

**WEST LOTHIAN LICENSING BOARD**

**APPLICATION FOR CONFIRMATION OF A PROVISIONAL PREMISES LICENCE**

**Licensing (Scotland) Act 2005, Section 46**

When completing this form, please write legibly in BLOCK CAPITALS using ink.

<p>Clerk to the Licensing Board West Lothian Council West Lothian Civic Centre Howden South Road Livingston West Lothian EH54 6FF</p> <p>Telephone No: 01506 281632 e-mail: <a href="mailto:licensingboard@westlothian.gov.uk">licensingboard@westlothian.gov.uk</a> Legal Post: DX 552560 Livingston 7</p>	
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**APPLICANT INFORMATION**

**Question 1**

***Name, address and postcode of premises in respect of which the Provisional Premises Licence is held***

**Question 2**

***Name, address including postcode, e-mail address and telephone number of premises licence holder***

**Question 3*****When do you expect the premises to start trading?***

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**Question 4 – DETAILS OF PREMISES MANAGER****4 (a) Name and telephone number**

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**4 (b) Date and place of birth**

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**4 (c) Contact address, including postcode**

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**4 (d) E-mail address**

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**4 (e) Personal Licence details**

<b>Date of Issue</b>	<b>Name of issuing Licensing Board</b>	<b>Licence Number</b>

- I confirm that the new nominated designated premises manager is not named as designated premises manager in respect of any other licensed premises in Scotland.***
- I confirm that I have enclosed a copy of the new nominated designated premises manager's personal licence (unless the person's licence was granted by West Lothian Licensing Board).***

**NOTE: You require to submit the provisional premises licence with this application. The licence includes the conditions, operating plan and the layout plan issued with the licence.**

**You will also require to produce Section 50 Certificates from Planning Services, Building Standards and Environmental Health with this application.**

<b>I have enclosed the relevant documents with this application – please tick the relevant boxes</b>	
<b>Provisional Premises Licence</b>	
<b>Building Standards Certificate</b>	
<b>Food Hygiene Certificate</b>	
<b>Layout Plan (3 copies A4 or A3 size)</b>	

**5. DECLARATION BY LICENCE HOLDER OR AGENT ON BEHALF OF LICENCE HOLDER**

**I hereby confirm that, since the provisional premises licence was issued, or if, since that time, an application for a variation of the licence has been granted under Section 30, since the last such application was granted.**

**That there has been no variation (other than a minor variation) made to the operating plan or layout plan for the premises to which the licence relates.**

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

***IT IS A CRIMINAL OFFENCE TO MAKE A FALSE STATEMENT IN OR CONNECTION WITH THIS APPLICATION***

Signature of Licence Holder.....

Print Name .....

Date .....

Telephone number and email address of licence holder .....

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If this form was completed by someone authorised to make the application on behalf of the licence holder i.e. an agent, please complete

Name of Agent .....

Signature of Agent .....

Date .....

Telephone number and email address of agent .....

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## 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 Licensing (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.

The information provided by you on this form will be held on an electronic register which will be available for inspection by members of the public.

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 hard copy of our Privacy Notice is available on request by contacting the Licensing Team, email: [licensing@westlothian.gov.uk](mailto:licensing@westlothian.gov.uk), telephone: 01506 281632.

### NOTES

1. Please lodge the application at least 14 days prior to your intended opening date to allow time for the application to be processed.
2. Consideration of the application is delegated to the Depute Clerk where she is satisfied that no major variations have taken place which have not been approved by the Board.
3. The fee for confirmation depends on the rateable value as outlined below  
**LESS £200** (being the fee already paid for the provisional premises licence).

<u>Premises Licences</u>	<u>Rateable Value</u>	<u>Fee</u>
		£
Category 1	(-)	200
Category 2	(1 - 11,500)	800
Category 3	(11,501 - 35,000)	1,100
Category 4	(35,001 - 70,000)	1,300
Category 5	(70,001 - 140,000)	1,700
Category 6	(140,000 +)	2,000

The application may be lodged in two ways -

- **By email:** You should download a copy of the most recent version of the form from our website and complete it by typing the information into the boxes on the form. You must sign the form to confirm that the information is correct by typing your name in the declaration section at Q5. The council accepts this as a signature. You should then check that the form has been fully completed and email it along with any supporting documentation to [licensing@westlothian.gov.uk](mailto:licensing@westlothian.gov.uk) You will receive an emailed acknowledgement if it has been successfully delivered. Once your form and documents have been checked by the Licensing Team you will be emailed with information

about how to make an online payment of the fee. Details of fees are available at the bottom of the webpage for each licensing scheme.

- **By post:** You should download a copy of the most recent version of the form from our website and complete it by hand and sign the form to confirm that the information is correct at the declaration section at Q5. You should then check the form has been fully completed and post it along with any supporting documentation and a cheque for the fee which is applicable to the Licensing Team, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF. Details of fees are available at the bottom of on the webpage for each licensing scheme.

**APPLICATIONS CANNOT BE SUBMITTED AT THE CIVIC CENTRE OR AT ARROCHAR HOUSE**

Information on fees and the supporting documents to be submitted with each application is available on the Board's webpages at [www.westlothian.gov.uk](http://www.westlothian.gov.uk) and search for personal licence.