

**APPLICATION FORM FOR GRANT OR RENEWAL  
OF A PUBLIC ENTERTAINMENT LICENCE**

**If you are applying as an individual please complete section A. If you are applying on behalf of a group please complete section B with the details of all directors, partners or other persons responsible for the management of the business.**

**A. PERSONAL DETAILS**

Full Name .....

Home Address .....

Post Code .....

Tel No ..... Mobile.....

Email .....

Date of Birth ..... Age.....

Place of Birth .....

Do you intend to carry out the day to day management of the business YES / NO

**B. BUSINESS/PARTNERSHIP/ORGANISATION DETAILS**

Full Name of Business .....

Address of Registered  
Or Principle Office .....

Post Code ..... Email.....

Tel No .....

Nature of Business Firm/Partnership  Limited Company  Organisation

If you are a Registered Charity please provide your number .....

Please complete details of all directors, partners or other persons responsible for the management of the business (continue on a separate sheet if necessary)

Full Name .....

Home Address .....

.....

.....

Post Code .....

Tel No ..... Mobile.....

Email .....

Date of Birth ..... Age.....

Place of Birth .....

Full Name .....

Home Address .....

.....

.....

Post Code .....

Tel No ..... Mobile.....

Email .....

Date of Birth ..... Age.....

Place of Birth .....

Please complete details of employee or agent who is to carry on the day to day management of the business.

Full Name .....

Home Address .....

.....

.....

Post Code .....

Tel No ..... Mobile.....

Email .....

Date of Birth ..... Age.....

Place of Birth .....

**C. LICENCE DETAILS**

Tick one box only

Grant  Renewal

If Grant – Temporary or Full  Full  Temporary

If Renewal – Licence No. ....

If not a Renewal:

Have you previously held a public entertainment licence in this area or any other in the U.K.? YES / NO

If Yes Area: .....

Dates and duration of licence: .....

Reason no longer licensed: .....

If not a Renewal:

Have you previously been refused a public entertainment licence in this area or any other in the U.K.? YES / NO

If Yes Area: .....

Reason for refusal: .....

Date(s) of refusal: .....

**D. ENTERTAINMENT DETAILS**

Name of Place/Site or Address of Premises for which licence is required .....

State days and hours during which the entertainment /recreation will be held .....

State maximum number of persons to be admitted to the premises/site event at any one time .....

Tick kind(s) of public entertainment or recreation to be carried on at premises /site

<input type="checkbox"/>	billiard, snooker or pool halls
<input type="checkbox"/>	video machine parlours/amusement arcades
<input type="checkbox"/>	circuses
<input type="checkbox"/>	exhibitions or performing animals
<input type="checkbox"/>	funfairs/fairgrounds

	public fireworks or bonfire displays
	amplified indoor musical events (300 or more persons attending)
	amplified outdoor musical events (500 or more persons attending)
	commercial events held in marquees
	agricultural shows
	commercial discos
	any event held within premises that would require a licence to sell alcohol, where that event is being held out with the licensed hours
	plays or other dramatic performances
	exhibitions, demonstrations or performances of hypnotism

Is planning consent required? YES / NO

If Yes, please give the reference and date granted.....

If No, please search "Do I need planning permission?" at [www.moray.gov.uk](http://www.moray.gov.uk)

Is a building warrant required? YES / NO

If yes, please give the reference and date granted.....

If No, please search "Do I need a building warrant?" at [www.moray.gov.uk](http://www.moray.gov.uk)

If the public entertainment is a play or dramatic performance please state the nature of the performance.

.....

**E. INSURANCE DETAILS**

Specify the public liability insurance you have in force, giving details of the Insurance company and the amount of cover

.....

.....

**NOTE:** Please enclose with the application the insurance certificate or other proof of insurance cover.

**F. CRIMINAL CONVICTIONS**

Have you, or any other person named in this application, been convicted of **any** crime or offence YES / NO

If yes, details .....

.....

.....

See Guidance Notes for reference to "Spent Convictions"

(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 be 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 enabling me/us to do so, but that I/we have taken the following steps to acquire the necessary rights, namely: (here specify steps taken):-

.....  
.....  
.....

but have been unable to acquire those rights.

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

Data Protection Act 1998 – The Moray Council will use the information about you on this form to process your licensing application. In processing your application, the information you have provided may be shared between Council departments and with other agencies where necessary. The Council has a duty to process your information fairly and in accordance with the provisions of the Data Protection Act 1998. We will ensure that the information we hold is accurate, up to date, is kept only for as long as is necessary and is otherwise shared only where we are legally obliged to do so. You have a legal right to obtain details of information that we hold about you and you can do so by making a “subject access request”. A request of this kind should be made in writing to the PPR & Communications Officer, Corporate Policy Unit, The Moray Council, High Street, Elgin. The Council has a Data Protection Policy which can be viewed at [www.moray.gov.uk](http://www.moray.gov.uk)

I declare that the particulars given by me on this form are true and I hereby make application to The Moray Council for the grant or renewal of this licence applied for.

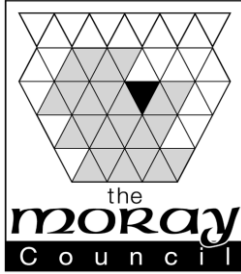
Date ..... Signature of applicant or agent.....  
or

Signature of Agent on behalf  
of applicant .....

Agents Address .....

**N.B. It is an offence for any person to make any statement which he knows to be false in this application or in connection with the making of this application**





## **CERTIFICATE OF DISPLAY**

### **GRANT/RENEWAL OF A PUBLIC ENTERTAINMENT LICENCE**

I/WE \_\_\_\_\_

Applicant for Grant/Renewal \*<sup>1</sup> of a Public Entertainment Licence Hereby Certify that a Notice in the form Prescribed by The Moray Council has been posted at or near the premises at

From \_\_\_\_\_ (date) to \_\_\_\_\_ (date)

Where the said notice was removed, obscured or defaced during the above mentioned period. I/We certify that this was without any fault or intention on my/our part and I/we took reasonable steps for its protection and replacement as follows\*<sup>2</sup>:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

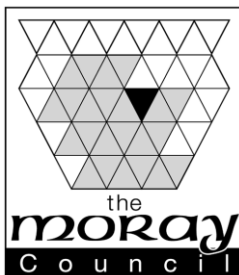
Signature \_\_\_\_\_

\*<sup>1</sup> Delete as appropriate

\*<sup>2</sup> Delete this paragraph if not applicable otherwise specify periods when Notice removed, obscured or defaced, relevant circumstances, and steps taken for protection and replacement.







**DISPLAY NOTICE**

**APPLICATION FOR THE GRANT/RENEWAL OF A PUBLIC ENTERTAINMENT LICENCE**

Notice is hereby given that:

..... (Applicant full name and address. Business or individual)  
..... (Names and addresses of Directors/Partners if applicant is a Business)  
..... (Name and address of Responsible Employee if applicant is a Business)

has made application to the Moray Council for the grant/renewal of a Public Entertainment Licence to operate on the undernoted days and hours at the following premises:

..... (address of premises)  
.....

..... (Days and hours applied for)  
.....

Any Objection or Representation relating to the application should be made to the Chief Legal Officer, Moray Council, Council Office, High Street, Elgin, IV30 1BX (where a copy of the Application may be inspected) and requires to lodged by

.....\* (Date)

Such a representation shall be considered to have been made within the period referred to if it is delivered by hand within that period or posted (by Registered or Recorded Delivery Post) so that in the normal course of the post it might be expected to be delivered within that period.

Where an objection or representation is made to the Council after the date referred to but not before the final decision is taken on the application it is competent for the Council to entertain such objection if it is satisfied that there is sufficient reason why it was not made within the period of time stated. **ANY OBJECTION OR REPRESENTATION IN RESPECT OF THE FOREGOING APPLICATION MUST BE MADE IN WRITING AND MUST SPECIFY THE GROUNDS OF THE OBJECTION OR THE NATURE OF THE REPRESENTATION.** In addition the name and address of the person making the objection or representation must be specified and must be signed on behalf of the said person.

Date..... Signature of Applicant.....

or

Signature of Agent on behalf of applicant.....

\* The date stated should be the 28<sup>th</sup> day after the date the application was made to the Council.

**THIS DISPLAY NOTICE MUST BE DISPLAYED FOR THE WHOLE OF THE PERIOD OF 21 DAYS AT OR NEAR THE PREMISES SO THAT IT CAN BE CONVENIENTLY READ BY THE PUBLIC**

