



**CIVIC GOVERNMENT (SCOTLAND) ACT 1982  
APPLICATION FOR THE GRANT OR RENEWAL OF A PUBLIC ENTERTAINMENT LICENCE**

PLEASE READ GUIDANCE NOTES SUPPLIED BEFORE COMPLETING FORMS

**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 DETAILS**

Full Name of Business .....

Address of Registered  
or Principal Office .....

.....

.....

Post Code .....

Tel. No .....

Email .....

Nature of Business Firm/Partnership  Limited Company  Organisation

If you are a registered charity please provide your number .....

**Full details of all Directors or Partners of the business (continue on a separate sheet if required)**

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 .....

Full Name .....

Home Address .....

.....

.....

Post Code .....

Tel. No ..... Mobile.....  
Email .....  
Date of Birth ..... Age.....  
Place of Birth .....

**Full details of the employee responsible for 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**

Duration of Licence Temporary  1 Year  3 Years   
Tick one box only Grant  Renewal

If Renewal – Current Licence Number .....

If not a Renewal:

Have you previously held a Public Entertainment Licence in this area or any other area in the UK? 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 area of the UK? YES / NO

If Yes Area .....  
Reason for refusal(s) .....  
Date(s) of Refusal .....

**D. ENTERTAINMENT DETAILS**

Name of place/site or address  
of premises for which the  
licence is required .....

State dates and times during which  
the entertainment/recreation will  
be held .....

State the 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

- Billiard, snooker or pool halls
- Video machine parlours/amusement arcades
- Circuses
- Exhibitions of performing animals
- Funfairs/fairgrounds
- Public fireworks or bonfire displays
- Indoor events involving amplified music to which 100 or more persons are to be admitted
- Outdoor events involving amplified music to which any number of persons are to be admitted
- Commercial events held in marquees
- Agricultural shows
- Commercial discos
- Licensed premises in which public entertainment is being provided outside the licensed hours
- Plays or other dramatic performances
- Exhibitions, demonstrations or performances of hypnotism

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

Is planning consent required YES / NO

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

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

**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, **ever** been convicted of **any** crime or offence YES / NO

If yes, details .....  
.....  
.....

See Guidance Notes for reference to “Spent Convictions”

**G. RESIDENCE OUTSIDE THE UK**

Since being born have you, or anyone named in this application, lived outside the UK for a continuous period of 12 months or more? YES / NO

If you have answered YES please provide details of all the countries in which you, or anyone named in this application, have lived. Please continue on a separate sheet if required.

Country of Residence.....From .....To.....

Country of Residence.....From .....To.....

Country of Residence.....From .....To.....

Country of Residence.....From .....To.....

For each country you, or anyone named in this application, have lived in the last 10 years you are required to provide a Criminal Record Check. Please refer to the guidance for further details of the documentation you are required to provide.

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 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**

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 of Compliance in accordance with Paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982 must be produced in due course.**

**Declaration**

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

Signature of applicant .....Date .....

or

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

Agents Address .....  
.....

**NB. 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**

**Data Protection** - The Moray Council / Licensing Board is the data controller for this process. Information about you on this form will be used to process your licensing application. In processing your application, the information may be shared between Council departments, other agencies and the public where necessary and/or in accordance with statute. The Council / Board has a duty to process your information fairly. Information we hold must be 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 the information that we hold about you. For full terms please visit [Licensing Privacy Statement](#). For full Data Protection policy, information and rights please see [www.moray.gov.uk/dataprotection](http://www.moray.gov.uk/dataprotection) .



# **GUIDANCE NOTES for PUBLIC ENTERTAINMENT LICENCES**

## **Civic Government (Scotland) Act 1982**

### **Disclaimer**

**These notes have been prepared as an outline of the licensing provisions in connection with public entertainment introduced by the Civic Government (Scotland) Act 1982. While every effort has been made to ensure accuracy, these notes are for general guidance only and do not constitute legal advice. It is the responsibility of applicants and licence holders to ensure that they comply with the provisions of the Act, any statutory instruments made thereunder, the conditions outlined in the schedule attached to your licence and any policy/guidance notes issued by the Council.**

### **INTRODUCTION**

A licence is required by law for the use of premises as a place of public entertainment where members of the public are admitted, or may use any facilities for the purposes of entertainment or recreation. A licence is required whether or not it is free to enter.

### **Licensable Categories of Public Entertainment**

In Moray the categories of public entertainment requiring a licence are limited to the following:

- Video machine parlours/amusement arcades
- Billiard, snooker or pool halls
- Circuses
- Exhibitions of performing animals
- Funfairs/fairgrounds
- Public firework or bonfire displays
- Indoor events involving amplified music to which 100 or more persons are to admitted
- Outdoor events involving amplified music (to which any number of persons are to be admitted)
- Commercial events held in marquees
- Agricultural shows
- Commercial discos
- Licensed premises within the meaning of the Licensing (Scotland) Act 2005 in which public entertainment is being provided outwith the licensed hours.
- Plays or other dramatic performances
- Exhibitions, demonstrations or performances of hypnotism

## Statutory Exemptions

The following places/premises **do not** require a licence:

- An athletic or sports ground while being used as such
- Premises which require an Indoor Sports Entertainment Licence in terms of Section 41A of the Civic Government (Scotland) Act 1982 and are being used under that licence
- Premises belonging to or occupied by any religious body while being used for purposes concerned with that body
- Premises licensed under the Theatres Act 1968 and Section 1 of the Cinemas Act 1985
- Premises in respect of which there is a licence or permit under the Gambling Act 2005 while being used in terms of that licence or permit
- Liquor licensed premises within the meaning of the Licensing (Scotland) Act 2005 in which public entertainment is being provided during the licensed hours within the meaning of that Act
- Premises in which machines for entertainment or amusement are being provided incidentally to the main purpose or use of the premises where that main purpose or use is not as a place of public entertainment.

## Local Exemptions

As well as the abovementioned statutory exemptions, a public entertainment licence is not required in the Moray Council area for any local gala day or fete (including any gala day or fete which involves any activity which could be classed in the category “funfairs/fairgrounds” above) **unless** the event also includes a public firework or bonfire display.

A gala day or fete may be characterised by:

- An outdoor location; and
- Stalls and games; and
- The celebration of a particular local or national event; and
- A particular history to the event which has established its status as a gala day

Highland games are not considered to be gala days or fetes and as such will be subject to normal public entertainment licensing requirements.

If you believe your event qualifies as a local gala day or fete you should contact the licensing team for advice. We may require detailed information about the activities you intend the event to include.

In addition, the Council has designated the following Council-owned sites used by circuses, funfairs or fairgrounds as not requiring a public entertainment licence

- Lossie Green, Elgin
- Grant Park, Forres
- Seafield Park, Keith
- Cullen Links
- Linzee Gordon Park, Buckie
- Strathlene Park Buckie



## THE APPLICATION FORM

The application is split into 8 sections

- A. Personal Details
- B. Business Details
- C. Licence Details
- D. Entertainment Details
- E. Insurance Details
- F. Criminal Convictions
- G. Residence Outside the UK

You must answer all of the questions as fully as you can as failure to do so may result in your application being returned to you. Your application will not be processed until you have provided all the necessary information.

### A. PERSONAL DETAILS

It is essential that your full details are supplied on the application form so that necessary Police checks can be undertaken swiftly and so your application can be progressed as quickly as possible.

### B. BUSINESS DETAILS

You require to complete this section if you are employed by a company. Please include the details of any Partners, Directors responsible for the management of the business.

### C. LICENCE DETAILS

You may apply for a licence for a period of one or three years. Three years is the maximum period for which a licence can be issued. A three year licence will generally only be granted for permanent structures and premises. Licenses for semi-permanent structures/premises will generally be granted for one year only.

You may also apply for a temporary licence. A temporary licence can last up to a maximum of six weeks. In all cases, the licensing authority reserves the right to grant licenses for a shorter period.

- **Grant of a Licence** - if you have never held a public entertainment licence before or you do not currently have such a licence you need to apply for the grant of a licence
- **Renewal of Full Licence** - if you currently hold a full public entertainment licence which has not expired but is due to expire then you need to apply for a renewal of the licence

### D. ENTERTAINMENT DETAILS

It is essential that full details are supplied about the premises or site where the entertainment is to be held in order that its suitability can be assessed.

You are also required to give full details as to the days and hours of operation of the entertainment.

In addition, you are required to stipulate the maximum anticipated number of attendees. Please note that this may affect the fee that is charged for your licence (please see the

current fees at [www.moray.gov.uk](http://www.moray.gov.uk) ). If granted, your licence will stipulate the number of people entitled to attend and you will be required to ensure that this limit is not exceeded.

The application form also requires you to specify the type of entertainment to be operated at the site/premises.

## **E. INSURANCE DETAILS**

Under this section you are asked to provide details of your public liability insurance policy. You are also asked to produce a certificate or other proof of insurance cover when you lodge the application.

Moray Council requires applicants for the grant or renewal of public entertainment licenses to have in force during the period of their licence a policy of public liability insurance with a reputable insurance company for not less than £5 million in respect of the premises / location to be licensed.

## **F. CRIMINAL CONVICTIONS**

This section asks whether you or anyone named in the application have **ever** been convicted of **any** crime or offence. Please note that this includes any fixed penalties or driving convictions.

Although you are not required to disclose any convictions which are “spent” in terms of the Rehabilitation of Offenders Act 1974, the Police may raise an objection on the basis of any spent convictions you may have and the licensing authority may thereafter decide to consider these if they are determined to be relevant to your application.

If you think a conviction is spent you should seek independent legal advice. Failure to disclose convictions is a criminal offence and any applicant failing to disclose a conviction may be reported to the Procurator Fiscal with a view to prosecution.

## **G. RESIDENCE OUTSIDE THE UK**

If you are making an application you, or anyone named in the application must provide evidence of your criminal history:

- **If you were born in the UK** but have lived in any other country within the ten years prior to your application for a continuous period of twelve months or more you must provide a Criminal Record Check for all those countries for the relevant period(s)
- **If you were born outwith the UK** you must provide a Criminal Record Check from your country of origin for the time of residence there IF it was in the last ten years, unless you left that country without reaching the criminal age of responsibility. You must also provide a Criminal Record Check from any other country in which you have resided for a continuous period of twelve months or more in the ten years prior to application.

**In all cases**, the Criminal Record Checks provided must

- have been obtained within the six months immediately prior to submitting your application; and
- be translated into English; and
- be verified by the relevant UK-based Embassy or High Commission

Process for obtaining Criminal Record Checks -

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

**Note:** The certificate must be produced before the licence can be granted. Whilst it is desirable for the applicant to produce the certificate with the application, it is not a strict requirement. This is so any applicant having difficulties will not be disadvantaged by delays to processing the application. At the applicants choosing, the application can be accepted as valid without the convictions evidence but the evidence should be provided as soon as possible. In this way the convictions evidence will be a check rather than a validation. Applicants should still note, however, that the licence cannot be granted without the evidence having been produced. Therefore if the application is approaching the 9 month time limit without the evidence being produced, the application may be refused for failure to comply with administrative provisions.

If you are experiencing difficulties in obtaining a certificate then please contact the licensing team to discuss your options. It may be possible to accept alternative evidence, for example: evidence of checks having been carried out by another government body; affidavits; or character references.

In cases where it is not possible to provide any satisfactory evidence, the application will be referred to the Licensing Committee for a decision. Therefore the application may be delayed pending the outcome of a hearing.

## GENERAL INFORMATION

You require to **sign** and **date** the declaration at the bottom of the application form. This is a very important part of the form and you should note that it is a criminal offence to make a false declaration for which you can be prosecuted and fined up to £2,500.

Once you have completed the application form please submit it to:

Legal and Democratic Services  
Moray Council  
High Street  
Elgin  
IV30 1BX

along with the appropriate fee (see section regarding fees below) and a certificate or other proof of Public Liability Insurance cover. You must also submit a plan showing the layout of the premises/location to be licensed and a risk assessment relating to health and safety responsibilities and fire safety.

Your application will be copied to Police Scotland, the Scottish Fire and Rescue Service, the Council's Chief Environmental Protection Officer, the Chief Building Control Officer and the Planning Enforcement Officer for them to review. If no objection or representation is made in relation to your application within 28 days, the Council will then proceed to issue your licence as soon as possible.

If a representation or objection is received, however, your application will be referred to the Council's Licensing Committee where elected Members will consider the matter. You will be given an opportunity to attend this meeting and put forward your case in support of your application. Please note that the Licensing Committee meets once every two months.

**In view of the above, and to minimise the risk of your licence not being granted in time for your planned event or events, you are advised to submit your application for consideration no later than 4 months prior to the start date of your first event.**

## **CERTIFICATE OF DISPLAY**

If you are applying for the grant or renewal of a one year or 3 year licence you should also send the completed Certificate of Display once you have displayed the Notice at the premises for 21 days, to the above address. It is very important that the Display procedure is carried out correctly. You should note that failure to carry out the requirements will result in a delay in your application if the Display procedures have to be repeated.

On the day you lodge your application for the licence you must:-

- (1) complete the form headed "DISPLAY NOTICE"
- (2) display it at or near the premises so that it can be conveniently read by the public

It must remain there for 21 days

You should check throughout the 21 days that it has not been removed, obscured or defaced. If it has been, you should ensure that it is protected or a replacement is displayed immediately

At the end of the 21 days you must:-

- (1) remove the Notice
- (2) complete and return the form headed "CERTIFICATE OF DISPLAY"

## **SCHEDULE OF CONDITIONS**

If your application is successful, it will be granted subject to certain conditions. These conditions will be contained in a Schedule of Conditions attached to your licence. The Licensing Authority may add additional conditions to your licence if there is reasonable cause for doing so.

## **FEES**

Please refer to the Moray Council website for the list of current fees.

If you have any queries please e-mail [licensing@moray.gov.uk](mailto:licensing@moray.gov.uk) or contact us on 01343 563027.



**CERTIFICATE OF DISPLAY  
GRANT / RENEWAL OF A PUBLIC ENTERTAINMENT LICENCE**

I/WE.....

Applicant for a GRANT / RENEWAL \*<sup>1</sup> of a Public Entertainment Licence hereby certify that a Notice in the form prescribed by Moray Council has been posted at or near the premises at

.....  
.....

From..... to.....

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**

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

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

Notice is hereby given that

.....  
(Applicant full name & address.  
Business or individual)

.....  
(Names & address 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 dates and times at the following premises:

.....  
(Address of premises)

.....  
(Dates & times applied for)

Any Objection or Representation relating to the application should be made to the Head of Legal and Democratic Services, Moray Council, Council Office, High Street, Elgin, IV30 1BX (where a copy of the Application may be inspected) and requires to be 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 or e-mailed to [licensing@moray.gov.uk](mailto:licensing@moray.gov.uk) within the period.

Where an objection or representation is made to the Council after the date referred to but 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.

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 IT CAN BE CONVENIENTLY READ BY THE PUBLIC**