times when it is proposed the premises will be open for the purposes of the undernoted kind(s) of public entertainment	
Q5	Maximum number of persons proposed to be admitted to premises at any one time	
Q6	Please detail name of event and list <u>all</u> types of public entertainment or recreation to be carried on in the premises.	
(a)	Tents / marquees / trade stands – Please provide copy of Manufacturers certification regarding flame resistance, dimensions of structure and location & dimensions of exits. An indication of the inside layout of the structure will assist in the calculation of the occupant capacity.	Date of Certificate

(b)	Please list all Caterers and/or Food Providers to be present at the event, eg snack bars, ice cream vans (name, address and local authority where registered as a food business) together with copies of valid section 39 Certificate of Compliance (if applicable) and a valid FHIS Pass Certificate. Event organisers running an event involving catering and the provision of food <u>must provide hand washing facilities</u>					
	List of Caterers/Food Providers * Please continue on a separate sheet if necessary	Date of S39 Cert.	Date of FHIS Pass Cert.			
(c)	<p>Please list all Fairground attractions/rides/air structures to be at the event. Note that all attractions must be shown on the layout plan and all documentation cross-referenced to the key on the plan to clearly indicate to which attraction it refers</p> <p>Please note that a copy of the following certification will be required for <u>each</u>:</p> <p>(1) ADIPS or PIPA certification, as appropriate, (Declaration of Operational Compliance and Report on Electrical Thorough Examination),</p> <p>(2) Public Liability Insurance, and</p> <p>(3) Risk Assessment document - It is essential that all risk assessments for attractions are <u>signed and dated</u> by the operator concerned.</p>					
	List of attractions	ADIPS or PIPA Cert. Number	Date of Public Liability Insurance	Date of Risk Assessment	Key on Plan	
	* Please continue on a separate sheet if necessary					
Q7	In addition to the above, please confirm that the following have been included with the application:-					
(a)	Site Location Plan			Yes/No		
(b)	Site Layout Plan clearly defining the area to be licensed			Yes/No		
(c)	Site Layout Plan clearly defining all stalls/tents/enclosures/emergency exits to which the public will have access, using a key to denote the location of each attraction			Yes/No		

(d)	Current Fire Risk Assessment for the whole event	Yes/No
(e)	Current Risk assessment of the whole event - List hazards you are aware of and detail the action taken to minimise the risk. Examples of hazards might be risk of slips, trips, falls, vehicles moving on site, using gas, electricity, temporary structures, signage, inclement weather and temperature extremes. Organisers may wish to note that guidance on running an event safely may be obtained from the Health and Safety Executive website http://www.hse.gov.uk/event-safety/index.htm	Yes/No
(f)	<p>Event Management Plan detailing information as to the organisation of the event, such as parking, traffic management, toilet provision (no of male / female / accessible), provision of facilities for people with special needs and listing those responsible in the event of an emergency – Event Manager (Name, Address, Phone, Mobile Phone available on the day of the event).</p> <p>It is recommended that applicants compile the Management Statement in accordance with The Purple Guide to Health, Safety and Welfare at Music and Other Events which aims to help organisers deliver successful events safely and has been launched by the Events Industry Forum in consultation with the industry and government agencies and with the support of the Health and Safety Executive (HSE). Full details can be found at www.thepurpleguide.co.uk</p>	Yes/No
(g)	Current Public Liability certificate covering the event in the name of the applicant	Yes/No
(h)	Medical Plan	Yes/No

SCHEDULE OF DETAILS OF CONVICTIONS

Q8 You must provide details of **all** relevant convictions for **all** people named in the application, whether imposed by a court or by way of a fixed penalty, even if considered “spent” by virtue of Schedule 3 of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions)(Scotland) Order 2013. *Continue on a separate sheet if necessary.*

Where 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”.

Failure to provide details of your criminal history on this application form may result in you being reported to the Procurator Fiscal. If you are in any doubt about which convictions are considered “spent” under the Rehabilitation of Offenders Act 1974, then it is strongly recommended that you obtain your own independent legal advice as Licensing staff are unable to provide advice in relation to this. If you are unsure whether you have a criminal history or not you may apply for a Subject Access Request form. This can be obtained and completed at any Police Office or can be downloaded from <https://www.scotland.police.uk/access-to-information/data-protection/subject-access-requests/>

Date of Offence	Date of Conviction	Name and Place of Court	Nature of Offence	Penalty / Sentence Imposed
(a)	Have you or any person named on this form previously held or currently hold a Public Entertainment 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 Public Entertainment Licence?			Yes/No

	If yes, which authority refused the licence?	
	When was it refused?	
Q9	Will the proceeds of the use of the premises be applied wholly for purposes other than private gain or of a commercial undertaking?	

(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 application fee.

(Signature of applicant or agent)

(Agents Address)

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

Date

East Ayrshire Council participates in the National Fraud Initiative and is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for; auditing or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. To find out more about how your information may be used in the National Fraud Initiative please visit –
[National Fraud Initiative \(NFI\) · East Ayrshire Council \(east-ayrshire.gov.uk\)](http://east-ayrshire.gov.uk)

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.

EAST AYRSHIRE COUNCIL
Civic Government (Scotland) Act 1982
SITE NOTICE

NOTICE IS HEREBY GIVEN that application has been made

on.....

to East Ayrshire Council for a

.....

in respect of the premises

at.....

.....

Date(s)..... and Time(s)

by.....

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 Chief Governance Officer, Licensing Unit, East Ayrshire Council, 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.

EAST AYRSHIRE COUNCIL
Civic Government (Scotland) Act 1982
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 Chief Governance Officer, Licensing Unit, East Ayrshire Council, Council Headquarters, London Road, Kilmarnock, KA3 7BU, within 7 days following display of the Site Notice for 21 days.