

EAST RENFREWSHIRE LICENSING BOARD

LICENSING (SCOTLAND) ACT, 2005, SECTION 46

APPLICATION FOR CONFIRMATION OF PROVISIONAL PREMISES LICENCE

If you are completing this form by hand, please write legibly in block capitals using ink.

SECTION 1: APPLICANT INFORMATION

1(a) Name, address, postcode and premises licence number of premises.

Post Code		Premises Licence Ref No	

Particulars of applicant (Provisional Premises Licence Holder)

1(b) Where the applicant is an individual, please provide full name and home address including postcode.

Post Code		Telephone No:		E-mail address	

1(c) Where applicant is a partnership, please provide full name and postal address of partnership.

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1(d) Where applicant is a company, please provide name, registered office and company registration number.

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1(e) Where the applicant is a club or other body, please provide full name, and postal address of club or other body.

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SECTION 2: PREMISES INFORMATION

2(a) Date of Grant of Provisional Premises Licence

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2(b) Date when premises will be available for inspection by representatives of relevant authorities

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2(c) Date when it is intended that the premises will commence trading/selling alcohol

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SECTION 3: DETAILS OF PREMISES MANAGER (See Note 1 below)

3(a) Name, Address and Telephone No of Premises Manager

Post Code		Telephone No	

3(b) Date of Birth of Premises Manager

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3(c) Email Address of Premises Manager

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3(d) Details of Personal Licence held by Premises Manager

Date of Issue	Name of Licensing Board Issuing	Reference Number of Personal Licence

(Please enclose a photocopy of the Personal Licence if it was not issued by East Renfrewshire Licensing Board).

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

(If signing on behalf of the applicant please state in what capacity)

I confirm that the contents of this application are true to the best of my knowledge and belief.

The application fee is enclosed.

Signature..... (see Note 2 below)

Date.....

Capacity APPLICANT/AGENT (delete as appropriate)

If agent, please provide name, address, telephone number and email address:

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I have enclosed the relevant documents with this application – please tick the relevant boxes

Provisional Premises Licence	
Operating Plan	
Layout Plan	
Planning Certificate (If a provisional planning certificate consisting only of outline planning permission was provided to the Board at the time of the application for the provisional premises licence, a planning certificate must be provided with the application (s50(4)).	
Building Standards Certificate	
Food Hygiene Certificate	
Photocopy of Personal Licence (if not issued by East Renfrewshire Licensing Board)	
Fee (the balance of the fee due for premises is rateable value categories 2-6)	

Notes

Note 1:

The holder of a Personal Licence may only be named as the Premises Manager of one premises in Scotland at any time (subject to Article 4 of the Licensing (Vessels etc) (Scotland) Regulations 2007)

Note 2:

Data Protection Act 1998

The information in this form will be used to update the relevant Premises Licence. Accordingly, the information contained in this form may be held on an electronic public register which may be available to members of the public on request.

The information you supply on this form will be used by East Renfrewshire Board to process your application for a licence. We will also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records and for certain research and statistical reasons. The Licensing Board will use this information because we need to do so in terms of the Licensing (Scotland) Act 2005. The information will be shared with Police Scotland in full and a redacted version will be shared with other statutory consultees including community councils, The NHS, the licensing standards officer, and neighbouring property owners in some cases. This is necessary to provide this service and to fulfil the council's legal obligations in terms of the Act and to perform a task carried out in the public interest. We also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as outlined by law.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you. You can find out more about how we handle this information and your rights in respect of it by going to:-

<http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=22399&p=0>

If you do not have access to a computer and wish a paper copy please let us know by contacting Business Support, Licensing, Chief Executives Department, Council HQ, Rouken Glen Road, G46 6UG

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to East Renfrewshire Licensing Board. We will use the information in the same way as your personal information and may verify the information you have given with the person and may use it as if it is your information and to assist in determining your application. If the other person wants any more information on how we will use their information they can visit our web site at

<http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=22399&p=0>