



**APPLICATION FOR PLANNING, BUILDING STANDARDS AND FOOD HYGEINE
CERTIFICATES**

in terms of Section 50 of the Licensing (Scotland) Act 2005 for:-

PREMISES LICENCE

PROVISIONAL LICENCE

CONFIRMATION OF PROVISIONAL LICENCE

NORTH BOARD

CENTRAL BOARD

SOUTH BOARD

Please tick the appropriate boxes above

1. Full Name of Applicant	Surname	First Name(s)
2. Home/Head Office Address		
3. Postcode		
4. Email Address		
5. Telephone Number(s)		
6. Name of Premises		
7. Address of Premises		
8. Postcode		
9. State whether the sale of alcohol is for consumption	<input type="checkbox"/> On the Premises <input type="checkbox"/> Off the Premises <input type="checkbox"/> Both on and off the Premises	

<p><u>Planning Certificate (required in all cases)</u></p> <p>Please give the following information:-</p> <p>(i) Date and reference of planning permission issued under the Town and Country Planning (Scotland) Act 1997 in respect of any development of the subject premises in connection with their proposed use as licensed premises; or</p> <p>(ii) Date and reference of a determination that planning permission is not required.</p>		
<p><u>Building Standards Certificate</u></p> <p>Is a Building Standards Certificate Required?</p> <p>Please give the following information:-</p> <p>(i) Date and reference of a completion certificate having been accepted under Section 18 of the Building (Scotland) Act 2003 in respect of any construction or conversion of the premises in connection with their proposed use as licensed premises; or</p> <p>(ii) The date and reference of a temporary occupation or temporary use notice or</p> <p>(iii) The date and reference of a determination that no completion certificate or permission is required.</p>		<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><u>Food Hygiene Certificate</u></p> <p>Is a Food Hygiene Certificate Required?</p> <p>Please give the following information:-</p> <p>(i) Date and reference of a determination that the premises comply with the requirements specified in Schedule 2 to the Food Hygiene (Scotland) Regulations 2006 in connection with their proposed use as licensed premises;</p> <p>(ii) Please supply a plan of the premises or give full information relating to the construction, layout, drainage, ventilation, lighting and water supply and also the provision of sanitary and washing facilities where a determination as outlined above has not been made.</p>		<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>I have read and understood the attached privacy notice</p>	<p>.....</p>	
<p>Signature of Applicant or Agent:</p>	<p>.....</p>	
<p>Address of Agent (if any):</p>	<p>.....</p> <p>.....</p>	
<p>This application should be lodged at least 21 days prior to lodging of the application for a Premises Licence. No Fee is required but Services may charge a fee for the issue of the certificate.</p> <p>Completed applications should be sent to:-</p>		
<p>By post to:-</p> <p>Aberdeenshire Council, Legal & People Viewmount, Arduthie Road, Stonehaven, AB39 2DQ</p>	<p>By email to:-</p> <p>licapps@aberdeenshire.gov.uk</p>	

PRIVACY NOTICE

The Data Controller of the information being collected is the Aberdeenshire Licensing Board. The information is collated on their behalf by Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN. Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- The processing of your application for a premises licence
- The determination of your application for a premises licence
- The issue of any premises Licence Granted
- Inclusion on the Register of premises Licences available for public inspection
- Ensuring compliance with the terms of your Premises Licence
- The processing of any complaints made in respect of your Premises Licence
- The determination of any complaints made in respect of your Premises Licence

Your information is:

Being collected by Aberdeenshire Council on behalf of the Aberdeenshire Licensing Board

The legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligations	X	Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law	X

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.

Your application will be shared with the following recipients:

<ul style="list-style-type: none">• <i>Police Scotland</i>• <i>Scottish Fire & Rescue Service</i>• <i>Public Health</i>• <i>Neighbouring Proprietors</i>• <i>Some information will also be shared with the Public as part of the online processing of applications for Premises Licences or investigation of complaints/reviews of licences and via the Register of Premises Licences</i>	<ul style="list-style-type: none">• <i>Licensing Standards Officers</i>• <i>Planning Services</i>• <i>Building Standards</i>• <i>Environmental Health</i>• <i>Community Councils</i>• <i>The Scottish Government</i>
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Your information will be transferred to or stored in the following countries and the following safeguards are in place:

NOT APPLICABLE

The retention period for the data is:

- (1) Where an application relates to the grant of a premises licence, variation of premises licence, or transfer of premises licence is refused by the Board, information relating to that application will be retained on the Licensing Register for a period of 5 years from the **date of refusal** and thereafter will be destroyed.
- (2) In any other case, where information relates to a premises licence, that information will be retained on the Licensing Register for a period of 5 years from the date the premises licence **ceases to have effect** and thereafter will be destroyed.

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.