



## Licensing (Scotland) Act 2005

### Section 50

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

<b>Premises Name</b>		
<b>Premises Address</b>		
	<b>Postcode</b>	
<b>Type of Application (see guidance notes)</b> 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**:	<ul style="list-style-type: none"> <li>• Planning Certificate</li> <li>• Provisional Planning Certificate (site has full planning permission)</li> <li>• Provisional Planning Certificate (site has planning permission in principle)</li> <li>• Food Hygiene Certificate</li> <li>• Building Standards Certificate</li> </ul>	
<b>Applicant Name and Address</b>	<b>Postcode</b>	
	<b>Applicant Telephone Number</b>	
<b>Applicant Email Address</b>		
<b>Agent Name and Address</b>	<b>Postcode</b>	
	<b>Agent Telephone Number</b>	
<b>Agent Email Address</b>		
<b>Signature of Applicant/Agent **</b>	<b>Date</b>	
<b>*Fee</b>	<b>Layout Plan included (please tick)</b>	

\*\* 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 (1/4/21- 31/3/22)	*Fee (1/4/22- 31/3/23)
Provisional premises licence	Provisional Planning certificate	£83.19	£86.11
Provisional premises licence	Provisional Planning certificate (site has planning permission in principle)	£83.19	£86.11
Confirmation of a provisional premises licence	Food Hygiene and Building Standards certificates and, where the provisional planning certificate previously issued related to planning permission in principle, a Planning certificate	£226.63	£234.57
Premises licence	Food Hygiene, Building standards & Planning certificates	£309.82	£320.68

2. Send your completed application form, a copy of the layout plan (scale 1:100) and a detailed (scale 1:50) kitchen layout (except provisional applications) to [environmentalhealth@westlothian.gov.uk](mailto:environmentalhealth@westlothian.gov.uk) .
3. An officer will contact with you, normally within two working days of receipt, to outline arrangements (BACS transfer) for payment of the fee. You will also be given an enquiry reference number which should be quoted in any future communications. **Applications will not be progressed until payment is received.**
4. 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 has been accepted or a Temporary Occupation Certificate has been issued.
5. 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. Officers should only require to visit the premises once, or at most twice, in relation to this application.
6. The Food Hygiene and Building Standards (and where applicable Full Planning) Certificates will only be issued concurrently.
7. It is the applicant/agents responsibility to ensure that the site has the appropriate planning consent, Building Warrant and Completion Certificates. Existing premises, or premises about to be open, must be registered with the council as a food business.
8. Fees are non-refundable.

## **Procedure**

The administration of the Section 50 process will be co-ordinated by Environmental Health. There is a single application form available to be used for full or provisional applications. All applications will be downloaded directly onto the Environmental Health & Trading Standards computer system.

We cannot process your application until we have received your application form, relevant plans and confirmation of fee payment.

### **Provisional Planning Certificate:**

Applications will be checked to ensure that the premises has the appropriate planning permission. When issued the certificate will be signed by the appropriate planning officer and passed to Environmental Health.

### **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 subsequently varied, 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. 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. The certificates will not be sent out individually as Environmental Health will collate the certificates and e-mail them to the applicant or agent.

**Planning, Economic Development and Regeneration  
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