I, ...........................................................................................................................................

hereby declare.......................................................................................................................

\*(a) that a Notice has been posted at or near the premises 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:-

....................................................................................................................................

....................................................................................................................................

When 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.

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

\* Delete which-ever is not applicable.

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 false in a material particular, shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £500.

**PLEASE NOTE**

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)

**APPLICATION FEE IS NOT RETURNABLE ONCE THE APPLICATION IS PROCESSED**

**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.

# *NOTICE TO BE DISPLAYED SO THAT IT CAN CONVENIENTLY BE READ BY THE PUBLIC*

# CIVIC GOVERNMENT (SCOTLAND) ACT 1982

NOTICE FOR DISPLAY ON PREMISES

|  |  |
| --- | --- |
| **NOTICE IS HEREBY GIVEN** that the application has been made on |  |
|  | (date of application) |
|  | |
| To **South Ayrshire Council** for a **Booking Office Licence**  in respect of premises at:- | |

|  |  |
| --- | --- |
|  |  |
|  |
|  |

This application has been made by

|  |  |
| --- | --- |
| NAME/COMPANY NAME/PARTNERSHIP\* |  |
|  |  |
| **ADDRESS/REGISTERED OFFICE\*** |  |
|  |  |
|  |  |
|  |  |
| **DIRECTORS NAMES & ADDRESSES:-** |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **DAY TO DAY MANAGER** (if appropriate) |  |
|  |  |
| **ADDRESS** |  |

\*delete as applicable

Any objections and representations in relation to the application may be made to the Council per **Head of Legal and Democratic Services, South Ayrshire Council, Licensing Services, 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 is:-

1. in writing
2. specifies the grounds of the objection or, as the case may be, the nature of the representation
3. specifies the name and address of the person making it
4. is signed by him/her on his/her behalf
5. was made to them within 28 days of whichever is the later or, as the case may be, latest of the following dates:-
6. where public notice of the application was given in a newspaper, the date when it was first given
7. where South Ayrshire Council have required the applicant to display the Notice again from a specified date, that date
8. in any other case, the date when the application was made to them.
9. 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 in the time required.
10. An objection or representation shall be made for the purposes 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.