



Renfrewshire
Council

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 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 shows

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.

Legal Requirements

The Council has a policy prohibiting the mass release of balloons or lanterns on Council property, Council owned land and at Council licensed, endorsed or supported events, including those not on Council owned land. You should be aware that this will be a condition of any licence granted.

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.

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). However, the terms of the Civic Government (Scotland) Act 1982 has been amended by the Coronavirus (Scotland) Act 2020 that removes the requirement for the Council to advertise in the local newspaper and these type of events will be advertised on the Council website via the Tell Me Scotland website link until the Coronavirus legislation is still in force.

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. The 9 months has been extended to 12 months under the Coronavirus (Scotland) Act 2020. However, this may change in the near future.

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.

Within the application pack there are three types of conditions; Premises, Fairground/Funfair/Outside Events and Tanning Saloon. Please make sure you are familiar with the conditions that relate to the licence you are applying for.

Fairground/Funfair/Outside Events applications:

The Council has recently agreed a policy and a standard condition prohibiting the release of balloons and lanterns at licensed events. This condition will be attached to all public entertainment licences.

"The licence holder shall not release, or allow the release of , balloons or lanterns during any licensed event"

Question 8 of the application form asks you to provide reasons if you consider that the above condition should not be included in your licence. Should you not agree to this condition your application will require to be referred to the Regulatory Functions Board for consideration.

Duration of Licence

Applications for the grant of a public entertainment licence for events are normally granted for the duration of the event(s), 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

Complete applications should be posted in to:

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

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

Please tick as applicable

Limited Company

Please complete Company Number:

Partnership

Tick to confirm a copy of your Partnership Agreement is enclosed

Sole Trader

Name of individual:

Trading As -

Other, please specify

The details on this application have been checked against the original documentation and verified correct.

CSC Advisor

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:

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		

3. Have you resided abroad for more than six months?		For official use only
Yes <input type="checkbox"/>	Complete below	The details on this application have been checked against the original documentation and verified correct
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.		CSC Advisor
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		
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 Shows	

**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)

8. The Council has a policy that does not allow the mass release of balloons or lanterns on Council property, Council owned land and at Council licensed, endorsed or supported events, including those not on Council owned land. If you consider that the following condition should not be included on your licence, please state reasons.

“The licence holder shall not release, or allow the release of, balloons or lanterns during any licensed event”

**9. 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:

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

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

Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Saturday:	
Sunday:	

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

12. 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"/>

13. 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?		

14. Are the premises situated within tenemental property?
Yes <input type="checkbox"/> No <input type="checkbox"/>

15. 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:	
Does Insurance State Cover for £1,000,000 Yes <input type="checkbox"/> No <input type="checkbox"/>	CSC Advisor
Limitations of use on the policy:	

16. 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

For Official Use Only

GRANTED UNDER DELEGATED POWERS

HEAD OF CORPORATE GOVERNANCE

DATE

**Public Entertainment
Premises Based
Licence Conditions**

1. The use of the premises is restricted to the following kind or kinds of entertainment or recreation, namely:

type of entertainment

2. The number of persons admitted to the premises at any one time shall not exceed:

maximum number of persons

3. The premises may be open for the purpose of recreation or entertainment only as follows

days, dates and hours

**Public Entertainment
Funfair / Fairground / Outside Events
Licence Conditions**

1. The use of the premises is restricted to the following kind or kinds of entertainment or recreation, namely:

type of entertainment

2. The number of persons admitted to the premises at any one time shall not exceed:

maximum number of persons

3. The premises may be open for the purpose of recreation or entertainment only as follows

days, dates and hours

4. The licence holder shall not release, or allow the release of, balloons, or lanterns during any licensed event.
5. It is a condition of this licence that no live animal (including any fish, bird or other live creature) shall be sold or given as a prize or reward to any person on the premises during the currency of this licence.
6. The licence holder shall provide on the premises adequate toilet accommodation for the use of staff and members of the public and make provision for the proper disposal of waste from said toilets and for disposal of waste and refuse from any other source. Details of the proposed arrangements should be forwarded to the Environmental Services Department.
7. The licence holder shall provide on the premises a supply of wholesome water for drinking and for washing purposes.
8. All shows of whatever nature to be closed down and the site cleared and closed to the public not later than **time** on each day that the fairground is in operation.
9. All food businesses to comply with the relevant section of the food hygiene legislation.
10. All compressors and generators to be switched off after the fairground rides have ceased at **time** for the night.
11. Noise levels from activities associated with the fair shall not exceed an LAeq(5 min) of 70dB(A) measured 10 metres from any noise producing equipment.
12. Where caravans are parked on the premises they shall, in so far as is reasonably practical, be located between the fairground and the nearest dwellings.
13. The site must be maintained in a clean and tidy condition adequate refuse bins must be provided and suitable arrangements made for uplift and disposal of refuse generated on the site.

**Public Entertainment
Funfair / Fairground / Outside Events
Licence Conditions**

14. The organiser must contact the sub-divisional police officer with regard to the policing of the event during the hours it is open to the public and to bear the cost of any additional policing which may be deemed necessary.
15. A stewarding protocol with specific assigned duties and numbers is agreed with the Police.
16. Adequate fencing and security is in place to control the entrance and exit.
17. All reasonable requests made by the Police during the event planning phase shall be complied with.

Public Entertainment Licence Tanning Salon Licence Conditions

Standard Conditions to be attached to the grant and renewal of public entertainment licences in terms of Paragraph 5 of Schedule 1 to the Civic Government (Scotland) Act 1982 in relation to premises licensed as a place of public entertainment in terms of Section 41 to the 1982 Act and which are used as suntan centres or offering sunbed treatments.

1. The premises must comply with the requirements of the Health and Safety at Work, etc, Act 1974, and all relevant Regulations thereunder, and in particular the Workplace (Health, Safety and Welfare) Regulations 1992 and the Management of Health and Safety at Work Regulations 1999, and any amending regulations.
2. The premises must have suitable and sufficient ventilation to ensure that heat generated by the tanning equipment is effectively dissipated. Within the premises, in any room or cubicle or enclosure containing tanning equipment, a minimum positive fresh air supply of 17 litres per second per person must be provided, and the temperature rise in the room or cubicle or enclosure due to operation of the tanning equipment must not exceed 5°C. The temperature of the room or cubicle or enclosure must not in any event exceed 25°C.
3. All tanning equipment must be screened within a room or cubicle or enclosure of sufficient height and depth to prevent unnecessary exposure of UV radiation to persons not using the equipment.
4. Any room or cubicle or enclosure containing tanning equipment must be capable of being opened from the outside by staff members in case of emergency. Any door to said room or cubicle or enclosure must be fitted in such a way that its opening cannot be impeded.
5. All surfaces of tanning equipment that come into contact with equipment users must be sanitised between each use with the manufacturer's approved cleaning agents at the manufacturer's recommended dilution rate.
6. The premises must have at least one wash-hand basin with hot and cold running water or shower facilities for use by equipment users for personal hygiene purposes.
7. A supply of potable drinking water and, if necessary, disposable drinking vessels must be available for equipment users without charge.
8. In terms of the Management of Health & Safety at Work Regulations 1999 and any amending regulations, the operator of tanning equipment must carry out a risk assessment and this assessment must be documented and be available at all times for inspection on the premises by the licensing authority.
9. The operator of tanning equipment must ensure that equipment users are advised of the potential hazards of UV light, including short and long term exposure risks, and the current maximum exposure recommendations from the Health and Safety Executive, which should not be exceeded. This is particularly important for equipment users prior to them using the equipment for the first time. A notice detailing the potential hazards must be displayed in the premises in such a place and at such a height that it might conveniently be read and the notice must be brought to the attention of all equipment users prior to them commencing any sunbed treatments.

Public Entertainment Licence Tanning Salon Licence Conditions

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10. The operator of suntanning equipment must ensure that each new equipment user is asked to provide details of any medical or health condition which could be affected by the use of said suntanning equipment and shall ensure that a pre-screening health questionnaire is completed in this regard prior to commencing any suntanning treatment. The operator will ensure that information obtained in this regard is processed in accordance with the provisions of the Data Protection Act 1998, and any amendment thereof. Advice on a suitable exposure regime should be given to each client on the basis of the information obtained from the pre-screening health questionnaire, taking into account skin type, previous exposures, enhanced sensitivity and any other medical information supply by the equipment user. The pre-screening health questionnaire must require the provision of at least the following information:-

Customers should be advised not to use suntanning equipment if their skin is prone to damage from UV. Those most at risk include:

- people with Skin Type 1: Very sensitive (always burns, never tan) or Skin Type 2: Sensitive skin (always burns, sometimes tan);
- people with a history of sunburn, especially in childhood;
- people with a large number of freckles or red hair;
- people with a large number of moles;
- people taking a medicine or cream which may sensitise the skin to sunlight including some antibiotics, tranquillisers, some birth control pills, high blood pressure tablets, diuretics, cream analgesics for arthritis and rheumatism;
- people who have had cancer or who have a history of cancer in their family;
- woman who are pregnant; and
- people subject to frequent cold sores.

Or persons who have a medical condition that may be adversely affected by heat, including:

- people with a heart or circulatory condition;
- people with high or low blood pressure; and
- people suffering from some forms of diabetes.

Where prospective equipment users have been advised to consult their doctor prior to using the suntanning equipment this should also be recorded. Completed pre-screening health questionnaires must be retained at the premises and be available for inspection by the licensing authority.

The tanning regime recommended by the operator must take account of current Health and Safety Executive guidelines, and the sunbed manufacturers recommendations, over the maximum length of exposure in each session and the maximum number of sessions that would be appropriate for each equipment user, which should not be exceeded. In particular, care must be taken to ensure that replacement UV tubes have the same output rating as the originals. Where the manufacturer allows the tube rating to be altered, the corresponding permitted exposure time must be adjusted accordingly to prevent any risk of over exposure.

Public Entertainment Licence Tanning Salon Licence Conditions

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11. Records must be kept of each equipment user detailing: name, address and age of equipment user, the dates of exposure and number and duration of exposures received. The operator of suntanning equipment must take all reasonable steps to advise equipment users on the health implications of overexposure.
12. The operator of suntanning equipment must provide, free of charge, suitable eye protection which complies with the requirements of the Personal Protective Equipment Regulations 2002, and any amending regulations, in that the eye protectors shall provide protection against the effects of UV radiation. All eye protectors must be CE marked.
13. The operator of suntanning equipment must ensure that trained staff are on the premises to provide advice, supervision and assistance to equipment users at all times the premises are open to the public. Staff training must include instruction in the control, use and operation of UV equipment and its health and safety aspects. Staff also must be aware of the potential hazards of UV light to both themselves and equipment users.
14. The suntanning equipment must conform to the Electrical Equipment (Safety) Regulations 1994, and any amending Regulations, and where necessary in terms of the Regulations, instructions to allow safe use of the suntanning equipment must be provided. The suntanning equipment must satisfy the provisions of the British / European standard BS EN 60335-2-27.
15. Suntanning equipment must be so designed and constructed in order to ensure that there cannot be an increase, over the design output, of UV radiation as a result of mechanical or electrical changes during normal use.
16. Suntanning equipment must have provision for the release of equipment users who might be trapped as a result of electrical or mechanical failure. Equipment users must be told of this fact before using the suntanning equipment.
17. The timer mechanism of the suntanning equipment requires to have an accuracy of at least $\pm 10\%$, and requires to be designed and constructed so that, as far as is reasonably practicable, a malfunction cannot increase the pre-set exposure time and, in particular, the exposure terminates if the timer mechanism stops.
18. All electrical installation work within the premises requires to be carried out by a competent person as defined in the Electricity at Work Regulations 1989, and any amending Regulations.
19. The suntanning equipment must be serviced and repaired, when required, by a competent person as defined in the Electricity at Work Regulations 1989, and any amending Regulations. Records of servicing and repair work, including tube replacement and any permitted change to tube output ratings, must be kept for a period of 3 years from the date of service or repair or replacement. The suntanning equipment must be tested annually and test certification complying with BS7671, and any amendment thereof, issued. For the purposes of testing and certification, this must be carried out by a competent person approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA, trading as SELECT).

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20. An accessible isolating device must be provided within the premises to enable the suntanning equipment to be isolated for maintenance or other purposes. A residual current device (RCD) must be installed as additional protection for the suntanning equipment. The RCD should have a rate residual current of 30mA, or less, and an operating time of 40msec, or less, at a residual current equal to or greater than 250mA.
21. A readily identifiable, accessible switch must be provided for use in an emergency to enable an equipment user whilst using the suntanning equipment to switch off the suntanning equipment. Equipment users must be told of this fact before using the suntanning equipment.
22. An alarm or sounder audible throughout the premises must be provided in every room or cubicle or enclosure to enable an equipment user to summon assistance in an emergency.
23. An operational telephone must be installed, or otherwise be available in the premises at all times.
24. Any defective suntanning equipment must immediately be withdrawn from use and only used again after repair and testing has been carried out by a competent person as defined in the Electricity at Work Regulations 1989, and any amending Regulations. Records of repair must be kept for a period of three years from the date of repair and be made available for inspection at all times on the premises by the Licensing Authority.
25. The premises must comply with the Fire Precautions (Workplace) Regulations 1997 and the Fire Precautions (Workplace) (Amendment) Regulations 1999 and any amending Regulations.
26. Persons under the age of 16 must be prohibited from using suntanning equipment.
27. A first aid box must be retained within the premises at all times, the contents of which comply with the Health & Safety (First Aid) Regulations 1981, and any amending Regulations.
28. As required by the Business Names Act 1985, a notice must be clearly displayed to customers giving details of the true name of the owner of the business, together with an address at which service of any document relating in any way to the business will be effective. 'True name' means the name of the limited company or the partners or the sole proprietor who owns the business.
29. The licence certificate must be displayed at the premises at all times and in such a place and at such a height that it might conveniently be read by any person attending at the premises. Any conditions pertaining to the licence must be available for inspection at all times on the premises by the licensing authority.
30. The prices of all goods e.g. cosmetics, protective goggles, etc, for customers and equipment users must be clearly displayed at all times and conform with the Price Marking Order 2004 and any amending regulations.

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31. The prices of all services provided from the premises must be clearly displayed at all times in the premises in such a place and at such a height that they might conveniently be read.
32. Any cosmetics provided or sold to customers or equipment users must comply with the Cosmetic Products (Safety) Regulations 2003, and any amending regulations.
33. Records must be kept for a period of three years from the date of any incident or complaint, giving sufficient detail of any customer complaints or any incidents concerning the safe operation of the premises, such as customer burning/over exposure, physical injury, equipment failure, fire etc., to allow investigation if required. All incidents or complaints must be notified in writing directly to the Director of Environmental Services, Renfrewshire Council, Headquarters, Cotton Street, Paisley, PA1 1UG within fourteen days of their occurrence. Such records must be made available for inspection at all times on the premises by the licensing authority.



Renfrewshire
Council

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

