

# Market Operator Licence

## Why do I need a market operator's licence?

A licence is required for carrying on a private market by any person other than a local or public authority at which goods are offered by more than one seller for sale by retail to the public.

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 specifically exempt and anyone carrying on such a business will NOT therefore require a market operator's licence.

- functions held by charitable, religious, youth, recreational, community, political or similar organisations (but please see note\* below);
- markets held only for the sale of livestock, fodder or grain.

**Note\*- In relation to functions held by the organisations specified above, where commercial traders are involved, a licence may still be required. Advice should be sought in these circumstances from the Council's Civic Government Enforcement Officers.**

## Applications

The licence itself may be held in the name of a firm or company (i.e. 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.

For renewal applications, applicants are solely responsible for ensuring their renewal application form is lodged timeously, ideally around 6 weeks prior to the expiry date of the licence. Failure to lodge the renewal before the expiry date of the current licence will result in the licence lapsing.

## 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](http://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.**

## 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](http://www.renfrewshire.gov.uk)

No refund of application fees will be made for applications which are subsequently refused or withdrawn.

## 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](mailto: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.

## **Prior Refusal**

If you have applied for and been refused an application for a market operator 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.

## **Detailed 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 proposed market is to take place by reference to street name(s) and location and must detail the layout of the stalls, etc.

## **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 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

### Contact Details

**Tel:** 0300 300 0300

**E-mail:** [licensing.cs@renfrewshire.gov.uk](mailto:licensing.cs@renfrewshire.gov.uk)

**Website:** [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

### Complete applications should be lodged at:

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

### Or write to:

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



## Civic Government (Scotland) Act 1982

### Application for Market Operator 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:	
<b>Details of Person or Company employing you (or state if self-employed)</b>		
Full Name:		CSC Advisor
Address:		
Postcode:		
Email Address:		
Home Phone Number:	Mobile Number:	
Date of Birth:	Place of Birth:	
<b>New Grants Only</b>	<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	

<b>1 (b) To be completed if applicant is not a natural person (e.g. Limited Company/Partnership/Sole Trader) - Then complete 1(c)</b>	
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"/> <b>Limited Company</b> Please complete Company Number:  <input type="checkbox"/> <b>Partnership</b> Tick to confirm a copy of your Partnership Agreement is enclosed <input type="checkbox"/>  <input type="checkbox"/> <b>Sole Trader</b> Name of individual: Trading As - <input type="checkbox"/> <b>Other, please specify</b>	
Registered/ Company Address:	
Post Code:	
Contact Phone Number(s):	
<b>Details of directors, partners or any other persons responsible for its management (please continue on a paper apart if applicable)</b>	
Full Name and Designation:	
Address:	
Postcode:	
Email Address:	
Home Phone Number:	Business/Mobile Number:
Date of Birth:	Place of Birth:
<b>1. (c) Details of employee/agent carrying out day to day management in relation to this application</b>	
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 <a href="http://www.gov.uk">www.gov.uk</a> 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		CSC Advisor
	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"/>	<b>Complete below</b>	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		
<b>Additional Information:</b>		

**4. Are you applying to renew an existing Renfrewshire Council Market Operator Licence?**

Yes  Licence Number : MO-\_\_\_\_\_ No

**5. Has any party named in Question 1(a) or 1(b) above previously held or currently hold a Market Operator's licence?**

Yes  No

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

When was it granted?

When does it expire?

**6. Has any party named in Question 1(a) or 1(b) above ever applied for and been refused a Market Operator's Licence or had such licence suspended?**

Yes  No

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

When was it refused/suspended?

**7. Site/Premises Details in respect of Market Operator Licence applied for**

Name of Site/Premises (if applicable):

Address:

Postcode:

State number of stalls within market:

Full Description of goods to be sold:

Number and situation of all cellars, stores, closets and other places proposed to be used by the applicant during trading.



<b>8. Are you the owner of the site/premises?</b>		
Yes <input type="checkbox"/>	Go to Question 10	
No <input type="checkbox"/>	Go to Question 9	
<b>9. Details of letter of consent from the owner of the site/premises (Note: A copy of letter of consent requires to be submitted with your application)</b>		
Name of Site/Premises Owner:	<b>For official use only</b>  The details on this application have been checked against the original documentation and verified correct	
Address:		
Postcode:		
Email address:		
Home Telephone:		Business/Mobile Telephone:
Does the letter state consent given to the applicant to occupy the site/premises? Yes <input type="checkbox"/> No <input type="checkbox"/>		
How long is the applicant allowed to occupy the site/premises?		<b>CSC Advisor</b>
Details of any conditions/restrictions to occupying the site/premises?		
<b>10. Are the premises situated within tenemental property?</b>		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>11. State the date(s), days of the week and the hours you propose to trade. If you will trade on different days on differing weeks please indicate this below.</b>		
<b>Date(s) you wish to trade, if more than one please specify.</b>		
<b>Days</b>	<b>Hours</b>	
Monday:		
Tuesday:		
Wednesday:		
Thursday:		
Friday:		
Saturday:		
Sunday:		

**12. Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party named at Question 1a or 1b above been convicted of any crime or offence.  
NOTE - All unspent crimes and offences must be declared.**

***If you have no convictions, please write "NONE".***

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.**

<b>Signature</b>	<b>Date</b>
<b>Print Signature</b>	

<p><b><u>For CSC official use only:</u></b></p> <p>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.</p> <p>Signed: _____ Date: _____</p> <p><b>CSC Advisor</b></p>
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### 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>	
<b>GRANTED UNDER DELEGATED POWERS</b>	
_____ <b>HEAD OF CORPORATE GOVERNANCE</b>	_____ <b>DATE</b>

## Market Operator Licence Conditions

1. The use of the premises is restricted to the following kind(s) of market: **Market Type**
2. The premises may be open for the purposes of the market only as follows: **Date and Times**
3. The operator shall comply with any order or instruction given by any constable for the prevention of annoyance to the public or to the occupiers of any premises or in connection with any emergency or disturbance (including an order or instruction to close the premises for a limited period) or on any occasion when such constable in his direction may consider it necessary in the public interest to give such order or instruction
4. The operator shall not in any way alter, erase or deface his licence.
5. The operator shall collect and remove any paper, garbage or other refuse which may be produced or may accumulate in the course of the market.
6. The operator shall comply with or ensure compliance with such recommendations as may be made by the fire authority and where the premises include catering facilities, the food hygiene regulations.
7. The operator shall comply with the Health and Safety at Work etc. Act 1974 and all other legislation.
8. The operator shall provide at all times suitable and sufficient toilet and sanitary accommodation which shall be kept in good condition to the satisfaction of the Director of Environmental Health.
9. The operator shall ensure that no noise nuisance is caused in terms of the Control of Pollution Act 1974, and in particular, that any music, amplified music and speech are properly controlled so as not to give rise to nuisance.
10. The operator shall ensure that there shall always be a sufficient number of competent attendants or stewards on duty on the premises when the premises are open to the public.
11. The operator shall permit free access to the whole of the premises at any time to any fire officer, police constable or other officer authorised by the licensing authority.
12. The operator shall maintain a register with individually numbered pages and entries showing each time a market is held, the date, the name, address, telephone number and place of business of each stall holder or retailer, the nature of the goods sold and the vehicle registration mark if any. The register shall be available for inspection by any police constable when the market is open for business and shall be retained by the operator for a minimum period of two years.
13. The operator shall not :-
  - (a) at any time use for the purpose of advertising his presence, trade or business any loudspeaker, horn, whistle or other device as to give reasonable cause for annoyance to persons in the vicinity, and
  - (b) between the hours of seven in the evening and nine in the morning of the next day use for the purpose of advertising his presence, trade or business any loudspeaker, horn, whistle or other device.
14. The operator shall comply with the conditions contained in the attached documents entitled "Renfrewshire Council Conditions required by Environmental Services Department for all stall holders attending the Farmers Market", and shall also ensure that all stall holders comply with these conditions.

## Conditions required by Environmental Services Department for all stall holders attending the Farmers Market

### 1. General Food Safety Requirements

- **Training of Food Handlers**

Food Handlers at stalls handling high risk open foods should be trained to at least the REHIS elementary food hygiene certificate level, or equivalent.

- **Registration of Food Businesses**

All businesses operating stalls should be registered as a food business with the Local Authority for the area in which they are based.

- **Personal Hygiene**

A high degree of personal hygiene must be maintained by all food handlers.

Stall holders selling open food must wear food trade coats and hats.

A No Smoking policy must be adhered to by all food handlers.

An adequately stocked first aid box which includes supplies of waterproof coloured dressings should be provided at each stall.

- **Labelling of Products**

The name of any food sold loose must be displayed clearly.

All other foods sold which are pre-packed at premises other than the final seller will require to be labelled with:

- a. Name of the food.
- b. List of Ingredients.
- c. An appropriate “use by” or “best before” declaration.
- d. Any special storage conditions or conditions of use.
- e. Name of the manufacturer or packer.

There are also special requirements for meat products relating to percentage of meat etc. which stall holders should be aware of.

- **Produce at Stalls**

No food must be placed on the ground.

### 2. Specific Food Safety Requirements

These additional requirements have been separated into four categories to reflect the risks associated with the different foods being sold and the degree of on site preparation:

1. **Low Risk Pre-packed**
2. **Low Risk Sold Loose With Handling/Sorting**
3. **High Risk Pre-packed With No Preparation On Site**
4. **High Risk with On Site Preparation**

### **1. Low Risk Pre-Packed**

*(Examples : Fruit and vegetables already made up in tagged quantities, i.e. no open handling at Stall. Fruit jam and honey jars, prepared bakery products in sealed containers)*

#### **Requirements:**

- All displayed food should be covered or wrapped.
- Suitable facilities for the disposal of waste and waste water are required.

### **2. Low Risk Sold Loose**

*(Examples : Fruit and vegetables weighed to the desired quantity at stall)*

#### **Requirements:**

- Customers should be discouraged from handling food themselves.
- Suitable facilities for the disposal of waste and waste water are required.
- A wash hand basin with hot and cold or warm water together with supplies of soap and disposable paper towels must be available in close proximity to the stall. (This can be a shared facility with neighbouring stalls).
- Work surfaces must be kept clean and will require regular cleaning throughout the day.

### **3. High Risk Pre-Packed With No Preparation On Site**

*(Examples : Selling vacuum packed cooked meat, wrapped cream cakes, packaged seafoods, wrapped sandwiches, eggs and cheese)*

#### **Requirements:**

- All displayed food should be covered or wrapped and transported under hygienic conditions.
- Suitable facilities for the disposal of waste and waste water are required.
- A wash hand basin with hot and cold or warm water together with supplies of soap and disposable paper towels must be available in close proximity to the stall. (This can be a shared facility with neighbouring stalls)
- Works surfaces must be kept clean and be constructed in such a way that they are smooth, impervious to moisture and capable of being easily cleaned.
- High risk foods should be delivered and stored on site under refrigeration at below 5°C.
- A probe thermometer for monitoring the temperature together with disposable sterile wipes must be available.

#### **4. High Risk with preparation on site**

*(Examples : Cutting, portioning or preparing of raw or cooked meat products)*

##### **Requirements:**

- Separate utensils and equipment must be used for raw and cooked foods.
- All displayed food should be covered or wrapped and transported under hygienic conditions.
- Customers should be discouraged from handling food themselves.
- Suitable facilities for the disposal of waste and waste water are required.
- A wash hand basin with hot and cold or warm water together with supplies of soap and disposable paper towels must be available at the stall, for the exclusive use of the business.
- A sink with hot and cold water supply for the cleaning of equipment and utensils must be provided for the use of the business. It is recommended that the supply be piped to the sink.
- Works surfaces must be kept clean and be constructed in such a way that they are smooth, impervious to moisture and capable of being easily cleaned.
- High risk food should be delivered and stored on site under refrigeration at below 5°C.
- If food is required to be reheated prior to service, equipment to carry out this must be capable of reheating the food to a temperature of not less than 82°C.
- If food is being held hot, it must be held at a temperature of not less 63°C.
- A probe thermometer for monitoring the temperature together with disposable sterile wipes must be available.

##### **Health & Safety at Work**

- The Health & Safety at Work etc. Act 1974 and the appropriate regulations must be adhered to at all times.
- Adequate precautions must be taken to reduce the possibility of customers tripping or falling at the stepped sections which surround the raised area where the stalls are to be positioned.
- Cables to and from stalls must be arranged in such a manner that they do not cause a trip hazard.
- All electrical plugs and connections must comply with British Standard BS/EN 60309-2:1999
- A test certificate for all portable electrical appliances must be available.
- If Liquefied Petroleum Gas (LPG) is used as a fuel, the following precautions have to be taken due to the explosive nature of the of the gas if a leakage occurs:
  - The cylinders must be stored upright with the valve securely fixed and accessible.
  - The length of any flexible tubing should not exceed 0.5 meters.
  - A dry powder fire extinguisher and fire blanket must be available at the stall.

##### **Refuse Disposal**

- All litter and refuse generated must be cleared from the market area and the surrounding environment on a regular basis during the trading hours.
- Adequate litter bins must be provided.

## **Noise**

- Use of loudspeakers will not be permitted for advertising or promotion.
- There should be no increase in the existing background noise level at the nearest dwelling(s) due to noise generated from any fixed plant and equipment associated with the market.

## **Application Form for Stalls**

- All businesses wishing to operate a stall at the market should complete the application form overleaf and return it to the Environmental Services Department at least 7 days prior to the date of the market.

For further information on these conditions please contact Alistair Trainor, Team Leader, Business Services Division on 0141 840 3160.

Please see pages 5 and 6 for application form:-



# APPLICATION FORM

Company Name .....

Address .....

..... Postcode.....

Tel. No. ....

Company Branding .....

Contact Name .....

## Registration

You will only be accepted for the market if you have previously sent to your Local Authority a completed registration form in terms of the Food Premises (Registration) Regulations 1991.

Which Local Authority are you registered with ?.....

## Food Hygiene Training

Are high risk open foods handled at the stall? Yes/No

If Yes, Details are required of all food handlers attending the Farmers Market and the food hygiene training they have received

Name(s)	Date of Training	Training Centre
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

## Products available for sale from stall:

Product	Loose or pre packed	Place of Production including Local Authority
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

Will you be doing cookery demonstrations/tastings? Yes/No

Will you be using Liquefied Petroleum Gas (LPG)? Yes/No

## Producers of Meat/Game/Chicken

Where will your animals be slaughtered?.....

Contact phone number for above .....

Where will your product be packed? .....

Contact phone number for above .....

How will the product be transported to the Farmers Market? .....

Is the transport refrigerated? Yes /No

I have read the conditions of the Environmental Services Department and will comply with them in all respects.

Name .....

Signed.....

Date.....

Please complete and return this form at least **7 days** prior to the date of the market.

Please return to:-

Renfrewshire Council  
Environmental Services Dept.  
Business Services Division  
South Building  
Cotton St  
Paisley  
PA1 1BR

or fax 0141 842 1179

## 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:

**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:	
-------	--	------------	--

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

