



Licensing (Scotland) Act 2005

Section 50 - Application for Food Hygiene, Building Standards and/or Planning Certificates

Premises Name	
Premises Address and Postcode	
Type of Application (see guidance notes) Please indicate the type of licence this application relates to **.	<ul style="list-style-type: none"> • premises licence • confirmation of a provisional premises licence • provisional premises licence
Certificates Required Please indicate the type of Certificates you are requesting **.	<ul style="list-style-type: none"> • Planning Certificate • Provisional Planning Certificate (site has full planning permission) • Provisional Planning Certificate (site has planning permission in principle) • Food Hygiene Certificate • Building Standards Certificate
Applicant Name	
Applicant Address	
Applicant Postcode	
Applicant E-mail	
Applicant Telephone Number	
Agent Name	
Agent Address	
Agent Postcode	
Agent E-mail	
Agent Telephone Number	
Signature of Applicant/Agent **	Date
Fee*	

** delete as appropriate

Guidance Notes

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.

The administration of the Section 50 process will be co-ordinated by Environmental Health. We cannot process your application until we have received your application form, relevant plans and confirmation of fee payment.

Type of Application	Certificates Required	*Fee (1/4/23-31/3/24)	*Fee (1/4/24-31/3/25)	*Fee (1/4/25-31/3/26)
Provisional premises licence	Provisional Planning certificate	£89.98	£94.03	£98.27
Provisional premises licence	Provisional Planning certificate (site has planning permission in principle)	£89.98	£94.03	£98.27
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	£245.13	£256.16	£267.68
Premises licence	Food Hygiene, Building Standards & Planning certificates	£335.11	£350.19	£365.95

Contact Environmental Health if your application is after 31 March 2026.

1. Send your completed application form, a copy of the layout plan (scale 1:100) and a detailed (scale 1:50) bar/kitchen layout (except provisional applications) to environmentalhealth@westlothian.gov.uk.
2. 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.**
3. Your application will be sent to the relevant services who will each consider your application. 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.
4. For new or altered premises, a food hygiene inspection will not normally 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. Building standards and food hygiene certificates will only be issued when, building work and bar/kitchen fit out is complete. There is no need to apply for a section 50 certificate early as it will not be issued until the premises are 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. It is essential to ensure that the premises have been built to the plan accepted by the Licensing Board. You must ensure any variations are acceptable to the Board. This may be particularly important in relation to planning conditions where noise or other mitigation work has been specified.
7. It is the applicant/agent's 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.