

**Civic Government (Scotland) Act 1982****APPLICATION FOR:-***(Please tick appropriate box)* **GRANT of a TEMPORARY PUBLIC ENTERTAINMENT LICENCE*****(Circuses, Fairgrounds and one off events with less than 1500 attendees)*****PLEASE COMPLETE THE RELEVANT QUESTIONS IN BLOCK CAPITALS****Section 1 (To be completed by all applicants)**

1. Full Name of Applicant	<u>Surname</u>	<u>First Name(s)</u>
2. Home Address		
3. Postcode		
4. Address for correspondence relating to this application (if different from the one above)		
5. Postcode		
6. Email Address		
7. Telephone Number(s)		
8. Date and Place of Birth	<u>Date of Birth</u>	<u>Place of Birth</u>
9. Is the applicant to carry out the day-to-day management of the business, or event?	<input type="checkbox"/> YES (go to <u>Section 2</u>) <input type="checkbox"/> NO (go to next question)	
10. Full Name of employee or agent who will be the day-to-day manager	<u>Surname</u>	<u>First Name(s)</u>
11. Home Address of day-to-day manager		
12. Email Address of day-to-day manager		
13. Telephone Number of day-to-day manager		
14. Date and Place of Birth of day-to-day manager	<u>Date of Birth</u>	<u>Place of Birth</u>
15. Are you applying for a licence as an individual or as a company, firm or organisation? If as individual you will be the licence holder. If on behalf of a company, firm or organisation that will be the licence holder.	<input type="checkbox"/> INDIVIDUAL (Please go to question 19) <input type="checkbox"/> COMPANY or FIRM <input type="checkbox"/> VOLUNTARY ORGANISATION <input type="checkbox"/> CHARITABLE ORGANISATION If a charitable organisation please provide the charity number Note:- If a company, firm or organisation is entered that will be the licence holder.	

16. Full name of Company, Firm or Organisation				
17. Address of Principal or Registered Office and telephone number				
18. Full names and private addresses of all Directors, Partners, Committee Members or other persons responsible for the management of the business (continue on a separate sheet if necessary)	Full Name (s)	Private Address(es)	Date(s) of Birth	Place(s) of Birth
19. Name of land or building for which a PUBLIC ENTERTAINMENT licence is required				
20. Date or Dates Licence required				
21. Where an application is for a Fairground please state the times you wish to operate the Fair Standard operating hours are as follows:- 14:00 – 21:00 hours Monday – Thursday 14:00 – 22:00 hours Friday & Saturday 14:00 – 17:00 hours – Sunday NOTE where application is being made out with the above hours a formal letter requesting the extension of hours must be submitted with the application.	Days	From	To	
	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	
22. Address of Premises where the PUBLIC ENTERTAINMENT is proposed to take place				
23. Specify the Activity or Activities to be carried out in the Building or Structures or on the land. Please continue in a separate sheet if required. It is important that you narrate ALL activities taking place.				
24. Details of Third Party Liability Policy (including identity of insurance company, policy number, amount of cover and date of renewal) Before a Licence can be issued, the Council will require sight of the Policy.				
25. Maximum number of persons to be admitted to land, building or structure at any one time	Less than 60	61 - 300	Over 300	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Please specify no.	

Section 3 DECLARATION (To be completed by all applicants)

<p>26. Has the applicant or any person named on the application ever applied for and been refused such a Licence or had such a Licence suspended?</p> <p>If YES, please give details of which council refused/suspended the Licence and the date it was refused/suspended.</p>	<p><input type="checkbox"/> YES Which Council?..... Date refused/suspended?</p> <p><input type="checkbox"/> NO</p>
--	--

<p>27. Do you or the day to day manager have any convictions against you?</p> <p>Note: “Convictions” includes both road traffic and criminal convictions. It includes both current and spent convictions</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
--	---

I declare that the particulars given by me on this form together with the details on the application attached are true, **the appropriate persons have read the attached privacy notice**, and I hereby make application to Aberdeenshire Council for the grant or renewal of the Licence applied for.

Date:	Signature of Applicant/Agent:	
Address of Agent (if any):

Any person who in connection with the making of this application makes any statement which he 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 £2500.

GDPR

The applicant, and, where the applicant is a company, business or other body, any person who has supplied personal information as part of this application MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.

Please read the following notes prior to submitting your application:-

Applications should be submitted by email to licapps@aberdeenshire.gov.uk or alternatively by post to Aberdeenshire Council, Legal & People, Viewmount, Arduathie Road, Stonehaven. AB39 2DQ

Notes
Duration of Licences

Licences will come into effect on the date specified on the Licence.

Application Fee

Once your application is submitted a member of the Admin Team will contact you for payment. The fee for a Temporary Public Entertainment Licence is non-refundable. The following documents require to be submitted with your application:-

- Completed Application Form
- Layout Plan (drawn to scale)
- Risk Assessment
- Public Liability Insurance for £5 million for one off events but £10 million for Circuses/Fairgrounds
- Fairgrounds only** – Fairground Insurance Checklist attached.
- Formal letter requesting an extension to Fairground hours where application is being made out with standard operating hours.

DATE RECEIVED AT SERVICE POINT	
NAME OF CUSTOMER SERVICE ADVISOR	
CUSTOMER SERVICE ADVISOR SIGNATURE	

SUBMITTED AT WHICH SERVICE POINT?						
BANFF	ELLON	HUNTLY	INVERURIE	PETERHEAD	STONEHAVEN	TURRIFF

PRIVACY NOTICE

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN.
 Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- The processing of your application for a Public Entertainment Events (Temporary) Licence
- The determination of your application for a Public Entertainment Events (Temporary) Licence
- The issue of any Public Entertainment Events (Temporary) Licence Granted
- Inclusion on the Register of Public Entertainment Events (Temporary) Licences available for public inspection
- Ensuring compliance with the terms of your Public Entertainment Events (Temporary) Licence
- The processing of any complaints made in respect of your Public Entertainment Events (Temporary) Events Licence
- The determination of any complaints made in respect of your Public Entertainment Events (Temporary) Events Licence

Your information is:

Being collected by Aberdeenshire Council

The legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligations	X	Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law	X

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.

Your information will be shared with the following recipients or categories of recipient:

- *Police Scotland*
- *Environmental Health*
- *Building Standards*
- *Some information will also be shared with the Public as part of the online processing of applications for Public Entertainment Events (Temporary) Licences or investigation of complaints/reviews of licences and via the Register of Public Entertainment Events (Temporary) Licences*
- *Scottish Ambulance Service*
- *Scottish Fire & Rescue Service*
- *Landscape Services (where event is on Council land)*
- *Roads Service (where event is on or near a public road)*
- *Civic Licensing Standards Officers*
- *Health and Safety Executive*

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

NOT APPLICABLE

The retention period for the data is:

- (1) Where an application for the grant of a licence, permit or permission is refused by the Business Services' Licensing Sub-Committee (or relevant Area Committee) information relating to that licence, permit or permission will be retained for a period of two years from the **date of refusal** and thereafter will be destroyed
- (2) In any other case, information relating to a licence, permit or permission will be retained for a period of two years from the date the licence, permit or permission **ceases to have effect** and will thereafter be destroyed

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.