

Display Notice

Civic Government (Scotland) Act 1982

Application for the

(insert grant or renewal)

of a

(insert type of licence applied for)

licence

I declare that an application as detailed above has been made to Renfrewshire Council. A copy of the application form lodged with Renfrewshire Council is displayed opposite.

Any objection or representation relating to the application should be made to the Head of Legal Services, Renfrewshire Council, Licensing Section, Headquarters, Cotton Street, Paisley, PA1 1TT

before

(insert 21 days from the date the application is lodged with Renfrewshire Council)

Any objection or representation must be in writing and:

- must specify the ground of the objection or the nature of the representation,
- must specify the name and address of the person making it,
- must be signed by him/her or on his behalf.

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 post it might be expected to be delivered within that period.

It should also be noted that where an objection or representation is made to the Council after the date referred to but before a final decision is taken on the application, it is competent for the Council to entertain if it is satisfied that there is sufficient reason why the objection or representation was not made within the period of time stated.

Signed (by applicant)	PLEASE PRINT NAME:
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This site 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.

Certificate of Compliance

Civic Government (Scotland) Act 1982

I,

(insert name of applicant)

applicant for a

(insert type of licence applied for)

licence

hereby certify that the Notice (as per overleaf) has been posted at or near the premises at:

(insert address of premises)

from:

(insert date application lodged at licensing office)

to:

(insert 21 days date thereafter)

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

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

Date:		Signature:	
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Please complete this side of the form **after** the 21 days date and return to this office:

Renfrewshire Council
Licensing Section
Headquarters
Cotton Street
Paisley
PA1 1TT

* Please delete if inapplicable



Assistance for completing display notice and certificate of compliance

The **DISPLAY NOTICE** and the **CERTIFICATE OF COMPLIANCE** should be printed back to back.

The **DISPLAY NOTICE** must be completed and displayed at the premises to which the licence relates. Please note that the date on the display notice must be exactly 21 days from the date the application is lodged with the licensing section. (If posting your application please remember the 21 days will not commence until the application has been received at this office).

After the 21 days date has passed the **CERTIFICATE OF COMPLIANCE** (on the reverse of the display notice) requires to be completed and returned to the licensing office. The dates on this certificate must reflect the date the application is lodged and the 21 days thereafter.

Once the 21 days date has passed and both sides of this form have been completed correctly you must ensure that you submit the original to the licensing office.

If you are in any doubt about these dates, please contact the licensing office at the undernoted address for clarification.

Contact Details

Tel: 0141 840 3244

Fax: 0141 840 3566

E-mail: licensing.cs@renfrewshire.gov.uk

Office Hours

Monday to Thursday 8.45am - 4.00pm

Friday 8.45am - 3.15pm

Or write to:

Renfrewshire Council
Legal Services Department
Licensing Section
Headquarters
Cotton Street
Paisley
PA1 1TT

