

**Application for a  
Public Entertainment Licence**  
(in respect of a funfair, fairground, circus, any event involving  
amplified music or any event likely to cause public concern)

For application fee please  
refer to fees leaflet  
(All fees are non-refundable)

**Civic Government (Scotland) Act 1982**

A detailed plan showing the exact location must accompany this application.

Applicants must display a **public notice** at the proposed premises or location as soon as this application has been lodged with the licensing office. This display notice must be displayed for a period of 21 days, together with a copy of this application. For further information please refer to the guidance notes.

At the end of the 21 day period you must sign and return a **certificate of compliance** to confirm that you have complied with this requirement.

For official use only	
Date lodged	
Receipt no	
Received by	
21 days	
Police report	
Date granted	
Renewal date	
Licence no	

**To be completed if applicant is individual natural person.**

<b>1</b> Full name:			
Address and postcode:			
Home phone number:		Business phone number:	
Age, date & place of birth:		Age	Date of Birth
		Place of Birth	
Is applicant to carry out the day-to-day management of the activity?    Yes <input type="checkbox"/> No <input type="checkbox"/>			
If <b>No</b> , please state full name, address and date of birth of any employee or agent so engaged.			

**To be completed if applicant is not an individual natural person (eg a company / partnership)**

<b>2</b> Full company name:	
Company address and postcode:	
Full name, address and date of birth of directors, partners or any other persons responsible for its management.	
Full name, address and date of birth of employee or agent to carry on day to day management of activity.	
<b>3</b> Name (if any) and address of premises for which a licence is required ( <i>hereinafter referred to as "the premises"</i> )	

<b>4</b>	Please state the kind(s) of public entertainment or recreation to be carried on in the premises.	
<b>5</b>	Please specify the exact date(s), day(s) and times when it is proposed the premises will be open for the purposes of the above kind(s) of public entertainment or recreation.	<b>For example:</b> Saturday 8 January 2005 to Sunday 23 January 2005 (Mon - Fri: 12 noon - 9pm and Sat & Sun: 1pm to 10pm)
<b>6</b>	Maximum number of persons proposed to be admitted to premises at any one time.	
<b>7</b>	Subject to the provisions of the Rehabilitation of Offenders Act 1974 has any party named at Question 1 or 2 above been convicted of <u>any crime or offence</u> . If you have no convictions please write "none".	
	<b>Date</b>	<b>Court</b>
		<b>Offence</b>
		<b>Sentence</b>

**Note - All unspent crimes and offences must be declared**

<b>8</b>	Has any party named in question 1 or 2 previously held or currently holds a public entertainment licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If <b>Yes</b> , which authority granted the licence?		
	When was it granted?		
	When does it expire?		
<b>9</b>	Has any party named in question 1 or 2 overleaf ever applied for and been refused a public entertainment licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If <b>Yes</b> , which authority refused the licence?		
	When was it refused?		

**I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.**

<b>Signature of applicant or agent:</b>		<b>Date:</b>	
<b>Agents Address:</b>			
<b>Position of applicant in company / partnership, if not otherwise stated:</b>			

\*(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 Act, 1982

or

\*(B) I / We declare that I / We are unable to display a notice of this application at or near premises because I / We have no rights of access of other rights enabling me / us to do so, but 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.

**Note: Any person who, in connection with the making of this application, makes any statement which he 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.**

#### Exemptions

The following types of activity are exempt and anyone carrying on such an activity will **not** therefore require a public entertainment licence:-

- an athletic or sports ground while being used as such.
- premises in respect of which a licence is required under section 41a of the Civic Government (Scotland) Act 1982, while such premises are being used for the purposes mentioned in that section.
- an educational establishment while being used as such.
- premises belonging to, or occupied by, any religious body while being used wholly or mainly for purposes connected with that body.
- premises licensed under the Theatres Act 1968, Section 1 of the Cinemas Act 1985 or Part II of the Gaming Act 1968.
- premises in respect of which there is a permit under section 16 of the Lotteries and Amusements Act 1976 while being used in pursuance of the permit.
- licensed premises within the meaning of the Licensing (Scotland) Act 1976 in which public entertainment is being provided during the permitted hours within the meaning of that Act.
- premises in which machines for entertainment or amusements 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.

Please ensure you have read the attached guidance notes and have:

- completed every question in block capitals and black ink or typescript
- prepared a detailed plan showing the exact location of the proposed event
- signed and dated the application
- deleted declaration (a) or (b) above
- arranged for the public notice to be displayed at the proposed location / premises showing the exact 21 days date (if you are uncertain about this date please seek assistance from a member of the licensing staff)

Payment is due at the time you submit this application at the licensing office. If paying by cheque please make cheque payable to Renfrewshire Council. In the event of not being granted a licence, application fees are non-refundable.

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

**Completed applications should be returned to:**

Renfrewshire Council  
Licensing Section  
Headquarters  
Cotton Street  
Paisley, PA1 1TT

#### Contact us

Phone: 0141 840 3244  
Fax: 0141 840 3566  
Email: [licensing.cs@renfrewshire.gov.uk](mailto:licensing.cs@renfrewshire.gov.uk)

#### Opening Hours

Monday to Thursday: 8.45am to 4.00pm  
Friday: 8.45am to 3.15pm

