

# Application for a Late Hours Catering Licence

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

## Civic Government (Scotland) Act 1982

Please refer to the relevant guidance notes prior to completing this form.

Applicants must display a **public notice** at the proposed premises 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

Payment is due at the time you submit your application at the licensing office. For application fee please refer to the licensing application fees leaflet. In the event of not being granted a licence, application fees are non-refundable.

For official use only	
Date lodged	
Receipt number	
Received by	
21 days	
Police report	
Date granted	
Renewal date	
Licence number	

**Please answer every question in typescript or black ink and capital letters.**

<b>1</b> Address of premises in respect of which the licence is applied.			
<b>To be completed if applicant is individual natural person.</b>			
<b>2</b> Full name:			
Address and postcode:			
Home phone number:			
Business phone number:			
Fax number / e-mail address:			
Age, date & place of birth:	Age	Date of Birth	Place of Birth
<b>To be completed if applicant is not an individual natural person (eg a company / partnership).</b>			
<b>3</b> Full company name:			
Company address and postcode:			
Address and postcode of principle office:			
Telephone number:			
Fax / e-mail address:			
<b>4</b> Are you applying for the grant of a licence or to renew an existing late hours catering licence?			
Grant <input type="checkbox"/>			
Renewal <input type="checkbox"/>	If renewal, please state current licence number:		<input type="text"/>

<p>Name (including any previous name(s)), private addresses and dates of birth of all directors, partners or other persons responsible for its management.</p> <p>Please continue on separate sheet, if required.</p>	
<p>Full name (including any previous name(s)), address and designation of employee or agent of applicant to be responsible for the day-to-day running of the premises (applicable only where applicant is not an individual natural person).</p>	

<p><b>5</b> Nature of business for which a late hours catering licence is required?</p>	
<p>Please state:</p> <p>(a) Days of week when it is proposed to operate late hours catering: and</p> <p>(b) Hours each day during which you require this licence.</p>	<p>(a)</p> <p>(b)</p>

<p><b>6</b> Are you the owner of the premises?</p> <p>If no, please state the full name and address of the owner.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<p><b>7</b> Are the premises situated within tenemental property?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<p><b>8</b> Subject to the provisions of the Rehabilitation of Offenders Act 1974 has any party named at Question 2 or 3 above been convicted of <u>any crime or offence</u>. If you have no convictions please write "none".</p>
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Date	Court	Offence	Sentence

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

<p><b>9</b> Has any party named in question 2 or 3 overleaf held or does he/she currently hold a late hours catering licence?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If <b>Yes</b>, which authority granted the licence?</p>	
<p>When was it granted?</p>	
<p>When does it expire?</p>	
<p><b>10</b> Has any party named in question 2 or 3 overleaf ever applied for and been refused a late hours catering licence?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If <b>Yes</b>, which authority refused the licence?</p>	
<p>When was it refused?</p>	

\* 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 (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 or 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.

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

**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>			

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.

**Renfrewshire Council normally grants licences with the following maximum trading hours:**  
**Sunday to Thursday: 11.00pm to 12 midnight**  
**Friday and Saturday: 11.00pm to 2.00am**  
**Any application for hours outwith the above will be treated on its own merits.**

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

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

**Completed applications should be returned to:**

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

**Phone:** 0141 840 3272

**Opening Hours**

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