

Licensing (Scotland) Act 1976
Aberdeenshire Licensing Boards
North Divisional Board

Application in terms of Section 10 of the
Licensing (Scotland) Act 1976 for the

**Grant of a New Licence/The Provisional Grant
Of a New Licence**

***Delete as inapplicable**

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| Premises No: | |
| Reference No: | |

| FOR OFFICIAL USE ONLY | |
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| Date of receipt of application: | |
| Date of reference to Consultees | |
| Date of Meeting at which application is to be considered: | |
| Fee paid: | |
| Decision: | |

| 1. THE APPLICANT | | | |
|--|---|----------------------|-----------------------|
| Name, designation, full postal address and telephone number of applicant (The address of an applicant who is an individual natural person must be place of abode). | | | |
| Name, designation, full postal address and telephone number of employee or agent of applicant to be responsible for the day-to-day running of the premises (applicable only where applicant is not an individual natural person) | | | |
| Particulars of applicant: | Age | Date of birth | Place of birth |
| Age, date and place of birth (where individual natural person) | | | |
| Details of training qualification (please attach copy certificate) | | | |
| I UNDERSTAND THAT IF I HAVE NOT YET COMPLETED TRAINING, I REQUIRE TO COMPLETE TRAINING WITHIN SIX MONTHS OF THE DATE OF GRANT OF THIS APPLICATION | (Signature of applicant) | | |
| Length of experience in licensed trade | | | |
| Details of such experience (continue on a separate sheet if necessary) | | | |
| Particulars of employee or agent to be responsible for day-to-day running of the premises¹: | Age | Date of birth | Place of birth |
| Age, date and place of birth | | | |
| Details of training qualification (please attach copy certificate) | | | |
| I UNDERSTAND THAT IF I HAVE NOT YET COMPLETED TRAINING, I REQUIRE TO COMPLETE TRAINING WITHIN SIX MONTHS OF THE DATE OF GRANT OF THIS APPLICATION | (Signature of day-to-day employee) | | |
| Length of experience in licensed trade | | | |

* Delete as appropriate

¹ Applicable **only** where the applicant is **not** an individual natural person

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|--|---------------|---|--|
| Details of such experience (continue on a separate sheet if necessary) | | | |
| 2. THE PREMISES | | | |
| The complete name and postal address of the premises in respect of which the licence is desired | | | |
| 3. THE LICENCE | | | |
| Type of licence applied for | | | |
| If application is for the provisional grant of a new licence is application made under section 26(1) or 26(2)1? [Delete as appropriate] | 26(1) | 26(2) | |
| If application is for the grant of or provisional grant of new licence, has application for a new licence in respect of the premises been previously refused? | YES/NO | | |
| If so, give date of refusal and, if applicable, date of direction under Section 14. | | | |
| If application is for the grant or the provisional grant of a new public house or refreshment licence, state whether the applicant intends the premises to be open for the sale of alcoholic liquor during the permitted hours on a Sunday | YES/NO | | |
| If so, has application been previously refused in respect of the permitted hours on a Sunday at the same premises? | YES/NO | | |
| If so, give date of refusal. | | | |
| Is application being made for a seasonal licence under Section 62? | YES/NO | | |
| If so, state requested period of non-operation of permitted hours or non-opening of off-sale premises for serving customers with alcoholic liquor. | | | |
| If application is for the grant or provisional grant of a public house or hotel licence, is request made under Section 119 relating to trading hours for off-sale parts of the premises? | YES/NO | | |
| If application is for the grant or provisional grant of a public house or hotel licence, is application also being made in terms of Section 49 of and Schedule 5 to the Law Reform (Miscellaneous Provisions) (Scotland) Act for a Children's Certificate? | YES/NO | | |
| If it is intended to apply for a children's certificate and/or to serve meals in the premises, do the premises comply with the Board's Clean Air Guidelines? | YES/NO | If YES, please attach evidence of compliance, if NO, please submit risk assessment | |

4. SECTION 23 CERTIFICATES

If application is for the grant or provisional grant of a new licence (other than an off-sale licence) give dates of the following certificates required under Section 23:

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| Planning: | |
| Building Control (not required where application for provisional grant is made under Section 26(2)) | |
| Food Hygiene (not required where application for provisional grant is made under Section 26(2)) | |

NOTE: If application is being made for the provisional grant of a new licence, applicants should specify whether they are applying under (A) Section 26(1), which entails both detailed plans and Section 23 Certificates in respect of Planning, Building Control and Food Hygiene, or (B) Section 26(2), which entails a plan sufficient to identify the site of the premises with a general indication of the proposed size and character, and Section 23 Certificate in respect of Planning only.

Date: Signature of Applicant/Agent: _____

Address of Agent (if any):
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NOTES

1. The attention of applicants for the grant or provisional grant of a new licence is drawn to the provisions of Section 10 of the Act regarding the requirements to lodge plans of the premises and to display a site notice. **Seven copies of the plans are required. Please see the Board's Regulations (Copy attached) for the standard of plan required.**
2. The attention of applicants for the grant or provisional grant of a new licence is also drawn to the provisions of Section 10 requiring written notice of the application to be given to every occupier of premises situated in the same building as the premises to which the application relates.
3. Prescribed forms of site notice and notice to occupier are attached hereto and further copies may be obtained from the Depute Clerk to the Board.
4. An application form for obtaining the required certificates under Section 23 of the Act is also attached hereto and must be completed and sent to the Head of Law and Administration (North), Aberdeenshire Council, St. Leonard's, Sandyhill Road, Banff AB45 1BH. Applicants should apply for necessary consents well in advance of submitting their application, to allow the Council Department concerned adequate time. Applications will not be considered by the Board unless the relevant Councils Services are in a position to lodge these certificates with the Depute Clerk to the Board.
5. **The applicant requires to lodge a fire safety risk assessment with this application. A Guidance Booklet is attached for the information of applicants. COMPLETION OF THIS BOOKLET DOES NOT CONSTITUTE A RISK ASSESSMENT. An assessment must be completed by a competent person.**