



IT IS STRONGLY ADVISED THAT YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS APPLICATION AS INCOMPLETE APPLICATIONS OR APPLICATIONS SUBMITTED ON THE WRONG FORM WILL NOT BE ACCEPTED AND WILL BE RETURNED BY SECOND CLASS POST DELAYING YOUR APPLICATION. IF YOU PROVIDE AN EMAIL ADDRESS BELOW THIS WILL ALLOW US TO CONTACT YOU QUICKER REGARDING YOUR APPLICATION.

FOR OFFICIAL USE ONLY

Date of receipt of application		Receipt no.	
Acknowledgement		Deadline for initial decision	
Fee paid		Deadline for final decision	
Date to Police Scotland		Date to committee	
Date to EH		Decision	
Date to Scottish Fire & Rescue Service		Date of determination	

Applicants for the grant or renewal of a cinema licence must give notice of intention to make the application to the Licensing Team, the Scottish Fire and Rescue Service and Police Scotland not less than 28 days before making an application. Please tick the box opposite to confirm that you have done so.

Question 1 (a) – Business details

Is the applicant a company, partnership or organisation? Please tick one of the boxes opposite to indicate.	<input type="checkbox"/> company <input type="checkbox"/> partnership <input type="checkbox"/> organisation
Company registration number	
Name of company/partnership	
Address of registered or principal office of business	
E-mail address	
Telephone number	
If the applicant is a company or partnership please go to Question 1(b) If the applicant is an organisation please go to Question 1(c)	

1(b) – Details of partners or directors

Complete the full names (including any previous names), addresses, telephone numbers and places of birth of all partners and directors		
First name	Middle name(s)	Surname
Age	Date of birth	Place of birth
Previous name(s)		
Length of time resident in the UK		Nationality
Permanent address		Previous address
Post code		Post code

Time resident at this address		E-mail address
Telephone number		Mobile number

First name	Middle name(s)	Surname
Age	Date of birth	Place of birth
Previous name(s)		
Length of time resident in the UK		Nationality
Permanent address		Previous address
Post code		Post code
Time resident at this address		E-mail address
Telephone number		Mobile number

PLEASE CONTINUE ON A SEPARATE SHEET IF REQUIRED

Question 1 (c) – Organisation – additional details required

Name of organisation	
Address within West Lothian	
Post code	
Type of organisation	
Name and address of secretary	

Question 2 – Day to day manager information
(see note 3 of the attached guidance notes)

Give the details below of the person who proposes to carry on the day to day management of the licence to which this application relates

First name	Middle name(s)	Surname
Age	Date of birth	Place of birth
Previous name(s)	National Insurance Number	
Length of time resident in the UK	Nationality	
Permanent address	Previous address	
Post code	Post code	
Time resident at current address		
Telephone number	Mobile number	
	E-mail address	

Question 3 – Premises details

(a) Name of place or address or premise(s) to be licensed	Name: Address: Postcode:
(b) Specify the period for which a licence is required	
(c) Telephone no. of the premises	
(d) State the maximum number of persons to be admitted to the premises at any time	
(e) Please provide the name and contact details of an individual with whom an inspection of the premises can be arranged	

Question 4 – Type of licence

Is this a renewal application?	yes/no
If yes, what is the licence number and renewal date?	
Has anyone named in this application ever applied for and been refused a licence by any council?	yes/no
If yes, which council refused the licence and by whom was the application made?	
When was it refused?	
Has anyone named in this application ever held a licence which was suspended or revoked?	yes/no
If yes, which council suspended or revoked the licence?	

Question 5 – Further details

Has anyone named in this application been convicted of any crime or offence? If answer is yes please provide details below; continue on separate sheet if necessary.			yes/no*
Date	Court	Offence	Sentence

SUBJECT TO THE REHABILITATION OF OFFENDERS ACT 1974, ALL UNSPENT CRIMES AND OFFENCES MUST BE DECLARED (SEE NOTE 4 OF THE ATTACHED GUIDANCE NOTES).

Question 6 - Declaration by applicant

I declare that the information given by me on this form is correct to the best of my knowledge and belief.

Date	Signature of applicant*	
	Print name of applicant	

*This box can be signed by a director, partner or office bearer of the body which is named on the form as the applicant.

If the application is being signed by an agent on behalf of the applicant please sign and complete the boxes below.

Declaration by agent on behalf of business or organisation

I declare on behalf of the business / organisation referred to in question 1 of this form that the information given by me on this form is correct to the best of my knowledge and belief.

Date	Signature of agent	
	Print name of agent	
	Address of agent	

Privacy Statement – Data Protection

All personal information that you supply will be used to process your application in accordance with data protection law and the Cinemas Act 1985. In terms of the 1985 Act we are required to share this information with the following bodies:-

- Police Scotland; and
- the Scottish Fire and Rescue Service or other enforcing authority under Part 3 of the Fire (Scotland) Act 2005

We are required by law to protect the public funds we administer. Therefore in line with the National Fraud Initiative (NFI) we may also share your information with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

Further information about how we handle your personal information, including how long we retain the information, information about the NFI and how you can complain about our handling of your information, is available in our Privacy Notice which can be found on the Licensing Team's webpage <https://www.westlothian.gov.uk/licensing>. A copy of our Privacy Notice is available on request by contacting the Licensing Team, email: licensing@westlothian.gov.uk, telephone: 01506 281632.

GUIDANCE NOTES - CINEMA LICENCE

1. Applicants must give notice of intention to make the application to the Licensing Team, the Scottish Fire and Rescue Service, Westburn Drive, Cambuslang, G72 7NA and Police Scotland, Civic Centre, Howden South Road, Livingston, EH54 6FF not less than 28 days before making the application. Please ensure that you have ticked the box on page 1.
2. In terms of Section 1 of the Cinemas Act 1985, a licence is required where premises are to be used for a film exhibition. A film exhibition is defined as “any exhibition of moving pictures which is produced otherwise than by simultaneous reception and exhibition of:-
 - (a) Television Programmes broadcast by the British Broadcasting Corporation or by the Independent Broadcasting Authority, or
 - (b) Programmes included in a Cable Programme service which is, or does not require to be, licensed under Section 4 of the Cable and Broadcasting Act 1984”.

It is the duty of a Licensing Authority, in granting a Cinema Licence in respect of premises:-

- (a) To impose conditions or restrictions prohibiting the admission of children to film exhibitions involving the showing of works designated, by the Authority or by such other body as may be specified in the licence, as works unsuitable for children; and
- (b) To consider what (if any) conditions or restrictions would be imposed as to the admission of children to other film exhibitions involving the showing of works designated, by the Authority or by such other body as may be specified in the licence, as works of such other description as may be specified. Unless revoked, a licence shall remain in force for one year or for such shorter periods as the Licensing Authority, on the grant of the licence, may determine.

A cinema licence is **not** required for any film exhibition which:-

- (a) Is given in a private dwelling-house,
- (b) Is one to which the public are not admitted, and
- (c) Is not promoted for private gain, or the sole or main purpose of the exhibition is to demonstrate any product, to advertise any goods or services or to provide information, education or institution.

Where a licence is already in force in respect of the premises, and they are to be used for a purpose for which it is exempt from the requirement to be licensed, no condition or restriction on or subject to which the licence was granted shall apply to the exhibition.

There are further exemptions from the need to obtain a licence which extend to the exhibitions to which the public are not admitted or are admitted free of charge or which are given by an exempted organisation holding a certificate granted by the Secretary of State. An exempted organisation is a society, institution, committee or other organisation with respect to which there is in force at the time of the exhibition in question a certificate given by the Secretary of State certifying that he is satisfied that the organisation is not conducted or established for profit.

These further exemptions do not apply:-

- (1) Where the pictures are produced by means involving risks specified by the Secretary of State or
- (2) To exhibitions organised solely or mainly for children who are members of a club, society or association, apart from those given in private dwelling house or in connection with an educational or religious institution.

Where it is proposed to give a film exhibition in any building or structure of a movable character, it shall not be necessary to obtain a licence from the local authority in whose area the exhibition is to be given if:-

- (a) The owner of the building or structure has been granted a licence in respect of the building or structure by the local authority in whose area he/she ordinarily resides,
- (b) He/she has given to the local authority, the Lothian and Borders Fire & Rescue Service and the Lothian and Borders Police not less than two days notice in writing of his/her intention to give the exhibition, and
- (c) He/she complies with the appropriate regulations and any conditions imposed by the Licensing Authority and notified it to him/her in writing.

Any person aggrieved:-

- (a) By the refusal or revocation of a licence or
- (b) By the terms, conditions or restrictions on or subject to which a licence is granted, or
- (c) By the refusal of a renewal or transfer of a licence may appeal to the Sheriff.

A licence is deemed to remain in force until any such appeal is determined or has been abandoned.

The following regulations have been amended by Statutory Instrument – Cinematography Acts – The Cinemagraph (Safety) (Amendment) Regulations 2003.

These amend the 1955 Regulations to lower the age from 21 to 18 of –

1. A licensee or a person nominated by the licensee to be responsible from cinema premises when the public are on the premises (regulation 4 and 38(1);
2. A person who is responsible for ensuring the electrical installations and equipment in the projection room are kept in good order (regulation 26); and
3. A person in charge of and present in the projection room whenever inflammable film is being projected (regulation 31(7)(a)).

These amended regulations can be viewed at <http://www.opsi.gov.uk/>

3. If the applicant is a business or organisation there requires to be a day to day manager listed on the application form at question 2. If the applicant is an individual it is optional whether a day to day manager is appointed. There are separate forms for individuals and businesses so please check you are completing the correct form.

4. 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 £2500. In relation to question 5, if there is doubt as to which offences are spent, applicants should seek legal advice before completing this form. Details of all of your convictions are available on payment of a fee from any police station. In terms of the Theatre Act 1968, for the purposes of this application the person signing the form is responsible for its contents. If the application is signed by an agent full details of that agent must be provided.
5. When making an application for the first time the form when completed, must be submitted by the day to day manager in person to Livingston CIS, Arrochar House, Almondvale Boulevard, Livingston along with the required fee and
 - the manager's photocard driving licence or
 - passport and proof of their current home address i.e. recent utility bill.

The address given in the application form must match the ID documentation. Livingston CIS staff will copy the evidence of identity and immediately return the documentation. Details of the current licensing fees can be found on the Council's website – www.westlothian.gov.uk.

6. If the application is for the renewal of an existing licence and is submitted prior to the expiry of the licence then the form can be posted direct to The Licensing Team, Legal Services, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF along with a cheque/postal order with the required fee and a recent utility bill from the manager's current home address. Alternatively it can be lodged at Livingston CIS. Applications with payments enclosed cannot be handed in to the Civic Centre.
7. All applications for temporary licences must be submitted a minimum of 35 days in advance of the event (although it is recommended that applications are made at least 3 months before if the premises are only used occasionally for plays) in order to allow the relevant advisors sufficient time to carry out all the necessary checks in relation to the application. It is council policy that such applications will not be processed if they are not received at least 35 days in advance of the event.
8. 1 copy of a plan of the premises showing the seating capacity, fire escapes, toilets and catering facilities (if any) must be provided with this application along with a copy of the public liability insurance covering the premises.
9. Please ensure that this application is fully completed, the correct fee is enclosed and that all required documents are lodged along with it. Incomplete applications will be returned for amendment and resubmission which will delay your application.

10. Once your application is complete it will be processed. You will receive an acknowledgement once your application is complete. We will then contact you once vetting is complete. Most applications are determined within 60 days but applications which require to be referred to the Licensing Committee for a decision will take longer to be determined. In the event of an application being refused or withdrawn after being processed, no refund of the application fee paid will be made.

11. To contact the Licensing Team please email licensing@westlothian.gov.uk or call 01506 281632. Please note that if you are directed to our voicemail, please leave a message with your name and number and we will phone you back. Please note that the team cannot provide advice as to whether a licence is required. Applicants should seek legal advice from a solicitor or advice centre.