

ABERDEENSHIRE (SOUTH) LICENSING BOARD

**THE LICENSING (SCOTLAND) ACT 1976
as amended**

**Applications for the Grant or Provisional Grant of a
New Licence must be made at least five weeks
before the meeting of the Licensing Board.**

**Please ensure that you have Certificates for Food
Hygiene, Building Warrant and Planning Permission
to enable you to comply with Section 23 of the above
act.**

**Failure to do so may lead to the Licensing Board not
considering your Application**

ABERDEENSHIRE (SOUTH) LICENSING BOARD

**THE LICENSING (SCOTLAND) ACT 1976
as amended**

**APPLICATION FOR THE GRANT OF A LICENCE OR THE
PROVISIONAL GRANT OF A NEW LICENCE
Section 10, Section 26 (1) & (2)**

FOR OFFICIAL USE ONLY

Date copied to Police:	Date of receipt of application
" DES:
" Firemaster:	Date Acknowledged
" Planning:
" Building Control:.....	Fee
PLEASE RESPOND BY:	Date Objections Received
Last Date for Objections:	Date Objections Acknowledged
.....
Response received Police:	Board Meeting
" DES:	
" Firemaster:	
" Planning:	
" Building Control:	

PLEASE DO NOT WRITE IN SHADED AREA

1. Name, Address and Telephone Number of Premises	
2. Type of Licence	<i>Please delete as appropriate HOTEL, RESTRICTED HOTEL, PUBLIC HOUSE, REFRESHMENT, RESTAURANT, ENTERTAINMENT, OFF-SALES</i>
3. Applicant Company or Applicant Partnership Name, Address of Registered Office, Telephone Number, Email Address and Company Registration Number	<i>Please complete if Applicant is a Company or a Partnership only</i>

<p>4. Name, Designation, Address, Telephone Number, Date & Place of Birth and Email Address of Applicant or Employee/Agent to be responsible for day to day running of the Premises (married women include Maiden Name)</p>	<p><i>Please complete if Applicant is a Natural Individual Person or Employee or Agent of no. 1 above</i></p>
<p>5a. If Applicant is a Company or Firm, please give Name, Date & Place of Birth, Address and Telephone Number of all Directors or Partners</p>	
<p>5b. If Applicant is an Individual, please give the Name, Address, Date of Birth and Telephone Number of the person or persons on whose behalf or for whose benefit the Applicant will manage the Premises. This should include inter alia the Spouse or Partner(s) of the Applicant or the Owner of the Premises if different from the Applicant</p>	
<p>6. State whether Applicant wishes Agent's Name and Address to be published in lieu of his own</p>	<p>Yes/No</p>
<p>7. Is Application for</p> <p>(a) Grant of a Licence</p> <p>(b) Provisional Grant of a New Licence S26(1)</p> <p>(c) Provisional Grant of a New Licence S26(2)</p>	<p><i>Delete as appropriate</i></p> <p>(a)</p> <p>(b)</p> <p>(c)</p>
<p>8a. Has Application been previously Refused for a New Licence in respect of the Premises</p> <p>b. If YES what were Reasons for Refusal</p> <p>c. Please advise Date of Refusal</p>	<p>YES/NO</p>
<p>9. Did Board Grant S14 Direction</p>	<p><i>Did Board permit further application for same Premises within 2 years of refusal</i></p> <p>YES/NO</p>
<p>10. If Application is for Grant of New Public House Licence or Refreshment Licence state whether Applicant wishes to open Premises on Sunday</p>	<p>YES/NO</p>

Remember to apply for Gaming Machine Licence/Transfer (to HM Customs & Excise) 14 days in advance of Date of Entry	
11. If Application is for the Grant or Provisional Grant of a New Licence (other than an Off-Sales) enclose copies of the following Certificates required under Section 23:-	<p>(a) Planning Permission (Grant or Provisional Grant S26(1) or (2))</p> <p>(b) Building (Building Warrant) (Grant or Provisional Grant under Section 26(1) only)</p> <p>(c) Food Hygiene Certificate (Grant or Provisional Grant under Section 26(1) only). In relation to Food Hygiene certification only - no certificate need be produced. This approval will be granted if your plans meet the approval of the Environmental health Service.</p>
12. If Application is for Grant of Public House or Hotel Licence is request made under Section 119 relating to Trading Hours for Off-Sales parts of Premises?	<p><i>Does Applicant wish separate Off-Sales part of Premises</i></p> <p>YES/NO</p> <p><i>If YES please submit 7 Layout Plans herewith</i></p>
13. State whether Applicant requires a Seasonal Licence in terms of Section 62 of the Act	<p><i>Does Applicant wish to close Premises for significant periods each year</i></p> <p>YES/NO</p> <p><i>If YES please state period of proposed closure</i></p>
<p>14a. Has Applicant and/or his Employee or Agent been previously Refused the Grant of a Licence or Transfer of a Licence for any Reason.</p> <p>b. If YES, please state Reason</p> <p>c. Please advise date of Refusal & Board Name</p>	<p>Yes/No</p>
COPY MISSIVES OR LEASE SHOULD ACCOMPANY THIS FORM	
DATE _____	SIGNATURE _____ APPLICANT/AGENT If submitted by an Agent, Agent complete the following:-
Solicitor's Name	
Firm Name and Address	

Postcode	
Office Reference	
Telephone No.	
Fax No.	
Legal Post Number	
Email	
<p>NOTE: In terms of the Board's Regulations, seven coloured copies of Layout and Site Plans must be submitted with this Application for all Applications except Off-Sales. Plans to include if applicable:-</p>	
<p>a) all Plumbing Facilities including Sinks, Wash Hand Basins, Toilets, Baths, Urinals & Showers (coloured blue).</p>	
<p>b) all Fire Prevention items including eg. 1/2 Hour Fire Resistant Doors, Fire Exits, Fire Extinguishers, Fire Blankets etc. (coloured red).</p>	
<p>c) accurate itemised Kitchen, Still Room, Laundry Layout</p>	
<p>It is vital that a), b) and c) above are adhered to and that actual changes are clearly marked on each plan so as to be easily understood. Failure to do so may result in the plans being returned for substantial amendment and may ultimately affect your business.</p>	
<p>Written Notice of the Application must be given to every Occupier of Premises situated in the same building as the Premises to which the Application relates.</p>	
<p>Please remember to apply to the Department of Environmental Services for Registration of Food Premises and controlled Waste Transfer at least 28 days in advance of Opening Date of New Premises only.</p>	
<p>Please note: You must arrange for a Trade Refuse Collection. If you require the Council to collect your waste, please telephone: 01467 620981</p>	
<p>Fee for New Licence Section 10 - £172 Fee for Provisional Licence Section 26 (1) & (2) - £138 Fee for Affirmation Section 26 (2) (b) (separate application form) - £34 Fee for Finalisation Section 26 (4) (separate application form) - £34</p> <p>Cheque to be made payable to "Aberdeenshire Council (South)"</p>	

NOTICE FOR DISPLAY AT PREMISES

**ABERDEENSHIRE (SOUTH) LICENSING BOARD
Viewmount, Arduthie Road, Stonehaven. AB39 2DQ
THE LICENSING (SCOTLAND) ACT 1976
as amended**

NAME AND ADDRESS OF PREMISES:-	
TYPE OF LICENCE:-	Delete as appropriate HOTEL RESTRICTED HOTEL PUBLIC HOUSE - Sunday Opening? YES/NO REFRESHMENT - Sunday Opening? YES/NO RESTAURANT ENTERTAINMENT OFF SALES
NAME & ADDRESS OF APPLICANT(S)/AGENT OF APPLICANT(S)	
Date of Board Meeting at which Application to be considered	
<p align="center"><i>Any Objections in Terms of Section 16 of the above Act (specifying the Grounds of Objection), must be Lodged in Writing, with the Licensing Board and intimated to the Applicant(s) not later than one week before the Board Meeting at which the Application will be considered. No Objection shall be entertained by the Board unless it is proved or admitted that such an Objection was intimated to the Applicant(s) (or where an Agent's Address is published, to the Applicant's Agent) and that it is an Exact Copy of the Letter of Objection which was Served on the Applicant or his Agent. Please note that any Objection sent by Post must be sent to the Applicant(s) by Recorded Delivery or Registered Post.</i></p>	
*IF IN DOUBT CONSULT A SOLICITOR	
DATE _____	SIGNATURE _____ APPLICANT/AGENT

NOTICE TO OCCUPIERS

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Viewmount, Arduthie Road, Stonehaven. AB39 2DQ
THE LICENSING (SCOTLAND) ACT 1976
as amended

NAME AND ADDRESS OF PREMISES:-

TYPE OF LICENCE:-

Delete as appropriate
HOTEL
RESTRICTED HOTEL
PUBLIC HOUSE - Sunday Opening?
YES/NO
REFRESHMENT - Sunday Opening?
YES/NO
RESTAURANT
ENTERTAINMENT
OFF SALES

NAME & ADDRESS OF APPLICANT(S)/
AGENT OF APPLICANT(S)

Date of Board Meeting at which
Application to be considered

Any Objections in Terms of Section 16 of the above Act (specifying the Grounds of Objection), must be Lodged in Writing, with the Licensing Board and intimated to the Applicant(s) not later than 7 clear days before the Board Meeting at which the Application will be heard. No Objection shall be entertained by the Board unless it is proved or admitted that such an Objection was intimated to the Applicant(s) (or where an Agent's Address is published, to the Applicant's Agent) and that it is an Exact Copy of the Letter of Objection which was Served on the Applicant or his Agent. Please note that any Objection sent by Post must be sent to the Applicant(s) by Recorded Delivery or Registered Post.

***IF IN DOUBT CONSULT A SOLICITOR**

DATE _____

SIGNATURE _____
APPLICANT/AGENT