

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 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
- video machine arcades
- concert halls
- firework displays
- live performances
- musical shows
- paintball games
- bungee jumping / bungee running
- motor truck shows and displays

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, (where there is an Indoor Sports Entertainment Licence).
- 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 or Section 1 of the Cinemas Act 1985.
- licensed premises within the meaning of the Licensing (Scotland) Act 2005 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.
- The Council has made a further exemption for large fetes held by voluntary organisations which are held within their own grounds.

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. Please ensure that you complete every part of the form. If a question is irrelevant please mark it "not applicable" unless otherwise stated.

Please state exactly the type(s) of proposed public entertainment you are applying for. There may be more than one type of activity relating to your application, please ensure that ALL activities are ticked. If any of the activities you intend to have at the event are not included in the list you require to contact the Civic Enforcement Officer to check if you need to apply for other types of licences (eg for selling food or other goods) not included within the Public Entertainment Licence to ensure that all relevant licences/permissions have been applied for.

If you propose to organise a large scale event it is advisable to submit your application at the earliest possible opportunity due to the large administrative process involved. Generally, public entertainment licence applications are best lodged about six months prior to the proposed event to ensure that these can be considered in time. Failure to provide sufficient notice of the event may result in the application not being processed in time and the event will not be licensed.

Checks on Entitlement to Work

- For all applicants, evidence must be produced of entitlement to work in the United Kingdom, whether applying for a new licence or to renew an existing one. British citizens require to provide their current passport with the application. If an applicant does not have a current passport, then other documents must be provided as an alternative form of evidence. Information on alternative forms of evidence can be found on the Government website detailed below.
- For an EU national, the applicant's passport must be provided with the application.
- If neither a British citizen nor an EU national, the applicant's passport and residence permit confirming an entitlement to work in the UK must be provided.
- Original documents require to be exhibited and will be copied and returned to applicants.
- The application may also be passed to the UK Border Agency in relation to any issues arising on the applicant's entitlement to work in the United Kingdom.
Please see www.gov.uk for a full list of alternative documents that prove an individual's right to work in the UK.

Checks on Previous Convictions

For applicants seeking a new licence, and who were born or have been resident outside the UK for 6 months or more, there must be produced with the application form documentation in relation to criminal record checks. Applicants need to provide:

- If the applicant was born outwith the United Kingdom, a criminal record check must be provided from his or her country of origin. Applicants must also provide a criminal record check from any other country in which they have been resident for six months or more.
- If the applicant was born in the United Kingdom, but has lived in any other country or countries for six months or more, they must provide a criminal record check from those countries.
- In all cases, the criminal record checks provided must have been obtained within the six months prior to submitting the application and must be verified by the relevant UK based Embassy/High Commission where obtained from authorities outwith the United Kingdom.

We will not accept your application unless you can exhibit each of the above listed

documents as appropriate. The documentation will be verified by a Customer Service Advisor and returned to you immediately.

Site Plan

If the event is an outdoor event, 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 and the layout of where the activities are to be carried out at the event.

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 of lodging. For application fees, please refer to the Civic Licensing Application Fees on our website at www.renfrewshire.gov.uk

No refund of application fees will be made for applications which are 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).

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. The 21 days will not commence until the application has been received at the Licensing Section and accepted as a valid application. If you are in any doubt about these dates, please email the Licensing Section on licensing.cs@renfrewshire.gov.uk or by telephone on 0300 300 0300 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 21 days that the notice was displayed.

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

Insurance & Safety Certificates

You will be required to produce evidence that your event is properly insured and that the relevant safety certificates for any apparatus being used at the event has been inspected by a qualified engineer. No licence will be granted prior to the production of these documents.

Other Permissions

You should note that if your licence is granted by the Council, any other permissions required from the Council, (eg planning permission, building consents, (including staging), food registration, street occupation or road closures) require to be applied for separately. You should contact the relevant Council services to find out what else is required.

The following email addresses may be useful to you:-

dc@renfrewshire.gov.uk (Planning)
bs@renfrewshire.gov.uk (Building Standards)
es@renfrewshire.gov.uk (Food Regulation)
pt@renfrewshire.gov.uk (Roads)

Consent from Land Owner

If the event or activity you propose to licence is sited on privately owned land, you must obtain written permission from the landowner. Consent is also required if the event is being held on Council land. This consent must also be produced when submitting your application. You should make sure that the owner of the site is agreeable to all activities and proposed trading at the event.

In respect of land owned or managed by the Council, you may wish to contact the relevant Council Department.

Prior Refusal

If you have applied for and been refused an application for a public entertainment licence by Renfrewshire Council then, unless there has been a material change in circumstances, you cannot apply for the same kind of licence within one year of the date of refusal.

Processing your application

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

The legislation allows for consideration of the application within three months and a decision within nine months.

If an objection or representation is received in relation to your application, you will be sent a copy of the letter. Your application and the letter of objection or representation will then be referred to the Regulatory Functions Board meeting. You will be called to a hearing before the Board and given the opportunity of addressing the Board.

Right of Appeal

If your application is refused, or granted conditionally, you are entitled to ask the Council within 21 days to give reasons for such refusal, or the imposition of such conditions, and thereafter (within 28 days of the Board's decision) entitled to appeal to the Sheriff against the decision on certain grounds.

If there is an objection to your application and the application is subsequently granted the objector can also ask the Council to give reasons for such grant and thereafter is (within 28 days of the Board's decision) entitled to appeal to the Sheriff also.

You may wish to seek independent legal advice in relation to any appeal.

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.

Duration of Licence

Applications for the grant of a public entertainment licence for events are granted for a period of one year, whilst applications for the grant of a public entertainment licence for premises are granted in the first instance for one year and to renew an existing public entertainment licence for premises 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: 0300 300 0300
E-mail: licensing.cs@renfrewshire.gov.uk
Website: www.renfrewshire.gov.uk

Or write to:

Renfrewshire Council
Licensing Section
Renfrewshire House
Cotton Street
Paisley PA1 1TT

Complete applications should be

lodged at:
Renfrewshire Council,
Customer Service Centre
Renfrewshire House,
Cotton Street,
Paisley
PA1 1AN



Civic Government (Scotland) Act 1982

Application for Public Entertainment Licence

NOTE:

Applicants should refer to the Guidance Notes when completing this application form. Please ensure questions are completed accordingly and all documentation required is provided.

For Official Use Only	
Date	
Receipt	
28 Days	
Police Report	

1 (a) To be completed if applicant is a natural person - Then complete 1.(c)		For official use only
Full Name:		The details on this application have been checked against the original documentation and verified correct.
Address:		
Postcode:		
Email Address:		
Home Phone Number:	Mobile Number:	
Date of Birth:	Place of Birth:	
New Grants Only	<input type="checkbox"/> Criminal record check from Country Of Birth (other than UK) <input type="checkbox"/> Dated within past 6 months <input type="checkbox"/> Verified by the relevant United Kingdom-based Embassy or High Commission	CSC Advisor

1 (b) To be completed if applicant is not a natural person (e.g. Limited Company/Partnership/Sole Trader) – Then complete 1.(c)	
Full Company Name:	For official use only The details on this application have been checked against the original documentation and verified correct.
Please tick as applicable <input type="checkbox"/> Limited Company Please complete Company Number: <input type="checkbox"/> Partnership Tick to confirm a copy of your Partnership Agreement is enclosed <input type="checkbox"/> <input type="checkbox"/> Sole Trader Name of individual: Trading As - <input type="checkbox"/> Other, please specify	
Registered/ Company Address:	
Post Code:	
Contact Phone Number(s):	
Details of directors, partners or any other persons responsible for its management (please continue on a paper apart if applicable)	
Full Name and Designation:	
Address:	
Postcode:	
Email Address:	
Home Phone Number:	Business/Mobile Number:
Date of Birth:	Place of Birth:
1.(c) Details of employee/agent carrying out day to day management in relation to this application	
Full Name and Designation:	
Address:	
Postcode:	
Email Address:	
Home Phone Number:	Business/Mobile Number:
Date of Birth:	Place of Birth:

CSC Advisor

2. Evidence of entitlement to work in the United Kingdom (UK)			
(See www.gov.uk for full details of documents that prove a right to work in the UK)			
a. British citizens (either i OR ii)	i	<input type="checkbox"/> Current UK Passport	For official use only The details on this application have been checked against the original documentation and verified correct
	ii	<input type="checkbox"/> An official letter or document from a Government Agency AND <input type="checkbox"/> Full birth, adoption or naturalisation certificate	
b. EU Nationals	<input type="checkbox"/> Current passport		
c. All other applicants	<input type="checkbox"/> Current passport AND <input type="checkbox"/> Residence permit confirming an entitlement to work in the UK		CSC Advisor

3. Have you resided abroad for more than six months?		For official use only
Yes <input type="checkbox"/>	Complete below	No <input type="checkbox"/>
List each country resided in for more than 6 months, and confirm that evidence of a criminal record check has been provided for each.		The details on this application have been checked against the original documentation and verified correct
Country: _____ <input type="checkbox"/> Criminal record check <input type="checkbox"/> Dated within past 6 months <input type="checkbox"/> Verified by the relevant UK based Embassy or High Commission Country: _____ <input type="checkbox"/> Criminal record check <input type="checkbox"/> Dated within past 6 months <input type="checkbox"/> Verified by the relevant UK based Embassy or High Commission		
CSC Advisor		

Additional Information:

4. Has any party named in Question 1(a) or 1(b) above previously held or currently hold a Public Entertainment licence?

Yes Licence Number _____ No

If **Yes**, which authority granted the licence?

When was it granted?

When does it expire?

5. Has any party named in Question 1(a) or 1(b) above ever applied for and been refused a Public Entertainment licence? had such licence suspended?

Yes No

If **Yes**, which authority refused the licence?

When was it refused/suspended?

6. Type of Public Entertainment Licence required ? Please tick all applicable:

1. Tanning Salon	
2. Open air concert	
3. Circus (no animals)	
4. Fairgrounds	
5. Large fete (tented accommodation for public)	
6. Snooker, billiards or pool halls (which don't have liquor licence)	
7. Premises used for dancing which are not exempt	
8. Amusement Arcades (which do not have a gambling licence)	
9. Video Machine Arcades	
10. Concert Halls	
11. Firework Displays	
12. Live Performances	
13. Musical Shows	
14. Paintball Games	
15. Bungee Jumping and Bungee Running	
16. Motor Truck Shows and displays	

***NB Only the above listed activities will be permitted in any Public Entertainment Licence issued.**

7. Please provide full details of the exact nature of your event. (Please note that any additional activities other than those specified at Question 6 may require other licences/permissions)

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**8. Premises Details in respect of Public Entertainment Licence applied for:
(Note: a detailed plan showing the exact location must accompany this application if it is for an external event)**

Name of Premises (if applicable):

Address:

Postcode:

9. Please specify the exact date(s) of when the proposed activities will take place.

Start Date:

End Date:

Please specify the exact day(s) and times(s) of when the proposed activities will take place.

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

10. Please advise the maximum number of persons proposed to be admitted to the premises/event at any one time?

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**11. Are you the owner of the premises/event site?
(Please note if you are not the owner you will require a letter of consent from the owner. This must be submitted with your application)**

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**12. Details of letter of consent from the Premises Owner
(Note: A copy of letter of consent will require to be submitted with your application)**

Full Name of Premises Owner:	For official use only The details on this application have been checked against the original documentation and verified correct.	
Address:		
Postcode:		
Email Address:		
Home Phone Number:		Business/Mobile Number:
Does the letter state consent given to the applicant to occupy the premises? Yes <input type="checkbox"/> No <input type="checkbox"/>		
How long is the applicant allowed to occupy the premises?	CSC Advisor	
Details of any conditions/restrictions to occupying the premises?		

13. Are the premises situated within tenemental property?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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14. Details of public liability insurance in place for the activity to be licensed: (See guidance notes for full requirements)	
Name of Policyholder:	For official use only The details on this application have been checked against the original documentation and verified correct
Address:	
Postcode:	
Other named persons:	
Policy Number:	
Name of Insurer:	
Commencement Date of Insurance:	
Expiry Date of Insurance:	CSC Advisor
Does Insurance State Cover for £1,000,000 Yes <input type="checkbox"/> No <input type="checkbox"/>	
Limitations of use on the policy:	

15. Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party named at Question 1a or 1b above been convicted of <u>any crime or offence</u> . NOTE - All unspent crimes and offences must be declared. <i>If you have no convictions, please write "NONE".</i>				
Name of Person	Date of Conviction	Court of Conviction	Offence	Sentence/Disposal

Statutory Notice

***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.**

***(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 / 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:-
(Please specify the steps taken)

but have been unable to acquire those rights.

Data Protection

We need your details to provide you with the licence you have applied for. They will be used for the purposes of the Council's public functions. This includes consulting on and determining your application for the above licence. We may check your details with other information held and may share these with other Council services, the police and fire authorities, HM Revenue and Customs, UK Borders Agency, the statutory consultees and other public bodies for the above purposes and in order to check the accuracy of the information, to prevent or detect fraud or crime or to protect public funds.

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

The information you provide on your application form will also be publicly available on a statutory Public Register that has to be kept by the Council and made available for any member of the public to view. This may include your name and address, as well as other details relating to your licence. You should also be aware that this information may be more widely published on the internet in relation to licensing committee meetings within minutes and agendas relating to your licence application, changes to your licence and hearings in relation to your licence, More information on how the Council handles your personal information can be obtained from <http://www.renfrewshire.gov.uk/article/2201/Privacy-policy>.

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

Signature	Date
Print Signature	

For CSC official use only:

The details on this application form have been checked against the original documentation required and verified as correct on the date this application was accepted at the Customer Service Centre.

Signed: _____ Date: _____

CSC Advisor

Complete applications should be lodged at:

Renfrewshire Council
Customer Service Centre
Renfrewshire House
Cotton Street
Paisley
PA1 1AN
Phone: 0300 300 0300

<u>For Official Use Only</u>	
GRANTED UNDER DELEGATED POWERS	
_____ HEAD OF CORPORATE GOVERNANCE	_____ DATE

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

before

(insert 28 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 has been posted at or near the premises at:

(insert address of premises)

from:

(insert date notice displayed)

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 form **after** the 21 days date and return to:-

Renfrewshire Council
Licensing Section
Renfrewshire House
Cotton Street
Paisley
PA1 1TT

* Please delete if inapplicable

