

Public Entertainment Licence

Why do I need a public entertainment licence?

A licence is required if you wish to hold any of the following types of events or activities where members of the public are charged entry or are allowed to use facilities for entertainment or recreation purposes:

- open air concert
- circus
- fairground
- large fete with tented accommodation for the public
- snooker, billiard or pool halls which do not have a liquor licence
- premises used for dancing which are not exempt in terms of Section 41(2) of the Civic Government (Scotland) Act 1982
- amusement arcade
- tanning salon

The lodging of a new grant application form does not allow a person to trade unless and until the licence is granted and issued.

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.

Public Entertainment Guidance Notes

Applications

The licence itself may be held in the name of a firm or company (ie non-natural person) or in the name of an individual.

- Where the applicant is an individual natural person, the whole of question 1 should be completed, and question 2 should be ignored.
- Where the applicant is a company, partnership or other non-natural person, the whole of question 2 should be completed and question 1 should be ignored.

Please ensure that you complete every part of the form, including any convictions against you. If a question is irrelevant please mark it “not applicable” unless otherwise stated.

Please state exactly the type of proposed public entertainment you are applying for.

If you propose to organise a large scale event it is advisable to submit your application at the licensing section at the earliest possible opportunity due to the large administrative process involved. Generally, applications of this variety are best lodged about six to eight months prior to the proposed event.

Site Plan

The application form must be accompanied by a detailed site plan drawn to a suitable scale (usually 1:100). This plan must show exactly where the event is to take place, the layout of the stalls and rides, etc.

If your application for a public entertainment licence is in respect of premises a site plan is not required.

Application Fees

Payment is due at the time you submit your application at this office. For application fees please refer to the civic licensing application fees leaflet. Please note that applications cannot be e-mailed to us. You must print the form, complete it and post it, or hand deliver it to the licensing office (at the undernoted address) with the appropriate fee. If paying by cheque please make payable to Renfrewshire Council.

Application fees are non-refundable, even if your application is subsequently refused or withdrawn.

Advertising the Application

If applying for a funfair, circus, or any of the activities listed above which involve amplified music or any other event which, in the opinion of Renfrewshire Council, is likely to cause public concern, an advert will be placed in the local press (usually the Paisley and Renfrewshire Gazette or the Paisley Daily Express).

Public Entertainment Guidance Notes

Display of Public Notice

The enclosed **display notice** requires to be completed and displayed at the location or premises to which the licence relates, for a period of 21 days, starting on the day the application is lodged at the licensing office. (If posting your application please remember the 21 days will not commence until the application has been received at this office).

If you are in any doubt about these dates, please contact the licensing office by phone on 0141 840 3244 or email us at licensing.cs@renfrewshire.gov.uk for clarification.

Compliance Certificate

On the reverse side of this display notice is a **certificate of compliance** which requires to be completed **after** the 21 days date and returned to the licensing office. The dates on this certificate must reflect the date the application is lodged and the 21 days thereafter.

Both the **display notice** and the **certificate of compliance** must be produced at the licensing office once the 21 days date is over.

Insurance

You will be required to produce evidence that your event is properly insured and that any rides or structures have been inspected by a qualified engineer. No licence will be granted prior to the production of these documents.

Planning Permission

Prior to submitting your application you may wish to consult Renfrewshire Council's Planning Division to ensure that you have the proper planning permission. You can contact this section by phone on 0141 842 5811 or email at dc@renfrewshire.gov.uk.

If the event or activity you propose to licence is sited on privately owned land, you must obtain written permission from the landowner. This consent must also be produced to the licensing section when submitting your application.

Processing your application

When your application is lodged and the appropriate fee has been paid, a copy of your application will be sent to Strathclyde Police, Strathclyde Fire Brigade and various Council departments. They will carry out their own investigations and inspections and report back to the licensing office.

We will usually process your application within 6 to 8 weeks. The legislation allows for consideration of the application within three months and a decision within six months.

If objections are received in relation to your application you will be sent a copy of the letter or letters of objection. Your application, the letter(s) of objections and your response will then be referred to a Regulatory Functions Board meeting. You will be called to a hearing before the Board and given the opportunity of addressing the Board.

Public Entertainment Guidance Notes

Conditions of Licence

Renfrewshire Council may attach additional conditions to the licence as it sees fit, with each application being dealt with on its own merits.

In the event that your application is granted, you will receive a licence. You must ensure that this licence is not altered, erased or defaced in any way. It should be kept clean and legible and must not be lent to or used by any other person. Should the licence be lost or become defaced or illegible you must obtain a replacement from Renfrewshire Council on payment of the appropriate fee (see fees leaflet). Your licence must be produced on request from a police officer, an officer from Strathclyde Fire Brigade or an authorised officer of Renfrewshire Council.

Duration of Licence

Applications for the grant of a licence are generally granted for a period of one year, whilst applications to renew an existing licence are normally granted for a two year period.

Any Further Questions

Should you have a query that is not covered in these guidance notes please feel free to contact the licensing section for further information.

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
Corporate Services Department
Licensing Section
Headquarters
Cotton Street
Paisley
PA1 1TT