



WEST LOTHIAN COUNCIL
Civic Government (Scotland) Act, 1982
Indoor Sports Entertainment Licence - New Application

APPLICATION under Section 41A of the Civic Government (Scotland) Act, 1982 for the GRANT of a: <p style="text-align: center;">INDOOR SPORTS ENTERTAINMENT LICENCE</p> <p>Information supplied on this form will be held on computer and applicants are advised that in processing this application background checks will be made which may include reference to personal data held on computer.</p>	For Official Use Only			
	Date of Application		Fee Paid	
	Date to Police		Receipt No.	
	Firemaster		Deadline for Initial Decision	
	Environmental Health		Deadline for Final Decision	
	Building Control		Date to Committee	
	Planning		Decision	
			Date Application Determined	

Question 1 (Note: for application made as Company or Partnership please provide full details of Company/Partnership, Full Address of Principle or Registered Office, Contact Number, Names, Address and Dates of Birth for all Directors/Partners or other persons responsible for the management of the business, on a separate sheet of paper. In addition the full Name, Address, and Date of Birth of the employee or agent who is to be responsible for the day to day management of the business.

Surname		Forename		Middle name(s)	
Age		Date of birth		Place of birth	
Home address				Previous home address	
Post code					
Time resident at address				Telephone or contact number	
Title e.g. Mr/Mrs/Miss/Ms					
Specify the period for which the licence is required					

Question 2 Does the applicant propose to carry on the day to day management of the activity for which this application applies? <i>(If No please give managers details below)</i>	Yes / No
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Full name of manager			
Full address of manager	Date of birth		
	Length of experience of manager		
Post code			

It is strongly advised that before completing this application you read the notes.

THIS APPLICATION MUST BE SUBMITTED BY THE APPLICANT IN PERSON WITH THE APPROPRIATE FEE AND SIGHT OF A DVLA PHOTOCARD OR PASSPORT & PROOF OF CURRENT ADDRESS I.E. RECENT UTILITY BILL

Question 3 Business name (if any) Address of premises or land for which licence is required (Include post code)			
			Telephone number or business contact number
N.B. FOUR COPIES OF A PLAN OF THE PREMISES OR SITE PLAN SHOULD ACCOMPANY THIS APPLICATION FORM			
Specify the types of premises for which a licence is required (see note 1)			
Specify the kind(s) of public sports entertainment to be carried on (see note 1)			
Specify the period for which a licence is required (see note 2)			
Specify the particular days of the week and hours each day when it is proposed the above kinds of public sports entertainment will be available			
State the maximum number of persons proposed to be admitted at any one time into the premises or site. (see note 3)		State the number of persons to be employed in the premises or site	
State the number of persons nominated as responsible persons in control of the premises or site			
Are you or your company, or firm, members of any professional or trade representative body.		Yes / No	
If yes please state the name and address of body and category of membership.			

Question 4 Has any person named in Answer 1 or 2 been convicted of any crime or offence in any Court in the United Kingdom?

Yes / No

If answer is yes please provide details below, continue on separate sheet if necessary.

Name	Date	Court	Offence	Sentence

NOTE: Subject to the Rehabilitation of Offenders Act, 1974, all crimes, offences and penalties must be declared.

Question 5a Has any person named in answers 1 and 2 previously held or does currently hold a Public Entertainment Licence?

Yes / No

If yes which Authority granted the licence?

What is the reference number?

When did / does it expire

	When was it granted	

Question 5b Has any person named in answers 1 & 2 ever applied for and been refused a Public Entertainment Licence?

Yes / No

If yes which Authority refused the licence?

When was it refused?

DECLARATION by Applicant (delete whichever is not applicable)**

** (A) I/We declare that I/We shall, for a period of 21 days commencing that date hereof, display at or near the premises or site, so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2(3) of Schedule 1 to 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 the premises or site because I/We have no right of access or other rights enabling Me/Us to do so, but that I/We have taken the following steps to acquire the necessary rights, namely:-

Please detail the steps you have taken in the box below

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But have been unable to acquire those rights

(C) I/We declare that the particulars given by Me/Us on this form are correct to the best of My/Our Knowledge and belief.

Date:		Signature of Applicant:	
Where Applicant is Company or Partnership			
		Signature of Agent:	
		Agent's Address	
Date:		Position of applicant in Company/Partnership	

**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 style for such a Certificate of Compliance is enclosed with this form.

1. The fee for this application is £114.00 or £79.00 for a temporary licence.

NOTES

1. An Indoor Sports Entertainment Licence is required for the use of premises in West Lothian as a place of public sports entertainment.
 - (a) "Premises" means any permanent or temporary building and any tent or inflatable structure and includes a part of the building where the building is a sports complex but does not include a part of any other building.
 - (b) "Sports Complex" means a building -
 - (i) which provides accommodation and facilities for both those engaging in sport and spectators,
 - (ii) the parts of which are so arranged that one or more sport can be engaged simultaneously in different parts of the building.
 - (c) "Sports Entertainment" means any sporting event to which the public are invited as spectators.
 - (d) "Sporting Events" means any contest, exhibition or display of any sport.
 - (e) "Sport" includes any game in which physical skill is the predominant factor and any form of physical recreation which is also engaged in for the purposes of competition or display, except dancing (in any form).

An indoor sports entertainment is **not** required: -

On any occasion on which the entertainment of the public by sport is not the principle purpose for which the premises are being used but this provision does not apply in relation to a sports complex.

- 2 A licence will normally be granted for a period of three years unless the premises or land are to be used for a short period, in which case a temporary licence will be granted for a period of up to a maximum of six weeks. The applicant must specify the particular period for which they require a licence.
- 3 This figure will be examined by the Firemaster and a figure approved by the Council will be inserted as a condition on the licence, if granted.
- 4 The Council may attach conditions to an indoor sports entertainment licence -
 - (a) Restricting the use of the premises to a specified kind or specified kinds of public sports entertainment
 - (b) Fixing the days and times when the premises may be opened for the purposes of public sports entertainment.
- 5 Unless the application is for a temporary licence for a period of less than six weeks, a site notice must be displayed at or near the premises or site so that it can conveniently be read by the public, advertising your application. The site notice must be displayed for at least twenty-one days beginning with the date on which the application was submitted to the licensing authority. A style for this site notice is enclosed with this application form. Paragraph 2 of Schedule 1 of the Civic Government (Scotland) Act 1982 deals with the advertisement of your application. If your application is for a temporary licence, this site notice is not required and the declaration (A) and (B) at the top of page 4 of this application form should be deleted.
- 6 Any person who in, or in connection with the making of this application makes any statement which they know 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 £2,500
- 7 This application form when completed must be submitted by the applicant in person to West Lothian Connected, Unit 16A, Almondvale Centre, Livingston along with the appropriate fee and either the applicant's passport or photocard driving licence & proof of current address i.e. recent utility bill. West Lothian Connected will copy the evidence of identity and immediately return the documentation. If the applicant is a business the application must be submitted by the day-to-day manager of the business and that person must present his passport or photocard driving licence along with the application. Details of the current licensing fees can be found on the Council's website – www.westlothian.gov.uk. In the event of an application being refused or withdrawn after being processed no refund of the fee will be made.

N.B.

- (A) IF YOU CURRENTLY HOLD A PUBLIC ENTERTAINMENT LICENCE WHICH WILL COVER THE EVENT, AN INDOOR PUBLIC SPORTS ENTERTAINMENT LICENCE IS NOT REQUIRED.**
- (B) IF YOU OBTAIN AN INDOOR SPORTS ENTERTAINMENT LICENCE YOU WILL NOT NEED A PUBLIC ENTERTAINMENT LICENCE.**

Certificate of Compliance Notice No. 2
Civic Government (Scotland) Act, 1982

NAME:	See Note 2
ADDRESS:	
	See Note 3

having made application to West Lothian Council for the grant/renewal of a:

TYPE of LICENCE:	
	See Note 1

in respect of:

SITE ADDRESS:	
	See Note 4

HEREBY CONFIRM THAT I/WE have complied with the terms of Paragraph 2 of Schedule 1 to the Civic Government (Scotland) Act 1982, by displaying a notice at or near the above mentioned premises or site where it could be conveniently be read by the public for a period of 21 days from (See Note 6)

Signed: (See Note 5)

Date: (See Note 8)



West Lothian Council
Civic Government (Scotland) Act, 1982
Site Notices and Certificates of Compliance

Paragraph 2 of Schedule 1 to the Civic Government (Scotland) Act, 1982 states that when an application for a licence is for an activity which is mainly carried out in premises, a site notice must be displayed on the premises, informing the general public that an application has been submitted to the Council.

Site notice requirements do **not** apply where the application is for a **temporary** licence. If you are applying for a temporary licence only, you may ignore what follows.

Two notices are attached to these notes. Notice No. 1 provides an outline of the notice to be displayed on the premises. It is called the **Site Notice**. Notice No. 2 is a **Certificate of Compliance** and states simply that the applicant, or the applicant's agents, has complied with the law in the display of the site notice.

The **Site Notice**, once completed, must be displayed on the premises that are the subject of the application. **It must be placed where it can be read easily by the public and must remain on display for a period of 21 days.**

The **Certificate of Compliance** must be completed and submitted to the Council once the site notice requirements have been fully complied with.

The Site Notice and Certificate of Compliance **must** contain the following information: -

- Note 1. The type of licence which is being sought for the premises. Normally site notices are required for the following activities:-
- a) Second Hand Dealers (including Second Hand Vehicle Dealers)
 - b) Public Entertainment
 - c) Metal Dealers
 - d) Late Hours Catering
 - e) Houses in Multiple Occupation
 - f) Market Operators
- Note 2. The full name of the applicant must be given. This may be an individual name or that of a company or partnership.
- Note 3. The home address of the applicant must be stated. Where a company or partnership is making the application, the registered or financial office of that organisation should be given.
- Note 4. The address of the premises which form the subject of the application must be stated clearly even though the site notice must be displayed at that same address.
- Note 5. The site notice must be signed by the applicant or an agent acting on the applicant's behalf.

- Note 6. The date on which the site notice was first displayed should be clearly stated.
- Note 7. Any person wishing to object to the application or make other representations must make their views known to the Council within 21 days of the date of application or within 21 days of the site notice being displayed. Normally these two dates would be the same. The closing date for the submission of objections or representations must be set out on the site notice by the applicant. This closing date should be 21 days after the submission of your application, or 21 days after first displaying the site notice, whichever is later.
- Note 8. The Certificate of Compliance **only** should be signed and dated when it is submitted to the Council and should state quite clearly when the site notice was displayed. There has to be **at least** a period of 21 days between the two dates specified.

If you have any difficulties completing either of these notices, please contact licensing staff who will be pleased to help. Telephone 01506-281632.

