



Licensing (Scotland) Act 2005

Section 50

Application for Food Hygiene, Building Standards and/or Planning Certificates

Premises Name	
Premises Address	Postcode
Type of Application (see guidance notes)	
Please indicate the type of licence this application relates to:	
**Premises licence/Confirmation of a provisional premises licence/Provisional premises licence	
Which certificate(s)* do you require:	
<input type="checkbox"/> Food Hygiene Certificate <input type="checkbox"/> Building Standards Certificate <input type="checkbox"/> Planning Certificate <input type="checkbox"/> Provisional Planning Certificate	
* fees apply	
Applicant Name and Address	Postcode
	Applicant Telephone Number
Applicant Email Address	
Agent Name and Address	Postcode
	Agent Telephone Number
Agent Email Address	
Signature of Applicant/Agent **	Date
*Fee	Layout Plan attached (please tick)

**Delete as appropriate

Guidance Notes

1. Type of application, certificates required and fees:

A premises licence application, under the Licensing (Scotland) Act 2005, must be accompanied by the relevant Section 50 certificates. The table below outlines which certificates are required and how much they cost.

Type of Application	Certificates Required	*Fee
Provisional premises licence	Provisional Planning certificate	£72.50
Confirmation of a provisional premises licence	Food Hygiene and Building Standards certificates and where the provisional planning certificate previously issued related to outline planning permission, a Planning certificate	£197.50
Premises licence	Food Hygiene, Building standards & Planning certificates	£270.00
Replacement certificate	Provisional Planning, Food Hygiene, Building standards & Planning certificates	£10

2. Please make your cheque payable to West Lothian Council.
3. This form should be submitted to Environmental Health and Trading Standards, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF Tel: 01506 280000 E-mail environmentalhealth@westlothian.gov.uk
4. The form must be accompanied by three copies of the layout plan (scale 1:100) and a detailed (scale 1:50) kitchen layout (except provisional applications).
5. Initially an officer will make contact with you, normally within two working days of receipt of this form. The application will be returned if the fee and/or suitable layout plans are not attached.
6. We will endeavour to carry out any inspections within 10 working days of receipt of a correctly completed application form. For new or altered premises, a food hygiene inspection will not be carried out until Building Standards have completed their final inspection and a Completion Certificate is to be issued.
7. In order to issue certificates for existing premises or at confirmation, building work and kitchen fit out must be complete. There is no need to apply for a section 50 certificate early as it will not be issued until the premises is in compliance with the relevant legislation.
If you apply too early and officers have to make repeated visits to incomplete premises, your application may be delayed. Ideally officers should only require to visit the premises once, or at most twice, in relation to this application.
8. The Food Hygiene and Building Standards (and where applicable Full Planning) Certificates will only be issued concurrently.
9. Certificates will be issued with a certified plan which will require to be submitted as part of any licence application.

Procedure:

The administration of the Section 50 process will be co-ordinated by Environmental Health. There will be a single application form available to be used for full or provisional applications.

Any applications received in Planning & Economic Development will be forwarded to Environmental Health as soon as possible. All applications will be recorded on the Environmental Health & Trading Standards computer system.

Enquirers should be aware and are advised that Section 50 applications received without the appropriate fee and/or suitable layout plans may have their application returned.

Provisional Planning Certificate:

Applications will be received, recorded and checked on Accolade, to ensure that the premises has the appropriate planning consent. Where issued the certificate will be signed by the appropriate planning officer and passed to Environmental Health for recording and posting.

Full Planning, Building Standards & Food Hygiene Certificates:

Applications will be received and recorded by Environmental Health, who will then copy the application to Planning, Building Standards. In many cases Building Standards will be able to advise what stage work at the premises has reached and if early inspection is required.

At this stage it is essential to ensure that the premises has been built to the plan originally accepted by the Licensing Board, or that any changes made are acceptable and are equivalent to the original permissions. This may be particularly important in relation to planning conditions where noise or other mitigation work has been specified.

Site visits will be kept to a minimum and co-ordinated where possible. Ideally officers should only require to visit the premises once, or at most twice, in relation to the application. Building Standards are best placed to advise on progress and can help to reduce unnecessary visits.

Each service may be ready to issue their certificate at different times, however the signed certificate will be forwarded to Environmental Health for recording and posting. The certificates will not be sent out individually as Environmental Health will collate the certificates and send them all out together to the applicant or agent.

Certificates will be issued with a certified plan which will require to be submitted as part of any licence application.

Planning and Economic Development
15th August 2013