|  |  |  |
| --- | --- | --- |
| Outdoor Events Persons attending per day  (500 - 2000)…………….…£895  (2,000-5,000).………......£1,790  (Over - 5,000)……...…...£3,725  non advertised…………….£380  Hypnotist……….……..……..£90  Temporary……………...….£222 | **SAC New Logo Black fo#629D6**  **LICENSING SERVICES** | For Office Use Only Ref No.......................  Fee........…................  Date Paid…...............  Receipt No.........….... |

|  |
| --- |
| **Please note and complete the checklist at page 12.**  Failure to complete this checklist may require us to contact you for missing information which may delay the processing of your application. |

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**APPLICATION FOR THE GRANT OR RENEWAL OF A PUBLIC ENTERTAINMENT LICENCE**

|  |
| --- |
| EACH QUESTION MUST BE ANSWERED |

**PLEASE READ THE ACCOMPANYING NOTES FOR GUIDANCE BEFORE COMPLETING APPLICATION**

**Section 1.** To be Completed if Applicant is an Individual, i.e. Not a Company/Partnership etc.-

|  |  |
| --- | --- |
| (a) Full Name (Block Letters) |  |
|  |  |

|  |  |
| --- | --- |
| (b) Home Address and Telephone No. |  |
|  |  |
| Email Address: |  |

|  |  |
| --- | --- |
| (c) Business Address and Telephone No. (If different from (b) above) |  |
|  |  |

|  |  |
| --- | --- |
| (d) Age: |  |
| Date of Birth: |  |
| Place of Birth: |  |

|  |  |
| --- | --- |
| (e) Is applicant to carry out day-to-day management of the activity? | YES 🗆  NO 🗆 |

|  |  |
| --- | --- |
| If not, give full name, address, telephone number and date of birth of any employee or agent |  |
|  |  |
| Email Address: |  |

|  |  |
| --- | --- |
| (f) Business hours of applicant or agent: |  |
|  |  |

**Section 2** - To be completed if Applicant is a Company, Partnership, etc.

|  |  |
| --- | --- |
| (a) Full name of company: |  |
| 1. Address of Principal Registered Office:   (c) Names, private addresses and dates of birth of Directors, Partners or other persons responsible for its management |  |

|  |  |
| --- | --- |
| (d) Full name, address and date of birth of employee or agent to carry on day-to-day management of the activity |  |
| Email Address: |  |

|  |  |
| --- | --- |
| (e) Business hours telephone number of applicant or agent |  |
| Email Address |  |

**Section 3.**

Subject to the Rehabilitation of Offenders Act 1974, has any party named in Section 1 or 2 above been convicted of ANY CRIME OR OFFENCE. All crimes and offences must be declared. (Continue on a separate sheet if necessary).

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Court | Offence | Sentence |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 4.**

|  |  |
| --- | --- |
| Has any party named in 1 or 2 above previously held a Public Entertainment Licence? | YES 🗆  NO 🗆 |
| 1. If Yes, which authority granted the licence? |  |
| What was its reference number?: |  |
| When was it granted?: |  |
| When does it expire?: |  |

|  |  |
| --- | --- |
| (b) Has any party named in 1 or 2 above ever applied for and been refused a Public Entertainment Licence? | YES 🗆  NO 🗆 |
| If YES which authority refused the Licence?  When was it refused? |  |

**Section 5.**

|  |  |
| --- | --- |
| Name (if any) and address of premises for which a Licence is required. |  |
|  |

|  |  |
| --- | --- |
| If the Application is in respect of Outdoor Activity, state location and attach a sketch plan of the location to be licensed. |  |
|  |

**Section 6.**

|  |  |
| --- | --- |
| Specify the kind(s) of Public Entertainment or Recreation to be carried on in the premises. |  |
|  |

|  |  |
| --- | --- |
| If application is for a Fairground please supply a plan with all the attractions shown | Plan attached  YES 🗆  NO 🗆 |
| If fairground rides are to be included a Declaration of operational compliance (DOC) for each ride should be included | DOCs attached  YES 🗆  NO 🗆 |
| If there are to be any inflatable devices they should have a current test certificate issued under the scheme administered by the Performance Textiles Association (PERTERA) and is known as the PIPA scheme. | PIPAs attached  YES 🗆  NO 🗆 |

**Section 7.**

|  |  |
| --- | --- |
| Specify - |  |
|  |  |
| (a) Whether the premises are to be used on an on-going basis for Public Entertainment.  i.e Temporary or Full Application | TEMPORARY 🗆  FULL 🗆 |
|  |  |
|  |  |
| (b) Whether use of the premises will be restricted to a specific day or days.  And if so state DATES. |  |
| (c) **Days & times** when it is proposed that the premises will be open for the purposes of the kind(s) of Public Entertainment or Recreation. |  |
|  |

**Section 8.**

|  |  |
| --- | --- |
| Maximum number of persons to be admitted to premises at any one time. |  |
|  |

**Section 9.**

Full applications only

|  |  |
| --- | --- |
| In respect of Amusement Arcades, specify number of machines on premises (i.e. video machines, A.W.P. machines etc.) | Number of Machines 🗆 |
|  |  |
| In respect of Snooker/Billiard Halls specify the number of tables. | Number of Tables 🗆 |
|  |  |

**Section 10.**

|  |  |
| --- | --- |
| In addition to the Public Entertainment does the applicant propose to use the premises for the sale and/or consumption of meals or refreshments? | YES 🗆  NO 🗆 |
|  |  |
|  |  |
| ***If yes:***  (a) during what hours would such sales take place (if the hours vary dependant on the activity concerned, indicate the latest hour for closure of premises). |  |
| (b) would the food for sale or consumption be prepared on the premises? | YES 🗆  NO 🗆 |
|  |  |

**Section 11.**

|  |  |
| --- | --- |
| If appropriate, has planning permission under the terms of the Town and Country Planning (Scotland) Acts been applied for in respect of the use of the premises/site for Public Entertainment?  Required for licence which will last for more than 28 days. | YES 🗆  NO 🗆 |
|  |  |
|  |  |
| **If yes**, give details and date of lodging application and, if applicable, date planning permission granted. |  |
|  |
|  |

**Section 12.**

|  |  |
| --- | --- |
| Is the activity/event/premises to which this application relates for charitable or sporting purposes or on behalf of an organisation not constituted for private gain? | YES 🗆  NO 🗆 |
|  |  |

|  |  |
| --- | --- |
|  |  |
| **If yes**, please give particulars in respect of the organisation. |  |
|  |

**Section 13.**

|  |  |
| --- | --- |
|  |  |
| Is applicant owner of site? | YES 🗆  NO 🗆 |
|  |  |
| **If no** a letter of authority from the owners consenting to the use of the site by the applicant must accompany the application. |  |

**Section 14.**

|  |  |
| --- | --- |
|  |  |
| If the event requires a raised platform/stage over 500mm off the ground, then the applicant may require a Certificate under Section 89 of the Civic Government (Scotland) act 1982 from Building Standards, South Ayrshire Council, Wellington Square, Ayr. Tel No. 01292 616159. Please note that this would not normally apply to mobile units. | |
|  |  |
|  |  |

I.....................................................................................................................................……………..…..

Hereby declare.……………………………………………………………………..…………………….…..…..

\*(a) that a Notice has been posted at or near the premises/site

at................…………………………………………………………………………...............…….……..…......

.............................................................................................................................…………….…….........

from.......................................................................................................................………………............

containing such information as is required by paragraph 2(3) of Schedule 1 to the Civic Government (Scotland) Act 1982.

or

\*(b) that I have been unable to post a Notice in compliance with the requirements of paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982 because I do not have the rights of access which would enable me to do so. I have, however, taken reasonable steps to acquire those rights but have been unable to do so. The steps taken are as follows:-

.................................................................................................................……….....……...........

........................................................................................................................……….……........

...........................................................................................................................……….…….....

.............................................................................................................................……….……...

..

\* Complete appropriate section, and 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.

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

N.B. Any person who, in, or in connection with the making of this application makes any statement which he/she knows to be false, or recklessly makes any statement which is in false in a material particular, shall be guilty of an offence and liable on summary conviction, to a fine not exceeding £500.

Date.................................. Signature of Applicant................................................……...........

To be lodged by post with the Head of Legal, HR and Regulatory Services, County Buildings, Licensing Section, Wellington Square, Ayr, KA7 1DR not less than 28 days before the proposed commencement date of the licence, together with the appropriate fee, proof of Third Party Liability Insurance and, where appropriate, Certificate of Fitness in respect of Equipment.

# TO BE RETURNED WITH COMPLETED APPLICATION FORM

**PLEASE RETURN THIS CHECKLIST WITH THE COMPLETED APPLICATION FORM**

Checklist for Public Entertainment Application

|  |  |  |
| --- | --- | --- |
| 1. | A **fully completed** application form with all relevant parts accurately completed. | ❑ |
|  |  |  |
| 2. | Detailed plan of the event clearly showing the proposed rides and traders | ❑ |
|  |  |  |
| 3. | If submitting by post, 1 set of plans, if larger than A3, then 5 sets of plans are required, clearly delineating in red the extent of the area to be covered by the application.  If by email, the same details in PDF format. | ❑ |
|  |  |  |
| 4. | 1 Scaled layout plans, if larger than A3, then 5 sets of plans are required, (normally 1:50 or 1:100 for large events) of tents/marquees showing the location of escape routes (with dimensions of clear widths), calculations for proposed occupant capacities, emergency lighting, toilets, raised platform/stage, seating layout, access and egress and disabled facilities (viewing arrangements, toilets) | ❑ |
|  |  |  |
| 5. | An event programme with a full description of all activities to be licensed. | ❑ |
|  |  |  |
| 6. | A risk assessment document, including evacuation plan. | ❑ |
|  |  |  |
| 7. | If the event requires a raised platform/stage over 500mm off the ground, then the applicant may require a Certificate under Section 89 of the Civic Government (Scotland) act 1982 from Building Standards, South Ayrshire Council, Wellington Square, Ayr. Tel No. 01292 616159. Please note that this would not normally apply to mobile units. [Building Standards South Ayrshire Council (south-ayrshire.gov.uk)](https://archive.south-ayrshire.gov.uk/buildingstandards/raisedstructure.aspx) | ❑ |
|  |  |  |
| 8. | Declarations of Operational Compliance (DOC)/Test Certificates for all rides, PIPPA certificates for any inflatables. | ❑ |
|  |  |  |
| 9. | For marquees, flammability certification and details of emergency lighting. | ❑ |
|  |  |  |
| 10. | Public Liability Insurance (5 Million) | ❑ |

**NOT REQUIRED FOR TEMPORARY APPLICATIONS**

**SOUTH AYRSHIRE COUNCIL**

**Civic Government (Scotland) Act 1982**

NOTICE IS HEREBY GIVEN that application has been made

on.........................................……………………………………………………………………………………..

to South Ayrshire Council for a

...................………………....................…………………………......................................................……....

in respect of the premises

at....................………………..........................................……………………………......................……......

.....................................................................................……………….........................................……......

by...................................................................................………………......................................…….......

Name:-.................................................................................……………….........................…………...…

Address/Registered Office:-......................................................……………..................................……....

......................................................................................................……………….........................…….....

Directors Names & Address................................................................………….......................……........

.................................................................................................................………………..........……........

Day-To-Day Manager:-..............................................................................………………..........…….......

Address....................................................................................................................……………………..

Any objection and representations in relation to the application made to Head of Legal, HR and Regulatory Services, Licensing Section, County Buildings, Wellington Square, Ayr KA7 1DR generally within 28 days of the above-mentioned date. Objections and representations should be made in accordance with the following provisions, namely:-

(1) Any objection or representation relating to an application for the grant or renewal of a Licence shall be entertained by the licensing authority if, but only if, the objection or representation -

(a) is in writing;

(b) specifies the grounds of the objection or, as the case may be, the nature of the representation;

(c) specifies the name and address of the person making it;

(d) is signed by him/her on his/her behalf;

(e) was made to them within 28 days of whichever is the later or, as the case may be, latest of the following dates:-

(i) where public notice of the application was given in a newspaper, the date when it was first so given;

(ii) where South Ayrshire Council have required the applicant to display the Notice again from a specified date, that date;

(iii) in any other case, the date when the application was made to them.

(2) Notwithstanding (1)(e) above, it shall be competent for a licensing authority to entertain an objection or representation received by them before they take a final decision upon the application to which it relates if they are satisfied that there is sufficient reason why it was not made at the time required.

1. An objection or representation shall be made for the purpose of (1) above if it is delivered by hand within the time there specified to the licensing authority or posted (by registered or recorded delivery post) so that in that normal course of post, it might be expected to be delivered to them within that time.

## TO BE RETURNED AFTER NOTICE OF POSTING HAS BEEN POSTED FOR 21DAYS

**NOT REQUIRED FOR TEMPORARY APPLICATIONS**

**SOUTH AYRSHIRE COUNCIL**

**Civic Government (Scotland) Act 1982**

**CERTIFICATE OF COMPLIANCE**

I/We.......................................................................................................................................………..

applicant for a ..................................... Licence, hereby certify that a Notice has been posted at

or near the premises at...................................... from...............................to...............................…….

containing such information as is required by paragraph 2(3) of Schedule 1 of the above Act.

\* Where the said Notice was removed, obscured or defaced during the above-mentioned period, I took reasonable steps for its protection and replacement as follows (give details and circumstances):-

.........................................................................................................................................…….......…...

..................................................................................................................…..........................…..….....

...............................................................................................................................…...........…….........

.................................................................................................................................…............…..…....

Date...........................…..…............. Signature..........................................................................…......

\*Delete if not applicable.

**APPLICATION FOR PUBLIC ENTERTAINMENT LICENCE**

**NOTES FOR GUIDANCE**

|  |  |
| --- | --- |
| 1. | The following use of the premises/site as a place of public entertainment requires to be licensed by the licensing authority:- leisure/pool complexes linked with commercial activity, concerts, displays (including fireworks and bonfire displays), exhibitions and sporting events (whether indoors or outdoors) at which an audience may be present, circuses, fairgrounds, snooker/billiard halls, dancing, discotheques and roller discos, ice rinks and amusement arcades. |
|  |  |
| 2. | There are exemptions from this licensing requirement, e.g., premises licensed under the Theatres Act 1968, the Cinemas Act 1985, licensed premises within the meaning of the Licensing (Scotland) Act 2005 during permitted licensing hours, athletic or sports grounds while being used as such. Applicants are recommended to contact their own solicitor or the Licensing Team Leader (Ayr 617687) if in doubt as to whether a licence is required. |
|  |  |
| 3. | The fee in respect of the application is on page 1 of the application form and no application will be processed unless the fee is lodged. (The fee is not required in respect of organisations not constituted for private gain - see Section 12). |
|  |  |
| 4. | Styles in respect of the Notice and Certificate of Compliance are annexed for your guidance. Please do not delay submitting your application form until the expiry of the 21 day period. The certificate of Compliance should be submitted at the expiry of that period. |
|  |  |
| 5. | Each application must be accompanied by proof of third party liability insurance of £5 million pounds. |
|  |  |
| 6. | Applicants are advised to apply for a licence timeously to allow for the processing and determination of an application. This involves a 28 day period to allow for objections to an application. If objections are received, then the application would be considered at the Regulatory Panel. Meetings are held on a monthly cycle. If the application is refused, the applicant may lodge an appeal within 28 days of the date of the committee. |
|  |  |
| 7. | Applications in respect of fairgrounds and circuses must be accompanied by a Declaration of operational compliance (DOC) in respect of the equipment. If Inflatable devices are to be on the site then PIPPa certificates must accompany the application.  Please note that a licence will not be granted for a circus with non-domestic animals on land owned by South Ayrshire Council. |
|  |  |
| 8. | If the event requires a raised platform/stage over 500mm off the ground, then the applicant may require a Certificate under Section 89 of the Civic Government (Scotland) act 1982 from Building Standards, South Ayrshire Council, County Buildings, Wellington Square, Ayr KA7 1DR.  [building.standards@south-ayrshire.gov.uk](mailto:building.standards@south-ayrshire.gov.uk) Please note that this would not normally apply to mobile units. Link to application [Building Standards South Ayrshire Council (south-ayrshire.gov.uk)](https://archive.south-ayrshire.gov.uk/buildingstandards/raisedstructure.aspx) |
|  |  |
| 9. | **Applicants are advised that the fee is non returnable in the event of the application being withdrawn or refused.** |
|  |  |
| 10. | Please **post** your completed application form, payment and accompanying papers to:  **Licensing Services, South Ayrshire Council, County Buildings, Wellington Square,**  **AYR, KA7 1DR.**  **Telephone: 01292 617682**  **Or Email :** [**licensing.submissions@south-ayrshire.gov.uk**](mailto:licensing.submissions@south-ayrshire.gov.uk)  **With a contact number for card payment** |

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.south-ayrshire.gov.uk/council-and-government/fraud-initiative.aspx> or contact Data Protection Officer, South Ayrshire Council, County Buildings, Wellington Square, Ayr, KA7 1DR. Email: [DataProtection@south-ayrshire.gov.uk](mailto:DataProtection@south-ayrshire.gov.uk)

**How your personal information will be used**

It’s up to us to keep your information safe. We will only collect the minimum amount of personal information we need to process your licensing application.

We will only share your information with Police Scotland to ensure your fitness to hold a licence.